

झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
Central University of Jharkhand, Ranchi
(A Central University established by an act of parliament of India in 2009)

NOTIFICATION

Ref.No. C.U.J/Notice /2014/1170/ 2083

Date: 04.09.2014

It is notified for information of all the concerned that the following ordinances of Central University of Jharkhand has been noted by the Ministry of Human Resources Development, Department of Higher Education, new Delhi, vide their letter No.F-45-2/2011 desk U dated: 30.10.2013.

S.NO.	NAME OF THE ORDINANCE
1	Ordinance on Deans Committee
2	Ordinance on employees and Students Grievances Redressal Committee
3	Ordinance on curbing the Menace of Ragging
4	Ordinance on Procedure for Co-operation and Collaboration with other Universities, Institutions and Other Agencies including learned Bodies or Associations
5	Ordinance on the Games and Sports Committee
6	Ordinance on Equivalence committee for Recognition of Examinations/Degrees
7	Ordinance on Alumni Association
8	Ordinance on University Library Committee
9	Ordinance on Sensitization, Prevention and redressal of Sexual harassment-(SPARSH)

Accordingly all the employees of this university are requested to take into account the above ordinance on various matters for future compliances.

This issue with the approval of the Vice Chancellor.


REGISTRAR

Encl:- Copies of Ordinances

Copy for Information to:-

1. Shri R.P.Tewari- Under Secretary to the Government of India, MHRD, Deptt.of Higher Education, New Delhi.
2. Secretary- UGC, Bahadurshah Zafar Marg, New Delhi,
3. All Dean & HOD
4. PS to the VC
5. PS to the Registrar
6. PS to Finance Officer
7. All faculties/All Staffs
8. Dy.Registrar-I
9. Asstt.Registrar
10. System Analyst-with a request to upload the Ordinances on University Website.
11. Controller of Examinations.

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
DEANS COMMITTEE**

[Under Section 28(1)(o) of the Central University Act 2009]

The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.

Constitution

1. The Deans' Committee shall comprise the following:

(i) The Vice-Chancellor	- Chairperson
(ii) All Deans of Schools	- Members
(iii) Controller of exams	- Member
(iv) Finance officer	- Member
(iv) Registrar	- Member Secretary

Function

2. The functions of this Committee will be as follows :
 - a. To consider deputation of teachers for international Conferences;
 - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
3. The meetings of the Deans' Committee shall be convened by the Chairperson.

Quorum

4. The quorum of the Committee shall be $\frac{1}{3}^{\text{rd}}$ of the total number.
5. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

Note: In case of any doubt or contradiction of these rules, Instructions of Govt. of India. Ministry of Human Resource Development and the University Grants Commission, shall prevail.

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CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
EMPLOYEES AND STUDENTS GRIEVANCES REDRESSAL COMMITTEE
[Under Section 28(n) of the Central University Act, 2009]

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

Meaning

Unless otherwise mentioned:

Student means all students who are registered for a Programme of study in any School/Centre/Department College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

General Principles

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal Mechanism;
2. Every grievance from the student/ staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should remain pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice-Chancellor for a decision.

Constitution & Function

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman – The Pro Vice-Chancellor or such other person to be nominated by the Vice-Chancellor.

Members:

3 Representative of Students' Council.

3 Nominees of the Vice-Chancellor.

Dean of Students' welfare, Member-Secretary.

Dean of the School concerned (special invitee)

POWERS AND FUNCTIONS

- (i) to entertain written and signed complaints and petitions of student in respect of matters directly affecting them individually or as a group;

- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

Vice-Chancellor or his/ her representative Chairman.

Five representatives from the teaching community representing gender, minority, SC, ST & OBC

Vice-Chancellor's nominee shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (i) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman- to be nominated by the Vice-Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST & OBC

The Registrar or his/her nominee shall be the Member-Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider written and signed complaints and petitions of staff (Non-teaching) in respect of matters directly affecting them individually or as group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainants, if allegations made in the documents are found to be baseless.

Note: In case of any doubt or contradiction of these rules, Instructions of Govt. of India. Ministry of Human Resource Development and the University Grants Commission, shall prevail.

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**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
CURBING THE MENACE OF RAGGING**

[Under Section 28(1)(o) of the Central University Act 2009]

Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" notified vide No. F.1-6/2009(CPP-II) dated 21.10.2009 and as amended by the UGC from time to time.

The functioning and terms & conditions shall be specified under the Regulations of the University.

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER
UNIVERSITIES, INSTITUTIONS AND OTHER AGENCIES INCLUDING
LEARNED BODIES OR ASSOCIATIONS**

[Under Section 28(1)(o) of the Central University Act 2009]

1. In consonance with the provision under section 5, 6(x) (xiv) of the Central Universities Act 2009, the University envisages to network and collaborate with other institutions of repute from India and abroad.
2. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
3. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
4. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute.
5. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
 - i. The Vice Chancellor or his/her nominee, who shall be the chairperson
 - ii. Two faculty members not below the rank of Professor, to be nominated by the Vice Chancellor
 - iii. The Registrar
 - iv. The Deans of the Schools concerned
 - v. The Head of Centre/Programme concerned
 - vi. Coordinator, External Relations who shall be the Member Secretary
6. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU.

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7. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Executive Council of the University.
8. All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.
9. In such situation/cases not covered in these rules, Provisions of GFR, instructions of Government of India, Ministry of Human Resource Development and the University Grants Commission, shall be followed.

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CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE GAMES AND SPORTS COMMITTEE
[Under Section 28(1)(o) of the Central University Act 2009]

Composition

1. There shall be a Games and Sports Committee consisting of the following members namely:

- (i) The Dean of Students' Welfare, who shall be the Chairperson;
- (ii) Two prominent sportspersons to be nominated by the Vice Chancellor;
- (iii) One Outstanding Sportsman/Sportswoman from among the students on rolls, nominated by the Chairman for a period of one year; and
- (iv) The Director of Physical Education, who shall be the Ex-Officio Member-Secretary of the Games and Sports Committee.

Function

2. The Committee shall:

- (i) take measures to attract the sports talent available in the University;
- (ii) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
- (iii) propose the budgetary requirements for games and sports;
- (iv) maintain the play-grounds, gymnasias, swimming pools and other sports facilities of the University;
- (v) hold/organise contests, competitions, tournaments, athletic meets etc.;
- (vi) recommend to the Vice-Chancellor the names of outstanding players/sportspersons to be nominated for admission under sports quota, if any;
- (vii) recommend to the Vice Chancellor names of the Outstanding player/Sportspersons for training/coaching facilities/stipend, if any; and
- (viii) perform such other functions, as may be assigned to it by the Executive Council/ Academic Council/ Vice Chancellor from time to time.

3. The Director, Physical Education will operate the allotted fund under the supervision of the Dean of Students' Welfare.

Meeting

4. The Committee shall hold its meetings at least once in two months under the supervision of the Dean Students' Welfare.

Quorum

5. One-third of the total members shall form the quorum for a meeting of the Committee.

6. In such situation/cases not covered in these rules, instructions of Government of India, Ministry of Human Resource Development and the University Grants Commission, shall be followed.

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CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
EQUIVALECE COMMITTEE FOR RECOGNITION OF EXAMINATIONS /
DEGREES
[Under Section 28(1)(o) of the Central University Act 2009]

- Composition
1. There shall be an Equivalence Committee consisting of the following members:
- | | | |
|---|---|-----------|
| (i) Vice Chancellor or his nominee | - | Chairman |
| (ii) Deans of the Schools | - | Members |
| (iii) One person nominated by the Academic Council
from amongst its members for a period
of three years | - | Member |
| (iv) Registrar | - | Member |
| (v) Controller of Examinations | - | Secretary |
- Function
2. The functions of this Committee shall be :
- (i) To examine and recommend to the Academic Council equivalent of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
 - (ii) To examine and recommend to the Academic Council the withholding, suspension or cancellation/recognition to any examination/degree for such reasons and such time it may deem fit.
 - (iii) The Committee may invite a domain expert, wherever necessary, to assist it in its functioning.
- Rules of Business
3. The Committee shall frame the rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON**

THE ALUMNI ASSOCIATIONIN

[Under Section 28(1)(o) of the Central University Act 2009]

1. There shall be an Alumni Association of the University.
2. The objective of the Association shall be to promote the objectives of the University, to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.
3. The membership of the Association shall be open to all degree holders of the University, including the holders of diplomas and certificates.
4. The membership fee for the Association, shall be Rs. 500/= per year and Rs. 10,000/= for life or as decided by the Executive Council of the University from time to time.
5. There shall also be an Alumni Association Admission fee of Rs 100/- which shall be collected at the time of admission of students in the university.
6. The application for membership shall be in a form prescribed by the University.
7. The Executive Committee of the Association shall consist of the
 - (a) President;
 - (b) Vice President;
 - (c) General Secretary;
 - (d) Joint Secretary; and
 - (e) 10 other Members.
8. The Vice-Chancellor shall be the ex-officio Patron. All other office -bearers and members of the Association shall be elected for a term of three years.
9. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years' standing.
10. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election.
11. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.

12. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by Regulations.
13. In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.
14. In such situation/cases not covered in these rules, instructions of Government of India, Ministry of Human Resource Development and the University Grants Commission, shall be followed.

**CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
THE UNIVERSITY LIBRARY COMMITTEE**

[Under Section 28(1)(o) of the Central University Act 2009]

Composition

1. There shall be a University Library Committee consisting of the following Members, namely:

- a) Vice-Chancellor, who shall be the Chairman
- b) Pro-Vice Chancellor(s)
- c) Registrar
- d) Finance Officer
- e) Deans of the Schools including Dean Students Welfare
- f) The senior most Professor from each of the Schools to be appointed by the Vice Chancellor by rotation in order of seniority
- g) Proctor
- h) One Research Scholar to be nominated by the Vice Chancellor.
- i) One student from 5 Year Integrated Course to be nominated by the Vice Chancellor.
- j) Librarian, who shall be the Convener

Term

2. The term of office of the Members of the Library Committee, other than the ex-officio members, shall be one calendar year.

Function

3. The Committee shall

- a) Exercise general supervision over the University Central Library, and all the other Libraries of the University;
- b) Frame Regulations for the management and use of the Libraries subject to the approval of the Academic Council;
- c) Allocate funds to various Departments assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned;
- d) Submit to the Academic Council of the working of all the Libraries of the University annually;
- e) Recommend to the Executive Council the creation of any new post in the Libraries;

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f) Formulate and administer proposals concerning the development of libraries of the University.

Meeting

4. The Committee shall meet at least twice in a year.

Quorum

5. One-third of the total number of members shall constitute *the* quorum for a meeting of the Committee.

6. The Convener shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee. In case of the extra-ordinary Meetings, the notice and agenda has to be sent at least 24 hours before the meeting.

7. In such situation/cases not covered in these rules, the provisions of GFR and instructions of Government of India, Ministry of Human Resource Development and the University Grants Commission, shall be followed.

CENTRAL UNIVERSITY OF JHARKHAND
ORDINANCE ON
SENSITIZATION, PREVENTION AND
REDRESSAL OF SEXUAL HARASSMENT (SPARSH)
[Under Section 28 (n) of the Central University Act, 2009]

background

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race, caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination forms of discrimination against women." Resultantly, the Central University of Jharkhand hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH)."

Bodies of SPARSH :

SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions

Functions, Power and duties of ABS :

- i. To uphold the commitment of the Central University of Jharkhand to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, Power and duties of UCC :

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.



Definition

Operational definitions:

- ♦ **Sexual harassment:** This shall include such unwelcome sexual behavior (whether directly or by implication) as:
 - a. Unwanted physical contact and advances.
 - b. A demand or request for sexual favours.
 - c. Sexually-coloured remarks
 - d. Displaying pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- ♦ **Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.
- ♦ **Campus:** This includes all the places vested, controlled and/or administered by the Central University of Jharkhand.
- ♦ **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.
- ♦ **Counselor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- ♦ **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.
- ♦ **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Central University of Jharkhand.
- ♦ **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

Constitution

Constitution of Apex Body of SPARSHA (ABS) :

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The chairperson, a woman nominated by the Vice-Chancellor, Central University of Jharkhand from amongst the faculty members.
- ii. Five members representing various faculties/centres of the University, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).



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- iv. Two members from the non-teaching staff, of which at least one should be women.
 - v. One women NGO representative.
 - vi. One women counselor.

Constitution of University Complaints Committee (UCC) :

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The chairperson shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

Term &
Vacancy

Term of office of chairperson and members of ABS and UCC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provided that no chairperson or any member shall hold office for more than two terms.

Vacancy of the office of chairperson or members of ABS/UCC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

Procedure,
Meeting &
Quorum

Procedure for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted by ABS members.
- iii. Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.

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- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may lodge a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching staff.
- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal inquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary inquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.

Penalty

Penalties:

These shall be awarded as per University rules for employees. In case of students/service provides, they could include

- ♦ Warning
- ♦ Debarring entry into hostel/campus
- ♦ Withholding results
- ♦ Expulsion from the University
- ♦ Denial of re-admission
- ♦ Written apology
- ♦ Bond of good behavior

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities.

