



**FUTURE
UNIVERSITY**

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**First Ordinances
of
Future University, Bareilly
2024**

(Under Uttar Pradesh Private Universities Act, 2019)


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CONTENT

S.No.	Ordinance Number	Description	Page No
1	Ordinance No 1	Preliminary	4 - 7
2	Ordinance No 2	Admission, Enrolment and Migration	7 - 11
3	Ordinance No 3	Examination and Evaluation	11 - 15
4	Ordinance No 4	Manner of Appointment, Terms and Conditions of Service of Teachers Appointed by The University	16 - 21
5	Ordinance No 5	Code of Ethics and Conduct	21 - 24
6	Ordinance No 6	Responsibilities and Authorities of the Deans of the University of students	24 - 27
7	Ordinance No 7	Hostel Accommodation for Students	27 - 32
8	Ordinance No 8	University Fees	32 - 33
9	Ordinance No 9	Ordinance pertaining to Ruration to be paid to the Examiner, Moderator, Invigilator and Tabulator	33 - 33
10	Ordinance No 10	Ordinance for Degree of Doctor of Philosophy (Ph.D.)	34 - 48
11	Ordinance No 11	University Ordinance for Promotion of Academic Integrity and Prevention of Plagiarism	49 - 55
12	Ordinance No 12	Staff of the University	56 - 57
13	Ordinance No 13	Bequests, Donations, Endowments and Transfers for Award of Fellowships, Scholarships, Stipends, Medals and Prizes	58 - 58
14	Ordinance No 14	Manner of co-operation and collaboration with other universities and Institutions of higher education	59 - 59
15	Ordinance No 15	Ordinance for Annual Convocation	60 - 64
16	Ordinance No 16	Medium of Instruction & Examination	64 - 64
17	Ordinance No 17	Award of fellowships, scholarships, medals and prizes	65 - 65
18	Ordinance No 18	Ordinances Pertaining to the Appointment and Emoluments of Employees, other than those for whom a provision has been made in the statutes;	65 - 66
19	Ordinance No 19	Creation, composition and functions of any other body which is considered necessary for improved the academic stature of the university	67 - 67
20	Ordinance No 20	Ordinances Pertaining to Establishment of Center of Studies, Boards of Studies, Interdisciplinary Studies, Special Centers, Specialized Laboratories and other Committees	67 - 68

First Ordinances of Future University, Bareilly.

21	Ordinance No 21	Faculty/Staff Evaluation and Appraisal	69 – 72
22	Ordinance No 22	Student Grievance Redressal	73 – 75
23	Appendix A	Regulatory bodies	76 – 76
24	Appendix B	Board of Studies	77 – 78
25	Appendix C	Courses of Studies & Syllabus	79 – 79
26	Appendix D	Incentive Marks for N.C.C., N.S.S., Games & Sports & other Extracurricular Activities of students	80 – 80
27	Appendix E	Internal Complaint Committee (ICC)	81 – 82
28	Appendix F	Student Evaluation & Evaluation Methodology	83 – 83
29	Appendix G	IQAC	84 – 84
30	Appendix H	Admission Policy for Foreign Students	85 – 88

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ORDINANCE No - 01

PRELIMINARY

(Established by Act no 3 of 2024 Passed by the U.P. State Legislative)

In exercise of the powers conferred under section 35 of the Uttar Pradesh Private Universities Act 2019 (UP Act 12 of 2019) and the Future University Bareilly, Uttar Pradesh Statutes, 2024, the Executive Council of the Future University Bareilly, Uttar Pradesh makes the following ordinances, namely: **-Ordinances of Future University Bareilly, Uttar Pradesh (India)**

1.1. Short Title and Commencement:

- (i) These ordinances may be called the Future University Bareilly, Uttar Pradesh First Ordinances, 2024.
- (ii) They shall come into force with effect from date of approval of the Executive Council
- (iii) The words and expressions used and not defined in these ordinances but defined in the Act and the Statutes and the Uttar Pradesh Private Universities Act 2019 shall have the same meanings assigned to them in the Acts and Statutes.

1.2 Definitions:

In these ordinances, unless the context otherwise requires –

- i. “ABC” means Academic Bank of Credit
- ii. “Act” means the Uttar Pradesh Private Universities Act, 2019.
- iii. “Aggrieved Student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these Ordinances.
- iv. “APAR” means Automated Permanent Academic Account Registry
- v. “BOS” means Board of Studies of a Department/ School as prescribed by the Statutes.
- vi. “Class” means specific group of students meeting for specific instructional purposes that may include a lecture, tutorial, practical, workshop session.
- vii. “Clause” means duly numbered Clauses of these Ordinances.


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- viii. **"Commission"** means the University Grants Commission established under the UGC Act, 1956.
- ix. **"Continuing Student"** means a student who has completed at least one semester prior to the current semester.
- x. **"Course detail"** means the detailed teaching scheme of a course.
- xi. **"Course"** means a component of a programme. All courses need not carry the same weightage. The courses shall define learning objectives, learning outcomes, and evaluation scheme. A course shall be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study, etc. or a combination of some of these.
- xii. **"Credit"** determines the number of hours/ periods of instructions required per week. One credit is equivalent to one hour/ period of teaching (lecture or tutorial) or two hours/ periods of practical work/ field work per week.
- xiii. **"Declared Admission Policy"** means such policy, including the process there under, for admission to a programme of study as may be offered by the University by publication in the prospectus of the University.
- xiv. **"Department"** means the Department of Studies and includes Centre of Studies and Research.
- xv. **"Disciplinary Probation"** refers to the status assigned to a student on committing an act of misconduct, academic or otherwise and once assigned, the student remains on disciplinary probation for the period decided by the Vice Chancellor.
- xvi. **"Enrolment Number"** means a unique number allotted as System ID, to a student on his admission in the University. Enrolment number/ System ID remains unchanged throughout the duration of student's stay at the University.
- xvii. **"ESE"** means End-Semester Examination.
- xviii. **"Ex-Student"** means a student who has failed in a course(s) after appearing in final year/ semester examinations and who registers afresh to pass the said course(s) on payment of the prescribed fee.
- xix. **"Expulsion"** means the permanent removal of a student from the University rolls with the prohibition on future enrolment.
- xx. **"Faculty Board"** of each School of studies shall be constituted as per the provision of Section 25 of the Statutes.
- xxi. **"Fresher"** means a student who is matriculated into a programme for the first time.


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- xxii. **"Faculty or School"** means an institute or school established by the University in accordance with its Act and the Statutes.
- xxiii. **"Government"** means Government of Uttar Pradesh.
- xxiv. **"He"** includes She and "His/ Him" includes Her.
- xxv. **"LTPC"** means hours of Lecture, Tutorial and Practical per week and "C" refers to the total credit of a course.
- xxvi. **"Matriculation"** means registration of provisionally admitted students in the concerned Department/ School.
- xxvii. **"Mentor"** means a faculty member who acts as counselor, guide and motivator to a group of students (mentees) assigned to him. He also acts as career guide to his mentees and advises them on course specific and programme specific information.
- xxviii. **"MEME"** means Multiple Entry and Multiple Exit.
- xxix. **"MSE"** means Mid-Semester Examination.
- xxx. **"NCrF"** National Credit Framework
- xxxi. **"NEP"** means National Education Policy-2020.
- xxxii. **"NHEQF"** means National Higher Education Qualification Framework
- xxxiii. **"NSQF"** National Skill Qualification Framework
- xxxiv. **"Practical"** includes lab work/ project/ dissertation/ field work/ studio/ jury/ moot court/ clinical posting/ survey and similar hands-on activities related to previously learnt principles/ theory in the chosen field of learning under the supervision of an expert or qualified individual.
- xxxv. **"Pre-requisites"** means conditions that must be met before a student can register for a course.
- xxxvi. **"Programme"** means an educational programme leading to the award of a Certificate, Diploma or Degree.
- xxxvii. **"Programme Detail"** means the year-wise well-structured teaching scheme of programmes which may include courses from major, minor, multidisciplinary, interdisciplinary, ability enhancement, skill enhancement, value-added, internship/ apprenticeship, capstone, community connect, project/ dissertation/ research-project, etc.


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- xxxviii. **"Prospectus"** means and includes a publication in the form of a booklet or brochure, whether in print or otherwise, for providing fair and transparent information to the general public (including to those seeking admission) by the University or any authority or person authorized by it to do so on its behalf.
- xxxix. **"Roll Number"** is the number issued to every student by the Controller of Examinations and shall remain valid for the total duration of the Programme.
- xl. **"Rustication"** from the University means the withdrawal of right to access to the entire premises and facilities of the University campus for a specified period and/ or till the fulfillment of specified conditions.
- xli. **'Section'** means a section of the Act;
- xl.ii. **"Student Grievance Redressal Committee"** (SGRC) means committee(s) constituted under this Ordinance at the level of the University, for dealing with grievances of the students.
- xl.iii. **"Semester"** shall consist of 15-18 weeks of academic work equivalent to 90 teaching days.
- xl. iv. **'Statutes'** means the Future University Bareilly Uttar Pradesh Statutes, 2024;
- xl. v. **"Student"** means a person enrolled or seeking to be enrolled in a programme of the University.
- xl. vi. **"Suspension"** from the University means withdrawal of the right to access to all or some of the facilities or premise of the University as an interim measure, pending further investigation.
- xl. vii. **"Syllabi"** means details of the course and includes description of nature, duration, pedagogy, syllabus, eligibility and related details.
- xl. viii. **"Tutorial"** means courses involving problem-solving and discussions relating to a field or discipline under the guidance of qualified personnel in a field of learning, work/ vocation, or professional practice.
- xl. ix. **"University"** means the Future University established under Uttar Pradesh Private Universities Act, 2019.

ORDINANCE No -02

ADMISSION, ENROLMENT AND MIGRATION

2.1 Definitions:

In this Ordinance, unless there is anything repugnant in the subject or context;

- i. **"Equivalent Examination"** means an examination which has been conducted by;


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
- (a) Any recognized Board of Higher Secondary Education, or
 - (b) Any Indian University/Board other than this University incorporated by any law in force for the time being and recognized by this University as equivalent to its corresponding examination.
 - (c) Any other foreign qualifications considered equivalent by the appropriate authority of the University.
- ii. **"Qualifying examination"** means an examination, the passing of which makes a student eligible for admission to a particular year in a program of study leading to Bachelors, Post- Graduate Degree, Doctorate Degree, Diploma or Certificate of Future University, Bareilly (Uttar Pradesh)
- iii. **"NRI student"** means a student who is an Indian passport holder or dual citizen and has passed his/her last qualifying examination abroad or from any Indian University/ Board as in 2.1 (ii)

2.2 Admission Procedure:

As per the provisions of the section 12 of the Uttar Pradesh Private University Act-2019 and Statutes No. 29 of the First Statutes of the Future University, there shall be an Admission Committee. The composition of the Admission Committee shall be as per the Statutes.

Functions of the Admission Committee shall be as prescribed in the Statutes.

- i. The admission criteria recommended by the Admission Committee and approved by the University authorities shall be followed for admission in university in all the programmes of studies Admission process as framed by the University from time to time shall be applicable for admission to all courses/programs.
- ii. Admission to various courses/programs of study at the University shall be made on the basis of merit, either through common entrance tests conducted by Future University/competitive examinations conducted by National bodies, like JEE, GATE, CAT, CUET, GMAT, NET, GRE, NMAT, CSAT etc. or as per the policies laid down by the University, State Government and/or the regulatory bodies in this regard from time to time.
- iii. The application forms for admission to any course shall be accompanied by the required certificates or other documents as defined by the University for various courses/programs of study from time to time.
- iv. Admissions and seats for various special categories of students shall be as per the policies laid down by the Future University from time to time.
- v. Entry level qualification for admission to various courses/programs of study at the University shall be as per the rules, regulations, procedures and norms prescribed by the Academics Council of Future University, regulatory bodies and/or State Government from time to time


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- vi. Lateral entry, as applicable, for various courses/programs of study at university shall be as per the rules, regulations and procedures prescribed by the University and/or regulatory bodies from time to time.
- vii. The students will be admitted to various programmes being offered by the University, who comply the eligibility criteria, as prescribed, and / or laid down by the Academic Council from time to time
- viii. The Vice Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university;
- ix. **NRI & International Students:**
 - a. The policy for the admissions of NRI and International students shall be as defined by the University for its Various Programs from time to time.
 - b. International students shall follow and comply with the enrollment process and fee structure as defined by the University from time to time.
- x. A student may be permitted to Transfer from one discipline of study to another discipline in this University or transfer credits as per the policies of the University laid down in this regard and subject to fulfillment of any other requirements & procedure laid down by the University from time to time.
- xi. No candidate shall be entitled to claim admission as a matter of right. It shall be right of the University to refuse admission to a student without assigning any reason whatsoever.
- xii. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.
- xiii. Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.


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- xiv. The University shall to recognize the degree conferred by other Universities as equivalent decided by the Equivalence Committee. (for the purpose of admission to a programme being offered by the University)
- xv. The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing an eligibility degree/ diploma/certificate examination may be considered for admission, subject to the recommendation of the Dean of Respective faculty. The decision shall be final and binding.
- xvi. **Re-Admission**
- (a) A student of the 1st Year/1st Term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programs.
- (b) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.
- xvii. **Late Admission:**
- Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.

2.3 Enrolment of Students:

- i. No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/ registered as a student of the University.
- ii. The Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the University or carrying on research work in the University.


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- iii. Application for enrolment as a student of the University shall be made to the Registrar and / or Controller of Examination in the prescribed format and shall be accompanied by prescribed documents, enrolment fees and late fees if applicable the enrolment fee and late fee, paid by a student shall be non-refundable under any circumstances.
- iv. The student shall be given unique and permanent enrolment number and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- v. If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary.
- vi. A student who is enrolled at the University may apply for a change/correction in his/her name or surname to the Registrar and /or Controller of Examination of the University with the prescribed fee (non-refundable) and shall have to follow the prescribed procedure and prevailing rules and regulations as per the law and those laid down by the University in this regard from time to time.

2.4 Migration:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents/near relative or on medical grounds, however, the migration of Student will be governed by prevailing rules and regulations of the University and/or regulatory bodies.

2.5 Procedure of Withdrawal by The Student:

A student may withdraw his admission as specified by the University as per guidelines from UGC/ State Government on or before the prescribed date. The University will refund the deposited amount after deducting the processing fee in accordance with the guidelines issued by the concerned regulatory authority/MHRD from time to time and the Future University ordinance as applicable.

ORDINANCE No – 3

EXAMINATIONS AND EVALUATION

3.1 Registration for Examination

No student shall be admitted to any examination of the University, unless he has been duly enrolled/ registered as a student for the prescribed number of courses, except in the case of an Ex-Student.



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3.2 Attendance Requirements

A student is expected to attend all the classes consisting of lectures, tutorials, labs, and workshop sessions. A student may be debarred from appearing in the examinations of one or more courses for shortage of attendance as enumerated below:

- (a) A student must have minimum 75% or Specified by Regulatory Body attendance in each course to be eligible to appear in the as in the End-Semester Examination (ESE) of that course.
- (b) Students will be given a 10% attendance benefit to participate in approved co-curricular and extra-curricular activities if prior approval has been taken from the competent authority.
- (c) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Dean of the Faculty may recommend attendance to the extent of 10%, provided the claim is duly supported by requisite documents to the satisfaction of the Dean concerned/ the medical committee constituted by Dean Academic Affairs for which the case is referred to.
 - i. In case of hospitalization, complete medical treatment records of the hospital, may be verified by the University.
 - ii. In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- (d) Irrespective of whether a continuing student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Dean Academic Affairs.
- (e) If a student is eligible for the End-Semester Examination based on attendance in the class, but is not able to take the examination due to any reason, then he/ she can appear in that ESE at the next time. He/she will not need to take classes again and the marks earned by him in the CA and MSE shall be taken into account while determining overall marks in the course.
- (f) In Case a student has been allowed to change the course or programme during the current semester, the classes attended in previous course/programme will also be considered in the calculation of attendance, and the eligibility for appearing in examinations will be determined accordingly.


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3.3 Debarring from Examination

- i. A student who has less than 75% attendance or as specify regulatory body will not be able to take the End Semester-Examination (ESE) and such students will be designated as 'debarred' students.
- ii. A debarred student shall be awarded 'DEB' grade in the End-Semester Examination.

3.4 Evaluation and Grading Policy


- (i) For all Council-based Programmers, the University shall follow the rules and regulations of the respective Councils for assessment and evaluation.
- (ii) The guidelines for an efficient, transparent and fair evaluation of students including the conduct of the semester examinations, shall be prepared by the Examination Committee and the conduct of the semester examinations shall be managed by the Examination Sub-committee in the concerned discipline and shall be coordinated by the Examination Committee.
- (iii) Subject to the provisions made by Central Regulatory Bodies and other competent authorities, the performance of students, both in continuous evaluation as well as term-end examination for each programme, will be as per the provisions of respective courses, recommended by Board of Studies, approved by Academic Council and Executive Council.
- (iv) The candidate may apply for scrutiny of marks on payment of requisite fee within a month from the date of issuance of the Mark-sheet.
- (v) Board of Studies shall draw up panels separately for paper-setters, moderators and examiners, for each course and submit them to the Examination Committee who shall appoint the paper-setters, moderators and examiners from such panels for a period not exceeding three years.

Provided that the Professors and Associate Professor (working or retired) and those persons only who have attained at least 5 year of academic experience shall be eligible for inclusion in the panel:

Provided further that the Vice-Chancellor, in special circumstances may appoint paper-setter, moderators and examiners etc. in anticipation of the approval of the Examination Committee

3.5 Conduct of Examinations

After-being Registrar/ in the University, each student will be required to fill in the Examination Form and submit the same within the prescribed time-limit alongwith requisite Examination Fee for the course concerned to the controller of Examinations.


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- i. The remuneration to be paid to paper setters, moderators, examiners and evaluators of student's assignments, answer scripts, projects, etc. shall be fixed by the Executive Council and academic council from time to time on the recommendation of the Finance Committee.
- ii. The remuneration to be paid to various categories of persons appointed for the conduct of Examinations shall be such as may be prescribed by the Executive Council and academic council from time to time on the recommendation of the Finance Committee/Fee Committee.

3.6 Examination Committee

- (i) The University shall constitute an Examination Committee at the University level and Examination Sub-Committees at the department level.
- (ii) No person shall serve as a member of Examination Committee as well as Admission Committee at any time simultaneously except the ex-officio members.
- (iii)(a) Deans of Faculties and Conveners of Board of Studies of discipline concerned, not already members of Examination Committee, may be associated with the Examination Committee by the Vice-Chancellor when considered necessary without right to vote.
- (b) It shall be lawful for the Examination Committee to co-opt one or two members from amongst the members of the Academic Council / Executive Council as it thinks necessary.
- (iv)(a) Save as otherwise provided in the rules or regulations made by respective Regulatory Bodies, with a view to improving the result, a candidate may be allowed to appear in one subject in any part of the undergraduate examinations and in any one paper of the post-graduate or second-degree examination in next examination conducted by the University on payment of prescribed fees.
- (b) Students shall be promoted to next or higher class of the course as per the regulations of Central Regulatory Bodies / University regulations/ recommendations of BOS approved by Academics Council.

3.7 Use of Unfair Means

An Examination Manual shall provide for what constitutes use of unfair means and penalties there for.

- (a) If the material not relates to the paper, the Examinee shall be exempted with warning.
- (b) If the material relates to the paper but no content has been copied, the said paper of the Examinee shall be cancelled and he/she shall be entitled for the Examination of this paper with the next Examination.


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- (c) If the material relates to the paper but any or whole part of the content has been copied, the said paper of the Examinee shall be cancelled and he/she may be debarred for one year from the Examinations of the University/or decision by the UFM Committee.
- (d) If an Examinee found guilty of misbehavior, he/she may be debarred for lifelong from the Examinations of the University and his/her Enrollment may be cancelled. The cases of UFM shall be enquired by the sub-Committee of the Examination Committee & the final decision on the report shall be taken by Hon'ble Vice-Chancellor in anticipation of the Examination Committee.

3.8 Evaluation of Answer Scripts and Result compilation/Grading

Controller of Examinations shall codify each answer sheet before supplying same for evaluation. This requirement may be dispensed with approval of the Vice Chancellor.

(i) Process for evaluation and submission of answer scripts

- (a) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject as per name given by dean along with the Course Coordinator(s) concerned.
- (b) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.
- (c) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.
- (d) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.

(ii) Grading of the subject

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the Moderation committee.


(iii) Approval of Result

All results after departmental moderation shall be sent to the Vice Chancellor for approval. After approval, it will be published for all the students concerned

(iv) Declaration of Result;

Term /Semester wise final result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put in the University website.


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ORDINANCE No – 04

**MANNER OF APPOINTMENT, TERMS AND CONDITIONS OF SERVICE
OF TEACHERS APPOINTED BY THE UNIVERSITY**

4.1 Short Title and Application:

- i. This Ordinance may be called Future University Ordinance for Appointment, terms and conditions of service of teachers appointed by the University
- ii. This shall apply to teachers which shall include Professors, Associate Professors, Assistant Professors, Readers and Lecturers and such other posts of the University as may be treated at par with teachers by the Board of Management.
- iii. The terms and conditions of service of the teachers appointed by the University shall be those as embodied in the Agreement of Service annexed hereto which every teacher of the University appointed on regular basis shall be required to enter into.

4.2 Definitions:

Words and expressions used in this Ordinance shall have the meanings assigned to them in the Act and the First statutes, unless the context otherwise requires.

4.3 Recruitment:

- i. Subject to the fulfillment of the requirements as prescribed in the Recruitment Rules for each post, all permanent posts of teachers shall be filled by direct recruitment through advertisement and selection on the basis of merit by duly constituted selection committees after interviewing the candidates. The appointments will be made after approval of the Executive Council on the recommendations of the Selection Committees through the Academic Council. Appointments may also be made on the recommendation of a selection committee for a particular post by considering the candidature in absentia in any special case.
- ii. Reservations - Reservation of posts for candidates belonging to Scheduled Castes / Scheduled Tribes / Other Backward Classes / Handicapped and other special categories shall apply to such posts, as are to be filled by direct recruitment, as per the instructions issued by the U.G.C. or statutory instructions, as the case may be. However, no vacancy will be left for reserved category if candidate for the same are not available at the time of selection.

4.4 Medical Fitness:

On First Appointment

Every teacher, on his first appointment in the University through direct recruitment on regular basis shall be required to produce a medical certificate of fitness in the prescribed form from the competent authority of a Govt. hospital of Govt. of Uttar Pradesh or Govt. of India. In case s/he is not declared fit by the medical officer, the candidate may prefer an appeal within a month against the findings of the medical officer examining him/her, to the Vice-Chancellor who, after considering the appeal of the candidate, may refer the candidate to


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a medical board of a for undergoing fresh Medical Examination and the decision of the Medical Board shall be final.

Provided that in case where a teacher has already been medically examined by a medical authority of a Govt. hospital for his previous appointment and if the required standard of medical fitness for the new post is the same, he shall not be required to undergo a fresh medical examination.

4.5 Joining Time:

The joining time shall be according to the rules as specified in the regulations.

4.6 Declaration of Age:

A candidate shall make a declaration of his age to the University at the time of his entry into service, based on his matriculation or equivalent certificate. After the declaration of age and acceptance of the same by the University, it shall be legally binding on him and no revision of age shall be allowed to be made, at a later date for any purpose whatsoever.

4.7 Whole Time of An Employee:

- i. Unless otherwise expressly provided for, the whole time of a teacher shall be at the disposal of the University and he/she shall serve the University in such capacity and in such a manner and at such places as he/she may, from time to time, be directed by the University.
- ii. A teacher of the University may be called upon to perform any duty as may be assigned to him in the interest of and for the purposes of the University.

4.8 Pay And Allowances;

4.9 Annual Increments;

4.10 Career Advancement;

4.11 Counting Of Past Service

The Pay & Allowances, Incentives for Higher Qualifications, Annual Increments, Counting of Past Services and Career Advancement Scheme, shall be governed by the University's Rules and Regulation formulated on the subject matters from time to time.

4.12 Period Of Probation and Confirmation:

- i. Every teacher appointed against a permanent post shall be on probation on such post for a period of twelve months provided that the appointing authority may extend the period of probation for a period of another twelve months.
- ii. In case of a teacher appointed on probation, the appointment may be terminated by one month's notice or by payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason: Provided that where the service is of less than three months, neither any notice nor payment of salary in lieu of notice shall be required.
- iii. During the period of probation, if a teacher is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may, in case of a teacher appointed by direct recruitment, terminate his/her services in the University by giving one month's notice or paying him/her one month's salary in lieu of one-month

- notice or unexpired portion thereof, or
- iv. On satisfactory completion of the period of probation, a teacher shall be eligible for confirmation on that post subject to the conditions laid down in the Rules and Regulation, to be notified.

4.13 Seniority:

The seniority of a teacher in a particular discipline shall be determined in accordance with the following principles:

- i. Where two or more teachers are selected at the same time for appointment, seniority shall be based on the ranking given by the selection committee provided that the date of joining in case of a teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter to him.
- ii. Where no ranking has been indicated by the selection committee and two or more teachers join on one and the same date;
 - (a) in case where such teachers are appointed from a lower post according to their inter-se seniority in the lower post, and
 - (b) in any other case, according to the age of the persons joining, the older person being deemed senior.
- iii. Save in the cases covered by sub-clauses (i) and (ii), seniority shall be determined according to the date of joining of the teacher concerned.

4.14 Temporary And Permanent Service:

- i. A teacher shall be in the temporary service of the University, until he/she is confirmed on a permanent post in the University subject to the laid down provisions in this regard.
- ii. A teacher confirmed on a permanent post in the University shall be in the permanent service of the University subject to the provisions in the Act and the Statutes.

4.15 Resignation:

Subject to the acceptance of resignation by the competent authority, a permanent or temporary teacher may, by giving notice of three months in writing to the appointing authority, resign from the service of the University.

4.16 Superannuation And Re-Employment of Teachers:

- i. Teachers in the permanent whole-time service of the University shall retire on the age of 65 years. However, there shall be a comprehensive review of the services rendered by the teachers by an Expert Committee after the age of 60 years. If on review it is found that the teacher has not performed well then, he/she would automatically stand superannuated at the age of 60 years.
- ii. The Board of Management may, on the recommendation of the Vice-Chancellor, re-employ a superannuated distinguished teacher on contractual basis beyond the age of 65 years and up to the age of 70 years. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years in the first instance and then for another further period of two years purely on the basis of merit, experience, area of

- specialization on year-to-year basis and if the Board of Management is satisfied that the services of such teacher are required in the interest of the University.
- iii. Subject to the provisions of sub-clause (2), the terms and conditions of service of a re-employed teacher including his salary and other benefits admissible to him (except leave) will be in accordance with the guidelines prescribed by the Board of Management from time to time.
 - iv. A teacher who has completed twenty years of qualifying service may, by giving notice of not less than three months in writing, retire voluntarily from service on the terms and conditions as laid down in the ordinance relating to the scheme of Contributory Provident Fund-cum-Gratuity.

4.17 Superannuation Benefits:

Superannuation benefits shall be as admissible to the employees of the University under the ordinance relating to same.

4.18 Leave Rules:

Leave rules, as laid down in the regulations shall be followed for university teachers.

4.19 Performance Appraisal:

- i. Performance appraisal for teachers including self-appraisal of performance, as the case may be, shall be written in the proforma prescribed in the regulations. Performance appraisal shall be a mandatory part of the career advancement scheme.
- ii. The performance appraisal reports shall be submitted to the reviewing and accepting authorities as prescribed in the regulations.

4.20 Code Of Professional Ethics:

The code of professional ethics as laid down in the ordinances shall be applicable to all the teaching staff of the University.


4.21 Lien And Deputation:

The appointing authority may allow a teacher of the University to be on deputation to an outside agency on such terms and conditions relating to payment of leave and other contribution etc., as mutually agreed upon between the University and the borrowing authority.

4.22 Vacation:

- i. Vacation will be of such duration and dates as notified in the academic calendar of the University every year.
- ii. Teaching staff of the University and any other staff declared as such shall be entitled to avail themselves of the vacation and termed "vacation staff".
- iii. Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. In such case leave at 1/2 of the period during which he/she is asked to work during the vacation, will be credited as Earned Leave, in addition to the Earned Leave admissible to him/her as per leave rules.


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4.23 Compulsory Deductions:

No deduction of any kind shall be made from the salary of a teacher except,

- i. where a teacher contributes to a duly established Provident Fund, the rules whereof have been approved by the University, the contributions to that Fund at the prescribed rate shall be deducted from his/her salary each month.
- ii. where a teacher occupies a house or other dwelling accommodation provided by the University, the amount of the license fee of that house or other dwelling accommodation shall be deducted from his/her salary each month, but where the teacher is required to occupy the house or other dwelling accommodation as part of the term of his/her engagement, the amount of rent payable shall not exceed one-tenth of his/her monthly salary.
- iii. where a teacher agrees for certain deductions like refund of advances taken from provident fund, house building advance, conveyance advance, etc., electricity and water charges in respect of a house provided by the University, deductions shall accordingly be made, or where any deductions are required to be made under any law or by an order of the Court, such deductions shall also be made.

4.24 Special Provision for Existing Employees:

Every teacher holding a regular post in the University at the time of notification of this ordinance, other than those teachers who are on deputation, shall, on such notification be deemed to have been appointed under the provisions of this statute and will be required to sign the agreement as prescribed, in case he intends to continue.

4.25 Record of Service:


- i. There shall be a personal file for every teacher in which shall be placed all papers, records and other documents relating to his/her service in the University.
- ii. In addition to the personal file, a service book shall also be maintained in respect of each teacher in prescribed form. This shall contain a history of his/her service from the date of his/her appointment in the University including grant of increment, promotion, reward, punishment, and all other important events of his/her career. The Service Book shall also contain a leave account of the teacher showing the complete record of all kinds of leave (except casual leave) earned and availed of by him/her and the balance of leave at his/her credit.
- iii. The entries in the service book shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.


4.26 Travelling And Daily Allowances etc:

Teachers shall be entitled to travelling and daily allowance etc. according to the provisions applicable to employees of the University as notified in the regulations.

4.27 Medical Attendance and Treatment:

Teachers shall be entitled to medical facilities and reimbursement of medical expenses incurred for treatment for themselves and their families and dependents as set out in the regulations.


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4.28 Residuary Conditions of Service & Removal of Doubts:

Any matter relating to the conditions of service of teachers for which no specific provision is made in this statute, shall be determined by the Board of Management. Where a doubt arises as to the interpretation or application of any of the provisions of this ordinance, the matter will be referred to the Board of Management for a decision, which shall be final

ORDINANCE No - 05

CODE OF ETHICS AND CONDUCT
(FOR MAINTENANCE OF DISCIPLINE AMONG STUDENTS)

5.1 Definitions:

- i. In the ordinance, unless the context otherwise requires; "Act", "statutes", "ordinances" and "regulations" mean respectively the Future University Act, 2024 (12 of 2024), the statutes, the ordinances and the regulations of the Future University.
- ii. Words and expression used, but not defined, in these ordinances shall have the meanings assigned to them in the Act and the statutes.

5.2 Powers To Vest in The Vice- Chancellor:

- i. All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the University shall vest in the Vice- Chancellor.
- ii. The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other officers and authorities of the University as he may specify in this behalf.
- iii. The powers to enquire into the indiscipline and the authority to impose action are as defined in Annexure 1.

5.3 Acts Of Indiscipline and Misconduct:

- i. Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall amount to acts of indiscipline or misconduct on part of a student of the University:
 - a) physical assault or threat to use physical force, against any member of the teaching or non-teaching staff of the University or against any students of the University.
 - b) remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;
 - c) carrying of, use of or threat to use, any weapon;
 - d) misbehavior or cruelty towards any other student, teacher or any other employee of the University;
 - e) use of drugs or other intoxicants except those prescribed by a qualified doctor;
 - f) any violation of the provisions of the Civil Rights Protection Act, 1976;
 - g) indulging in or encouraging violence or any conduct which involves moral turpitude;
 - h) any form of gambling;
 - i) violation of the status, dignity and honor of a student belonging to a scheduled caste or a scheduled tribe;

- j) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
 - k) practicing casteism and untouchability in any form or inciting any other person to do so;
 - l) any act, whether verbal or otherwise, derogatory to women;
 - m) drinking or smoking;
 - n) use of music with loud sound in hostels.
 - o) staying beyond permissible hours in room other than allocated room (one's own room)
 - p) any attempt at bribing or corruption of any manner or description;
 - q) willful destruction of the property of the University.
 - r) non-payment/ irregularity in payment any type of dues.
 - s) behaving in a rowdy, intemperate or disorderly manner in the premises of the University as the case may be, or encouraging or inciting any other person to do so;
 - t) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
 - u) causing disruption of any manner or description of the academic functioning of the University system;
 - v) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University;
 - w) truancy and unpunctuality;
 - x) ragging as defined in Anti-Ragging Policy of the University;
- ii. The Vice-Chancellor may amend or add to the list of malpractices under clause (1)

5.4 Penalties for Breach of Discipline:

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him,

- i. The Vice-Chancellor, may in the exercise of his powers aforesaid, order or direct that any student
 - a) be expelled from the University, in which case he/ she shall not be re-admitted to the University.
 - b) be, for a stated period, rusticated in which case he/ she shall not be admitted to the University till the expiry of the period of rustication; or
 - c) be not, for a stated period, admitted to a programme or programmes of study of the University; or
 - d) be imposed with the fine of a specified amount of money;
 - e) be debarred form taking a university examination or examinations for one or more years.
- ii. The Vice-Chancellor, in exercise of his powers aforesaid may also order or direct that the result of the student concerned of the examination or examinations at which he/ she has appeared, be cancelled.
- iii. However, the cases of ragging would be dealt by the provisions of the Anti-Ragging Policy of the University as specified from time to time.
- iv. In case of delayed payment of dues, the student shall be required to pay late fee fine at a rate decided by the University.

5.5 Declaration to Be Signed by A Student Are Countersigned by The Parents/ Guardian:

At the time of admission, every student shall be required to sign a declaration on oath that he/ she shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University, as the case may be.


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5.6 Total Prohibition of Ragging and Penalties Therefore:

- i. Ragging in any form shall be strictly prohibited within the premises of the University or in any part of the University system as well as on public transport, or at any other place, public or private.
- ii. Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with as per provisions of the Anti-Ragging Policy of the University.

5.7 Constitution Of the Standing Committee on Discipline.:

- i) The Standing Committee on Discipline with the following composition at the level of the University shall be constituted by the Vice-Chancellor.
- ii) One Director or Senior Official nominated by the Vice Chancellor as Chief Proctor
 - i) One Dean of the Faculty by rotation for a period of 2 years.
 - ii) Deans of concerned faculty whose student(s) are involved as special invitees
 - iii) At least one lady faculty from the college/ Department of the University, if not in iii above.
 - iv) Chief Warden.

The committee constituted at the college level shall be as follows

- i) Director/Principal/Head of the Institute
- ii) Three heads of department/senior faculty members by rotation nominated by Director/Principal with approval of the Vice Chancellor, with one member being a lady faculty.
- iii) Proctor of the college.

The committee constituted for Hostel matters shall be as follows


- i) Chief Warden
- ii) Warden of each Hostel.
- iii) One Director or Senior Official nominated by the Vice Chancellor
- iv) Chief Proctor
- iii) The nominated members shall hold office for a period of two year and a vacancy occurring in the Standing Committee on Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.
- iv) Three members of the Standing Committee on Discipline including the chairperson shall form the quorum.
- v) In the absence of the chairman, the senior most member of the Standing Committee on Discipline shall act as the chairperson.

5.8 Constitution Of The Anti-Ragging Committee:

The Anti-ragging Committee shall be formed as per guideline of UGC at the University level with the approval of the Vice-Chancellor:

5.9 Functions Of The Standing Committee on Discipline- University Level:

- i. The Standing Committee on Discipline shall perform the following functions:
 - i) To consider matters concerning maintenance of discipline among the students in the University.


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- ii) To enquire into acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Standing Committee on Discipline by the Director/ Principal/ Head of the concerned institution of college/ Department, the Hostel committee on discipline and to submit their findings, conclusions and recommendations for the quantum of punishment under the provisions of this ordinance to the Vice-Chancellor or the person authorized by the Vice-Chancellor on his behalf.
- iii) To supervise and monitor the disciplinary climate prevailing in the University.
- iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline and misconduct etc.
- v) To maintain liaison with the police authorities and the concerned departments of the Government, neighboring institutions and the concerned authorities of the University regarding maintenance of law and order in the University.
- vi) To perform such other function as may be assigned to it by the Vice-Chancellor.
- ii. The decision in each case shall be conveyed by the chairperson/ Convener of the Standing Committee on Discipline concerned or by the person authorized by the chairperson/ Convener of the Standing Committee on Discipline communicating the penalty or penalties, if any, imposed on a student or students.
- iii. The Anti-ragging committee shall take all actions as per the provisions of the Anti-ragging policy of the University and communicate the penalty or penalties, if any imposed on the student or students.

5.10 Appeal:

A student or students, who are aggrieved with the penalty imposed upon them, may appeal to the Vice-Chancellor within one week from the award of punishment, whose decision in this regard shall be final and binding on the parties.

ORDINANCE No – 06

RESPONSIBILITIES AND AUTHORITIES OF THE DEANS OF THE UNIVERSITY COLLEGE OF STUDIES

6.1 Appointment:

Every Dean shall be appointed by the Vice Chancellor as per the Statute of the University.

6.2 Hierarchy:

All Deans appointed shall be next in the hierarchy of the University, if there is /are Pro Vice-Chancellor/s and if there is no Pro Vice-Chancellor then next to the Vice-Chancellor of the University as mentioned, with Seniority maintained between the various Deans, based on the date of being appointed as Dean at Future University.


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6.3 Responsibilities:

Besides the responsibilities as mentioned in the Statute in general, the same have further been mentioned in various Sub-Clauses and Clauses of other Statutes and Ordinances of the University. The entire set of responsibilities alongside the needed amplification is provided in this Ordinance.

6.4 Representation on Statutory Bodies:

Deans may be nominated by the Vice-Chancellor on the Statutory Bodies of the University, namely, Governing Body, Board of Management and Academic Council as per the Statutes of the University and/or amendments thereof.

6.5 Representation On Other Boards, Committees and Panels:

- i. The Deans shall be the member of the Selection Committees of their respective Colleges and that of Screening Committee etc., as nominated by the Vice Chancellor from time to time.
- ii. Deans shall also be the member of the Evaluation Committee / DPC constituted for confirming the faculty of their respective Colleges.
- iii. The Deans shall be the Convener and the Chairman of the Board of Studies and the College Research Committees that may be constituted for their respective Colleges. They shall also act as the Chairman of the Selection Committees that may be constituted for selection of JRF/SRF/Project Fellow/ Other academic staff for any of the research projects being pursued by any of the faculty of the concerned Colleges.
- iv. As provided in the University's Ordinance, the Deans may be nominated to represent their respective Colleges on any of the Boards/ Committees constituted by the Vice-Chancellor for carrying out any academic activity of the University.
- v. Deans may also be nominated to represent their respective Colleges on the Board of Discipline.
- vi. Dean/s may be nominated by the Vice Chancellor to act as Chairman/ Member of a Board / Committee of the University to address any academic, administrative, disciplinary and / or a financial matter as per requirement.
- vii. Dean/s may also be nominated to a committee constituted by any outside academic/ administrative institution for representing the University.

6.6 Academic Responsibilities & Authorities:

- i. Deans shall be responsible for implementing the Vision and Mission of the University in their respective Colleges.
- ii. Deans shall be the Principal Academic Executive Officer for their respective Colleges and shall exercise supervision and control over the affairs of their respective Colleges for implementing the decisions taken by the different Statutory Bodies of the University and the Vice-Chancellor of the University.
- iii. Subject to the various provisions as laid down in the University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Deans shall be responsible for the maintenance of standards of education and examinations in their respective Colleges

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- iv. Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective Colleges such as Faculty Board, Board of Studies, College Research Committees and any other Body that may be provided for under any Statute/ Ordinance besides convening their meetings as per laid down procedure and periodicity. Further, they shall also be responsible for notifying and maintaining the records of such meetings.
- v. The Deans shall be responsible for an overall academic development of their respective College including the formulation and updation of academic curriculums for the programmes conducted by them, determination of an appropriate mix of pedagogies, research activities, including the Ph.D. programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co-curricular activities (including extension services) of their respective College.
- vi. Deans shall also act as Nodal Officer in so far as the coordination is required for academic, research and administrative activities within their College and the University and the monitoring mechanism that may be laid down by the University from time to time.
- vii. Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective Colleges through strict adherence to time table, attendance records and initiating disciplinary action/s, etc.
- viii. Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the University. The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from the Vice Chancellor so that their recruitment / appointments are finalized latest by the close of June for each academic session; this exercise must ensure providing of a minimum period of three months for the University for the completion of the recruitment process.
- ix. The Deans shall also act as the Chairperson of the Academic Equivalence Committee for their respective Colleges.
- x. The Dean shall be the nodal point and responsible for ensuring that all required data is maintained enabling the College to meet the expectation of various ranking authorities like NAAC, NIRF, NBA etc., as decided by the Vice Chancellor.
- xi. The Deans shall also ensure that research, consultancy and extension activities assigned to their respective Colleges are accomplished within the given time frame besides ensuring financial accountability for these activities as per the laid down procedure and norms of the University.
- xii. Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic year basis.
- xiii. Deans shall act the Chairman of the College Library Committees of their College and as such they would ensure the timely availability of the required books in the University Resource Centre.
- xiv. Deans shall be responsible for maintaining discipline among the students of their respective Colleges in general, and in respect to their attendances, in particular. The student/s whose attendance/s are likely to fall short, should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.


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Bareilly


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- xv. Deans should convene the meetings of the faculty members of their respective College at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective College.

6.7 Administrative Responsibilities: :

- i. The entire teaching and non-teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective Colleges in so far as conduct of academic programme/s and coordination with other Colleges and administrative departments is concerned.
- ii. Deans shall be responsible for granting of casual leave, including grant of special casual leave for attending any seminar / workshop/ conference, etc., for all teaching and non-teaching staff as per rules on the subject notified separately; they shall, however, act as recommending authority for the grant of all other kinds of leaves. Provided further, the Deans shall be responsible for conveying the Personnel Branch of the University at least 10 working days in advance prior to the scheduled departure in case any faculty member is granted any special casual leave (including duty leave) for examining their admissibility and the corresponding financial liability.
- iii. Deans should provide necessary guidance to the concerned faculty of their respective College for filling up of the formats prescribed for Faculty Appraisal and Development System / CAS.
- iv. Deans shall have the authority to grant approval to the faculty of their respective Colleges for attending mandatory Orientation / Faculty Development Programmes within India provided such programmes are scheduled in summer / winter vacations; however, if such programmes are spread over to the University's academic session, then the prior approval of the Vice-Chancellor shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the University.
- v. All correspondence concerning with grant of leave and other personnel matters including complaints against the Dean, that may be initiated by any faculty and staff of the respective College, shall be routed through the Office of the Dean. The correspondence received from the different Colleges, without having routed through respective Deans, shall not be entertained by the Competent Authorities of the University. Deans shall, however, ensure that no correspondence is withhold beyond a reasonable time (normally two days) and the same is forwarded to the concerned authorities of the University.
- vi. Deans shall act as the Custodian of the records and other stocks and capital assets for their respective Colleges including maintaining a proper register for the capital assets.
- vii. Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Colleges aside acting as a Coordinating Officer between the respective Colleges and the Administrative Branches of the University

6.8 Financial Responsibilities:

- i. Preparing the Budget of the College for each financial year and submission of the same latest by the close of December 31 ; these Estimates should cover both Plan and Non-plan Expenditures for the College and should cover the anticipated recurring and non-recurring expenditures under both the Heads as per the developmental plan for the College ; if need be, Revised Estimates for each financial year be forwarded to the University by the College latest by the close of January 31st each financial year.
- ii. Exercise such financial powers as approved by the Finance Committee.
- iii. Making disbursement of honorarium to the entire faculty, engaged both from within

the College and outside academic/ corporate world as Guest Faculty for the conduct of Weekend Programmes as per the norms and policy of the University. However, the Dean shall obtain prior approval of the Vice-Chancellor for engaging the faculty (both from within the College and outside academic/ corporate world as guest faculty) in writing and the disbursement shall be made only after proper verification by a Committee, comprising of the coordinator and two other faculty members of the concerned College and headed by the Dean.

- iv. Proper accounting, documentation and utilization of the funds allocated by the University under the budget head of 'imprest'.
- v. Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the College including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.
- vi. Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31st each year.

6.9 Staff:

One Steno/ Assistant shall be posted to assist the Deans for their respective College for carrying out the correspondence and dealing with the academic, administrative and other financial matters. Additional staff may be provided to the Offices of the Deans of the respective College after assessing the requirements as justified by the Dean.


6.10 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor shall take a decision. However, he may obtain the opinion/advice of a committee consisting of any or all the Deans of the Colleges. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO – 07

HOSTEL ACCOMMODATION FOR STUDENTS

General:

- i. There shall be hostel for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.
- ii. Each of the Hostel may be given such names as decided by the Management.
- iii. Students will be admitted to the Hostel subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel.
- iv. The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- iv. All halls combined shall have a Chief Warden who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.


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Registrar
FUTURE UNIVERSITY
Bareilly

First Ordinances of Future University, Bareilly.

- vi. Each Hostel shall have Warden(s), who shall be appointed by the Vice- Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.
- vii. The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- viii. Every hostel shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
- ix. Every resident shall have to observe discipline as per the hostel rules and standing orders.
- x. Duties of Chief Warden and Warden shall be prescribed and may include:
 - a. Supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;
 - b. Inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;
 - c. Permit stay of any guest according to the Hostel Rules;
 - d. Ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of student welfare all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;
 - e. Ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with DSA;
 - f. Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
 - g. Supervise the functioning of the Mess and the working of the Mess Staff if required;
 - h. Be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
 - i. Have the right to inspect Hostel Rooms at all hours;
 - j. Be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- xi. When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.


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Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

Rules And Standing Orders for Hostellers:

The same shall be as provided for in Academic Rules and are the as below:

- i. At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
- ii. Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- iii. Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- iv. Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- v. Smoking, consumption/possession of banned substance suspected to be narcotics)/ liquor, intoxicants, drugs, cigarettes, hookah etc. inside the Campus is strictly prohibited. Any violation will invoke disciplinary action as per DISCIPLINARY GUIDELINES. The Penalty may include rustication from the Hostel/ University. Students are expected not to indulge in any of the above-mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- vi. To maintain Discipline in Hostels, Student Welfare Interventions (surprise checking of room) happens from time to time by the respective Block Warden at any time. If any student is found in possession of any Prohibited Substance a detailed report along with photographs (for proofs) is submitted to Chief Warden for further processing who in turn takes the case to Proctorial Committee for Disciplinary Action.
- vii. Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- viii. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- ix. Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- x. Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- xi. Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
- xii. Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.


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Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

- xiii. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- xiv. Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- xv. The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day- to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- xvi. No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/ Administrator.
- xvii. No student is allowed to engage private servant or keep pets.
- xviii. Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- xix. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
- xx. Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- xxi. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- xxii. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- xxiii. All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- xxiv. Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- xxv. Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.
- xxvi. Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.

- xxvii. All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- xxviii. The University adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed within the University premises.
- xxix. Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- xxx. Further, the Procedure/Instructions for obtaining out pass shall be as below:
 - a. It is mandatory for all the students to have the Out pass for stepping out of campus.
 - b. All Day Out Pass / Short Leave pass needs to be approved by the Parents only however all Long Leave / Night Out Pass will have to be approved through Parents first and then Block Wardens.
 - c. In case of grave emergency, immediate out pass can be issued by the Registrar/DSA/Chief Warden.
 - d. Girl students are advised to go outside the campus in groups of minimum three for their own safety.
 - e. In case of medical evacuation, the patient and attendants can move out on the medical officer's advice keeping Block Wardens informed.
 - f. All students are required to be back inside the campus by 07:00PM on all days (April-September) and 6:30pm (October- March).
 - g. The timings for the out pass as above shall be reviewed by Department of Student Affairs and communicated from time to time and shall be binding on the students.

ORDINANCE No - 08

UNIVERSITY FEES

8.1

- i. A reasonable and rational fee structure shall be determined with the objectives of the University to provide quality education which shall be ensured by appointments of competent faculty, well equipped laboratories, virtual class rooms and libraries, computer with networking facilities, other infra-structure of high quality and some sort of future envelopment.
- ii. Annual Fee once decided shall normally be applicable for his full tenure of the course for student

Fee Committee

- 8.2 Subject to the provisions made under the Statutes all fee including but not restricted to registration, admission, tuition, development, hostel charges (including boarding, lodging and laundry) medical, sports, examination, library, degree etc each year shall be prepared by the Finance Committee.
- 8.3 The recommendations of the Fee Committee shall be considered for approval by the Executive Council. A built-in provision for a reasonable yearly escalation of fees may be made in

First Ordinances of Future University, Bareilly.

regulations to offset the rise in cost. This provision shall be included in the letters of admission to students.

8.4 The Fee Committee will review the escalation and the levels of fee every year and may recommend changes in the fee structure as it thinks appropriate for approval by Executive council.

8.5 The fee revision shall be duly notified. The revised fee shall be applicable to all the students admitted in that Academic year and onwards.

8.6

(1) Fees may be categorized under following Heads –

- (a) Registration
- (b) Admission
- (c) Enrollment
- (d) Tuition Fee;
- (e) Development & Maintenance Fee;
- (f) Library Fee;
- (g) Laboratory including Computer Fee, if applicable;
- (e) Sports & Recreation Fee;
- (h) Fee for Co-Curricular Activities;
- (i) Miscellaneous Fees.

(2) Examination Fees including Practical and other allied fees, as prescribed, shall be deposited with the Examination Form.

(3) Hostel and Mess Charges shall be paid at the time of admission before allocation of hostel.

ORDINANCE NO – 09

ORDINANCE PERTAINING TO RUMINATION TO BE PAID TO THE EXAMINER, MODERATOR, INVIGILATOR AND TABULATOR

The schedule of payment for the said task shall be proposed by the University Finance Committee and approval by the Executive Council.


Registrar
FUTURE UNIVERSITY
Bareilly


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ORDINANCE NO – 10

ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (PH.D.)

[As per University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2022]

Preamble

Future University, Bareilly is offering broad-based research program leading to the award of Ph.D. degree, from Academic Session 2025-26. The research work may be characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts or development of equipment making a distinct advancement in instrument technology.

The award of Ph.D. degree is in recognition of high academic achievements and application of knowledge to the solution of real-life problems in every sphere. The University encourages research in interdisciplinary areas and provides excellent opportunities for research work in the modern era of 21st century.

Applicability: This Ordinance shall apply to the program leading to the degree of Doctor of Philosophy (Ph.D.)

10.1 Definitions:

“Act” means the University Grants Commission Act, 1956 (3 of 1956);

“Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational Institution;

“BOS” shall mean the Board of Studies of the College/ Department concerned

“Candidate/Applicant” shall mean a person who has applied for the Ph.D. program but is not yet registered for the same.

“Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;

“Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;

“COE” shall mean Controller of Examinations of the University.

“College” means an institution engaged in higher education and/or research, either established by a university as its constituent unit;


“Commission” means the University Grants Commission established under Section 4 of the UGC Act 1956;

“Course” means one of the specified units which go to comprise a programmed of study;

“Course Work” means courses of study prescribed by the College/ Faculty /Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;

“Degree” means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act;


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

"External examiner" means an academician/researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programmed;

"FRC" shall mean a Faculty Research Committee consisting of Director/Principal/Head of the concerned Faculty, all Professors of the concerned College, two Associate Professors and one Assistant Professor/s having Ph.D. degree, by rotation in order of seniority (for two years), the proposed supervisor(s) or the approved supervisor(s) and nominee of the URCC. The FRC shall also include one Professor, having Ph.D., from the other concerned department in case of interdisciplinary topic of the research of the candidate. Quorum of the FRC will be deemed complete only when two members of the URCC are present of which one should be the Chairperson / Member Secretary of the URCC.

"Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;

"Guide/Research Supervisor" means an academician/researcher approved by the FRC to guide/supervise the research work of the research scholar.

"Co- Supervisor" shall mean a member of the academic staff of this or another university/college/ research institution, other than the Supervisor, as approved by the FRC to guide/supervise the research work of the research scholar.

"Caretaker Supervisor" shall mean a member of the academic staff of the University appointed to act as the supervisor of the research scholar in the absence of the original Supervisor before and/or after submission of the thesis.

"Degree" shall mean the degree of Doctor of Philosophy (Ph.D.) of the University.

"Higher Educational Institution" means a university or institution specified under clause 2 of Regulation 1 of these Regulations;

"Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;

"Minimum Submission Period" shall mean the minimum period for which a research scholar must be registered, prior to the date of submission of the thesis. The date of registration will be the date on which the first installment of fee is deposited.

"Open and Distance Learning Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programs and Online Programs) Regulations 2020;

"Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programs and Online Programs) Regulations 2020;

"ODC" shall mean the Oral Defense Committee, and shall consist of the Director/Principal/Head of the concerned College, the supervisor(s), and at least one of the two external examiners.

"Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;

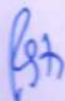
"Programmed" means a higher education programmed pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;

"Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to a Higher Educational Institution and programmed, to the general public (including to those seeking admission in such Higher Educational Institutions) by the Higher Educational Institutions;

"RAC" shall mean the Research Advisory Committee, which will consist of the Research Supervisor(s), the principal of the college, Head of the concerned department, if applicable, and the senior most faculty of the college preferably from the related area/ discipline.

"Registration Period" shall mean the length of period commencing with the date of registration and ending on the date of award of the Ph.D. degree, counting out any gaps as per Clause 11 of the Ordinance.

"RDC" shall mean Research Degree Committee, and shall consist of the Vice-Chancellor, Director/Principal of the concerned college, Controller of Examinations, and two Professors of



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FUTURE UNIVERSITY
Bareilly



Registrar

FUTURE UNIVERSITY
Bareilly

First Ordinances of Future University, Bareilly.

the University other than the Supervisor(s) of the candidate to be nominated by the Vice-Chancellor. The Vice Chancellor shall be the Chairman of the Committee.

"Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programmed;

"SOP" shall mean the Standard Operating Procedure governing the Ph.D. program of the University.

"Sponsored Research Scholar" shall mean a research scholar sponsored by an employing organization

"URCC" shall mean a University Research and Consultancy Centre which will be the nodal office controlling the Ph.D. program in the University.

"University" means Future University Bareilly

10.2 Academic, Research, Administrative, And Infrastructure Requirements to Be Fulfilled by Colleges for Offering Ph.D. Program.:

1. Post-graduate Colleges offering 4-year Undergraduate Programme and/or Post-graduate Programme, may offer Ph.D. programme, provided they satisfy the availability of eligible Research Supervisors, required infrastructure, and supporting administrative and research facilities as per these Regulations.
 - i. At least two faculty members in a college
 - ii. Adequate infrastructure, administrative support, research facilities and library resources for research
2. The University shall provide facilities for studies and research leading to award of the degree of Doctor of Philosophy. The program shall be conducted at and through the Colleges of the University, subject to the guidelines laid down by the Academic Council and control exercised by the University Research and Consultancy Centre (URCC) and concerned Faculty Research Committee (FRC).
3. URCC will notify a prospectus well in advance on the university website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates including the seats filled by Research scholars.
4. URCC shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/center), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them and upload the same on the website of the university and update this list every admission cycle.
5. A Research Scholar shall be required to pursue the research work or any prescribed course work at the colleges of the University/approved institution and/or industry under the guidance of approved supervisor(s). The FRC may permit a research scholar to carry out research work outside the University at a Research Centre approved by the University. Further, the FRC may also permit the research scholar to work at his place of employment provided adequate facilities for research on the proposed topic of research are available there to the entire satisfaction of the FRC and approved by URCC.



Registrar
FUTURE UNIVERSITY
Bareilly



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Bareilly

10.3 Composition Of FRC, URCC, RDC, RAC:

1. The composition of Faculty Research Committee (FRC) shall be as:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------|
| (i) Dean of Faculty | - Chairperson |
| (ii) Two Professor of the concerned college | - Members |
| (iii) Two associate professor and one assistant professor having Ph.D. Degree by rotation for the period of two years | - Members |
| (iv) Two subject experts not below the rank of Professor/Associate Professor from other university nominated by Vice Chancellor | - External Experts |
| (v) one nominee of the URCC appointed by the Vice Chancellor | |
| (vi) Joint Registrar (R & D) | - Member secretary |

2. The composition of University Research Consultancy Committee (URCC) shall be as:

- | | |
|-------------------------------------------------------------------|--------------------|
| (i) Vice Chancellor | - Chairperson |
| (ii) Dean (Academics) | - Convener |
| (iii) two Deans by rotation for the period of three years | - members |
| (iv) three professors by rotation for the period of three years | - members |
| (v) special invitee(s) with the permission by the Vice Chancellor | - members |
| (vi) Joint Registrar (R & D) | - member |
| (vii) Registrar | - member secretary |

3. The composition of Research Degree Committee (RDC) shall be as:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------|
| (i) Vice Chancellor | - Chairperson |
| (ii) Director/Principal/Head of concerned College | - members |
| (iii) Controller of Examinations | - member |
| (iv) two Professor of the University other than the Supervisor(s) of the research scholar to be nominated by the Vice Chancellor | - members |
| (v) Registrar | - member secretary |

4. The composition of Research Advisory Committee (RAC) shall be as:

- | | |
|--------------------------------------------------------------------------------------------|---------------|
| (i) Principal/Head of the College | - Chairperson |
| (ii) Research Supervisor(s) | - Convener |
| (iii) Senior most faculty of the college/dept. preferably from the related area/discipline | - member |

10.4 Admission Eligibility:

A candidate possessing any one of the following qualifications shall be eligible to apply for admission to a Ph.D. program of the University.

a. Candidates who have completed:

A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in

its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- b Candidates who have completed the M.Phil. program with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Note: The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

b. Eligibility Criteria for Admission to Ph.D. in Nursing


- (a) M.Phil. (Nursing) or M.Sc. (Nursing) or a Post Graduate degree in Nursing recognized by Council with 3 years teaching or Clinical experience after M.Sc. (Nursing) for enrolment for Ph.D. in Nursing (part-time) under Faculty of Nursing in the respective University.
- (b) The scholars should have passed M.Sc. (Nursing) with a minimum of 60% marks.

10.5 Applying For Admission:

The candidate shall apply for admission in the prescribed form available on the website of the University (www.futureuniversity.in), or the office of the University Research Cell.

Applicants who are in employment of any organization either in India or abroad will be eligible for registration as Research Scholar provided:

- they fulfill qualifications laid down in Clause 10.4;
- the applicant who is pursuing employment, must produce a No Objection Certificate (NOC) from his/her employer;
- the applicant proves to the satisfaction of the FRC that his employment duties will permit him to devote sufficient time for research work and prescribed course;
- the application for admission is endorsed by the Head of applicant's employing organization;


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Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

10.6 Admission Test and Research Plan:

The University shall admit the candidates by a two-stage process through:

- i. Each candidate shall be required to take a Future University Research Aptitude Test (FURAT) which shall comprise of written test (weightage of 70%) and interview (weightage of 30%). The written test shall carry maximum 70 marks and interview/viva-voce shall carry 30 marks.
- ii. The syllabus of FURAT shall consist of 50% questions on Research Methodology and 50% questions shall be subject specific. The Entrance Test (FURAT) will be conducted at the Centre(s) notified in advance (change of Centre, if any, shall be notified well in advance) twice a year (2nd Saturday of January and July). In case of holiday, the next working day will be the date of the admission test. In Special circumstances, the written test may be conducted in online mode using a pre-approved platform.

Note: Presently FURAT is held only at the University campus, Bareilly

- iii. The FURAT intends to test the basic capability of the candidate to undertake research work. A minimum score of 50 percent shall be required to clear the test under each category i.e. Research Methodology and subject specific and be eligible to present the research plan to the FRC.
- v. The written test shall be conducted by the Examination Cell of the University which shall notify the result of the candidates those who qualify the written test. The candidates those who qualify the test shall be required to appear for the interview on the date as notified. The dates for interview shall be notified by the Ph.D. Cell of the University.
- vi. An interview/viva-voce shall be organized by the respective FRC on the dates thus notified for the candidates those who qualify the written test. The interview/viva-voce shall consider the following aspects:
 - (i) Research Interest/Area through the presentation
 - (ii) Whether the candidate possess the competency for the proposed research
 - (iii) The proposed area of research can contribute to new/additional knowledge

The marks scored by the candidates in the interview/viva-voce shall be submitted by FRC to the Examination Cell of the University.

The Final result composite of marks of written test and interview/viva-voce of the qualified candidates shall be declared by the Exam Cell of the University.

Note: Candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/Teacher fellowship holder or have passed M.Phil programme are exempted from the University FURAT.

The candidates those who qualify the FURAT shall be required to submit the requisite Registration Fee. The date of registration will be the date on which the candidate deposits the requisite Registration Fee.

Research Plan Presentation and Interview

On clearance of the entrance test (FURAT), the FRC Chairperson will appoint a proposed supervisor to the candidate under whose supervision the candidate will formulate the research proposal to be presented during the first FRC.

- i. On clearance of the entrance test (FURAT), the applicant needs to send six copies of statement of research purpose/ synopsis, within three months of declaration of FURAT result, to FRC mentioning the topic of his proposed research and objectives of the work that the candidate intends doing on the subject or topic.


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

- ii. Candidate shall be required to discuss his/her research plan before the FRC, justifying his/her suitability to pursue research which will consider the following aspects, viz:
- (a) the candidate possesses the competence for the proposed research;
 - (b) the research work can be suitably undertaken at the College;
 - (c) the proposed area of research can contribute to new/ additional knowledge.

FRC will also convey its views on the additional course paper, including the subject, if needed, that the candidate may have to undertake in addition to the three mandatory papers during course work.

- iii. On basis of the contents of the Research Plan and the presentation, the FRC shall either recommend the case for consideration of the concerned BOS, or, may ask the candidate to make a fresh presentation of the Research Plan. The FRC shall give its recommendations on the prescribed format.
- iv. A candidate will ordinarily be allowed two attempts for presentation before the FRC. In case the Research Plan of a candidate is not approved, a third attempt may be allowed only with the approval of the Vice-Chancellor on the specific recommendation of the FRC, justifying the reasons for an extra attempt. Under no circumstances the duration of approval of research plan would exceed eighteen months from the date of FURAT result.
- v. While recommending the Research Plan, the FRC will also recommend the supervisor(s) of the thesis in line with the qualification.

10.7 Registration As a Research Scholar:

- i. After the acceptance of the Research Plan and the name of Supervisor(s) of a candidate by the FRC, the case shall be submitted to the BOS for its consideration and approval. The BOS would normally meet in the third week of January and July each year. If an approval is not accorded by the BOS, then such candidate may submit his/her case for fresh for approval through the FRC, taking into consideration the views of the BOS, and presenting a fresh/modified Research Plan.
- ii. On the approval of the FRC and BOS, the candidate will receive a letter of offer of admission from URCC against which s/he will be required to deposit the fees as prescribed by the University. A candidate shall be formally registered as a Research Scholar with effect from the date on which s/he has deposited the required fee with the University. A formal letter of registration of the candidate would be issued by the URCC.
- iii. A candidate shall be required to renew his/her Registration every year in the manner prescribed by paying the fees as prescribed by the University from time to time.

10.8 Course Work:

Course Work requirements

- i. All research scholars admitted to the Ph.D. programme shall be required to complete the prescribed course work during the initial two semesters from the date of the registration. The credits assigned to the Ph.D. course work shall be a minimum of 14 credits and maximum of 18 credits. The research scholar shall be evaluated at the end of the course work. The research scholar has to pass the coursework with minimum 55% marks.
- ii. The course work shall be treated as a prerequisite for completion of Ph.D. programme. Registered students will be required to take a minimum of three courses and up to a maximum of four courses (of 4 credits each) as per the decision of the Faculty Research Committee, plus mandatory two (2) credit course work titled Research and Publications Ethics (RPE) as per UGC circular No F.1-1/2018(Journal/Care) in 2019 and a research methodology course. The University Research

Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

- iii. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- iv. The following 14 credit courses are mandatory for a student to complete during two semesters starting from the date of registration:
 - (a) One course on Research Methodology (4 Credits),
 - (b) One course on Quantitative Methods and Computer Applications (4 Credits),
 - (c) Review of literature in the area of research to be evaluated by the external examiner and FRC through a seminar/ presentation (4 Credits).
 - (d) Research and Publications Ethics (RPE) – 2 CreditsAdditional course where recommended by URCC/FRC under Clause 6.3:
 - (e) Advance level course preparing the student for the field of research (4 credits).


Note: A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-pointscale in the course work to be eligible to continue in the programme and submit his or her thesis.

- a) Minimum qualification of the faculty member(s) teaching the course work shall be Ph.D. in relevant subject areas having more than ten (10) years of teaching experience in case of 'd' above.
- b) The research scholar shall be required to carry out intensive research on the approved topic. At the end of the first semester from the date of registration, the scholar shall be required to submit a Term Paper and present the same to the FRC. At this stage the scholar will have an option to review the topic of research and if recommended by the FRC/BOS, the same shall be considered final after seeking due approval. Further change in the topic would be allowed on the recommendation of FRC/BOS only in exceptional cases and with the approval of the Vice Chancellor.

10.9 Eligibility Criteria to Be a Research Supervisor/Co-Supervisor:

(A) Eligibility to be appointed as a Supervisor/Co-Supervisor, for faculty, of all colleges, other than Medical and Dental College shall be:

- i. Any regular Professor/ Associate Professor of the University with a Ph.D. degree in the respective discipline and at least five research publications in refereed/ peer-reviewed journals and any regular Assistant Professor of the University with a Ph.D. degree and at least three research publications in refereed journals would be eligible to be considered as research supervisor/ co-supervisor.
- ii. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.


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Note:

- (i) Refereed journal would be journals as specified by UGC from time to time through notification. Currently refereed journals indexed in Scopus, Web of Science and Indian Citation Index and PubMed are acceptable.
- (ii) Only papers in above referred journal with faculty as the first or second author only would be considered as valid papers.
- (iii) Provided further, that in areas/ disciplines where there is no or only a limited number of refereed journals, the URCC may relax the above condition for recognition of a faculty member as Research Supervisor with reasons recorded in writing, duly routed through the BOS, and due approval of the Vice Chancellor. The Academic Council would be notified of the same from time to time.

Only a full-time regular teacher of the University can act as a supervisor. External supervisor(s) are not allowed. However, a co-supervisor can be allowed from other institutions with available Research facility with the recommendation of FRC and approval of the Vice Chancellor. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

Note: Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

Number of Research Scholars under a Supervisor

- i. The allocation of Research Supervisor for a research scholar shall be decided by the FRC of the concerned Faculty, depending upon the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholar as indicated by him/her at the time of presentation before the FRC.
- ii. In case of topics which are of inter- disciplinary nature, where the FRC of the concerned Faculty feels that the expertise in the College has to be supplemented from outside, the concerned College shall appoint a Research Supervisor from the College itself, who shall be known as Research Supervisor, and a Co- Supervisor from outside the College or University on such terms and conditions as may be specified and agreed upon by the consenting Co-supervisor and his/her Institution/ College.
- iii. An approved Research Supervisor/ Co- Supervisor who is a professor, at any given point of time, can guide not more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- iv. The BOS, on the recommendation of the FRC, shall consider the names of the Supervisor/Co-supervisor for approval.
- v. A change of Supervisor/co-supervisor shall be permitted in case of inability or non-availability of the Supervisor. The BOS, on recommendation of the FRC, shall seek approval from the Vice Chancellor for appointment of a Caretaker Supervisor/ re-allotment of supervisor.
- vi. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research scholar shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent Research Supervisor/ Co-supervisor and the Future University for the part of research already done.

- vii. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, from another University to Future University, the research scholar would be used to further proceed with the research work, if allowed to be transferred by the University where the scholar was originally registered and the guidelines of UGC were followed in letter and spirit. The scholar will give due credit to the parent Research Supervisor/ Co-supervisor and the parent University for the part of research already done. In case the transfer of research data is not allowed the scholar case will be reviewed by the FRC and BOS and approval to proceed further will be sought from the Vice Chancellor.

10.10 Performance Monitoring:

- i. There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of the Committee. This Committee shall have the following responsibilities:
- (a) To review the research proposal and finalize the topic of research;
 - (b) To guide the research scholar to develop the study design and methodology of research and identify the course (s) that he/she has to do;
 - (c) To periodically review and assist in the progress of the research work of the research scholar.
- ii. The academic/research progress of each research scholar will be regularly monitored by the RAC. A research scholar shall appear before the FRC once in six months to make a presentation of the progress of his/ her work for evaluation and further guidance. The six-monthly progress reports will be submitted by FRC to the URCC with a copy to the research scholar and RAC.

The Semester Progress Review Meeting shall be held as specified in the Academic Calendar in the second week of January and July each year. A student cannot skip a presentation without prior permission, subject to a maximum of two presentations in the complete duration. The RAC must record the progress of the research in the Semester Progress Review form and submit it to FRC.

In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme

- iii. The FRC after having considered the progress report of each research scholar shall recommend any of the following:
- (i) Continuation of registration, or
 - (ii) Continuation of registration and issuance of a warning to the research scholar and making recommendation of steps necessary to improve his/her performance in consultation with the supervisor(s) or
 - (iii) Termination of registration.
- If the research scholar is issued a warning letter, two times, the minimum registration period for allowing a candidate to submit the thesis shall be increased by one semester every time a warning has been issued.

Copy of the same would be sent to the scholar, supervisor and the URCC for records in the scholar's file.

10.11 Duration Of the Programme:

Pre-Ph.D. Submission Presentation

Ph.D. programme shall be of a minimum duration of three years, including coursework and a maximum of six years. From date of registration.

- i. The minimum period of programme after which a research scholar can submit the thesis shall be three years from the date of registration.
- ii. A research scholar shall normally be allowed to submit his thesis within a maximum period of six (6) years. However, in exceptional cases, this limit may be extended by the Vice-Chancellor by a maximum period of two years, on specific request from the research scholar duly recommended by the FRC. This extension shall be provided subject to re-registration. Thus, the total duration shall not exceed eight years.
- iii. The Women candidates and Persons with Disability (more than 40% disability) shall be allowed a relaxation of two years for Ph.D. programme in the maximum duration of ten (10) years. In addition, the women candidates shall be provided Maternity Leave/ Child Care Leave once in the entire duration of Ph.D. programme for up to 240 days.

10.12 Evaluation And Assessment Methods, Minimum Standards/ Credits for The Award of The Degree Pre-Thesis Submission Presentation

- i. Upon satisfactory completion of course work, and obtaining the credits prescribed in Clause 8, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within stipulated time as per this ordinance.
- ii. A pre-thesis submission presentation by the research scholars before the FRC is an essential requirement. On completion of the research work, the research scholar shall submit eight copies of the summary of his research work including bibliography, two copies of the draft thesis, copy of the research publications related to the thesis and one CD containing draft thesis to the FRC through his/ her supervisor(s) and make a presentation at which faculty members and other research scholars/students may be present. FRC will invite all University Colleges/ Departments for the pre-thesis presentation.
- iii. The research scholar shall be required to submit his/ her thesis within three months from the date of pre-thesis submission presentation by the research scholars. However, in case a candidate fails to submit his/ her thesis within the stipulated time and has suitable justification for the same, the Director/Principal/Head of the College may, on recommendations of the FRC, grant an extension of not more than three months, i.e., the research scholar may be allowed to submit his/ her thesis within a period not exceeding six months from the date of pre-thesis submission presentation. The URCC of the University will have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree. The URCC will mention the report of the Plagiarism software for further action.
- iv. The research scholar will be required to submit his/her declaration and a certificate from his/ her supervisor(s) in the prescribed format countersigned by the Director/Principal/Head of the College vouching that the plagiarism is within the permitted limit and that the work embodied in the thesis titled "_____ " is original and has been carried out by the research scholar and that it has not been submitted in full or in part for any other diploma or degree of this or any other University. A certificate indicating the similarity index generated by the certified Anti-Plagiarism tool used by the University has to be included in the thesis duly countersigned by the Principal/ Director/ Head of the College .


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10.13 Appointment Of Examiners:

Examiners outside the state

- i.
 - (a) A panel of six (06) experts of in the area of research work be suggested by the supervisor(s) and placed before the FRC for its recommendations. The FRC may delete/add any of the name(s) proposed by the supervisor(s).
 - (b) A person from the same Institution where the research scholar is employed cannot be appointed as an external examiner. Further, a person from a laboratory/institution/approved research center to which the Co- supervisor of the research scholar belongs, cannot be appointed as an external examiner.
- ii. On receipt of the draft thesis, the Director/Principal/Head of the College/ Department shall send the panel of examiners as approved by the FRC to the Controller of Examination who shall get the Board of Examination approved from the Vice Chancellor. The Board shall consist of one internal examiner from amongst the supervisor(s), and two external examiners from India or abroad. However, out of the two external examiners selected, at least one shall be from outside the state of Uttar Pradesh. The examiners shall normally be chosen from the panel of examiners recommended by the FRC. In case one or more external examiners so appointed decline to examine the thesis, another external examiner shall be appointed out of the panel. In case the panel gets exhausted, the FRC shall recommend additional names.

10.14 Thesis Submission:

Minimum Duration

Publications / Conference Paper Presentation

- i. The thesis shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts or development of equipment making a distinct advancement in instrument technology. It should bear evidence of the research scholar's capacity for analysis and sound judgment as well as his ability to carry out independent investigation, design or development. The thesis has to be supplemented by published work, mandatorily. No part of the thesis or supplementary published work shall have been submitted for the award of any other diploma or degree anywhere. The thesis must contain a Declaration by the research scholar, a Certificate signed by the supervisors and FRC chairperson and a Plagiarism Verification form.
- ii. The thesis shall be written in English, other than research work carried out in languages, in specified format in accordance with the instructions contained in Annexure of this Ordinance, until otherwise required by the specific discipline. In case the thesis to be submitted is written in language other than English, the same shall be approved by the Vice Chancellor on the recommendation of the FRC/BOS.
- iii. A research scholar may submit his/her thesis within the stipulated time period, provided/he has:
 - (a) Completed the minimum period of registration as provided in Clause 11 of this Ordinance.
 - (b) Published minimum of two research papers in refereed journals of which at least one should be published in databases such as Scopus, Web of Science, PubMed and Indian Citation Index or as notified by UGC from time to time. However, if the research paper(s) has been accepted for publication, the same shall be treated as under publication and the FRC can recommend the submission of the thesis. The candidate is also required to make two paper presentations in conferences/ seminars, of which one should be conference/

seminar other than in house, before the submission of thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/ or reprints.

Hard & Soft Copies of Thesis

- iv. Five hard copies of the thesis in soft binding along with two copies of CD shall be submitted in the College/Department, where the Research Scholar has been registered. The same shall be forwarded to the COE for evaluation. In case a research scholar is being supervised by more than one supervisor, appropriate number of additional copies must be prepared to provide them one copy each.

10.15 Evaluation:

i. Evaluation of Thesis

- (a) Thesis shall be sent for evaluation only after the plagiarism verification report is found to be within the acceptable norms of the University.
- (b) Each examiner will be requested to submit a detailed assessment report and his/her recommendations on a prescribed Performa to the COE within three months from the date of receiving the thesis.
- (c) In case the assessment report is not received from an external examiner within four months, the Vice-Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.
- (d) Each examiner shall be required to state categorically whether in his/her individual opinion, the thesis should be:
 - i) accepted for the award of Ph.D. degree, or
 - ii) referred to the research scholar for submission in the revised form, or
 - iii) rejected.

The examiner shall state the reasons for recommending/ resubmission/ rejection of the thesis. If resubmission is recommended, the examiner(s) shall specifically indicate the modifications that need to be incorporated in the thesis by the research scholar.

- (e) On receipt of reports from all the examiners the COE shall place them before the members of RDC who will pursue the reports and recommend one of the following:
 - i) If the examiners are unanimous that the thesis be accepted for the award of the degree, the research scholar would be required to appear for oral defense.
 - ii) If the examiners are unanimous that the thesis be submitted in a revised form then the research scholar would be informed to submit the revised thesis incorporating the suggestions/ views from the examiners.
 - iii) If the examiners are unanimous that the thesis should be rejected then the research scholar will be informed accordingly and the research scholar shall be declared ineligible for the award of Ph.D. degree.
 - iv) If there is no unanimity between examiners, an additional external expert shall be appointed as examiner to evaluate the thesis. If the report of the latest examiner is also 'rejected', the thesis shall be rejected and the research scholar shall be declared ineligible for the award of Ph.D. degree. Should there be comments for modification the research scholar will undertake the necessary modifications and re-submit the thesis.

In case of Clause 15.1 (d) (ii) above, the COE in consultation with Director/Principal/ Head of the College shall also provide to the research scholar a list of all corrections and modifications required in the thesis, including suggestions made by the external examiners during the thesis evaluation. The research scholar shall incorporate all suggestions and changes and submit the same to the FRC for review and approval for re-consideration of the thesis by the RDC.

ii. Oral Defiance

- (a) A research scholar, whose thesis is recommended for acceptance in accordance with the provision of Clause 15.1(d) (i) on the basis of thesis evaluation, shall be required to defend his work/thesis orally before a duly constituted committee, hereinafter referred to as Oral Defiance Committee (ODC) during working hours of the University at the University premises. Any deviation from this procedure should have prior permission of the Vice-Chancellor.
- (b) ODC shall consist of the Director/Principal/Head of the concerned College, the supervisor(s), and at least one of the two external examiners, and shall be open to be attended by Members of the URCC, FRC, all faculty members of the College/ Department, other research scholars and other interested experts/ researchers from the University. The external examiner invited for oral defiance examination shall submit his report in the prescribed Performa to the COE.
- (c) On the completion of all the stages of the examination, the COE shall put before the RDC, the report of the ODC to approve one of the following:
 - i) that the degree of Ph.D. be awarded, or
 - ii) that the research scholar be re-examined at a later specified time in a specified manner, or
 - iii) that the degree of Ph.D. not be awarded.

The research scholar shall incorporate all suggestions and changes as discussed in the ODC and submit the same to the FRC for review and approval for submission of the thesis after incorporating the suggestions/changes. The research scholar shall, thereafter, submit two hard-bound copies and two CDs of the thesis incorporating all necessary corrections/modifications. The COE will ensure that the electronic copy of the Ph.D. thesis is submitted to INFLIBNET within seven days of receipt of the CDs from the research scholar for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions. The RDC will meet not before fifteen days of submission of the electronic copy to INFLIBNET.

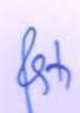
10.16 Award Of the Degree:

i. The Degree shall be awarded by the University provided that:

- (a) The RDC so approves,
- (b) The research scholar produces a "No Dues Certificate" in the prescribed form,
- (c) The research scholar has submitted two hard bound copies of the thesis; one for the College Library and one for the Central Library and two soft copies in CD ROM in the structure prescribed by Shodhganga, INFLIBNET. These should incorporate all necessary corrections/modifications and have the consent of the FRC.
- (d) The date of RDC approval shall be the date of completion of the degree.

Prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2022.


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Ph.D. through Part-time Mode-

- (1) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
 - (2) College/ Department will obtain "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. He/she will be relieved from the duty to complete the course work.
 - (3) Notwithstanding anything contained in these Regulations or any other law, no college/ department shall conduct Ph.D. programmes through distance and/or online mode.
- ii. Hard bound copies and CD ROM of the Ph.D. thesis, submitted after the oral defence examination, must contain the following copyright certificate in the beginning of the thesis, on a separate page on the left side:

**©Future University
Bareilly – Uttar Pradesh (India)
All rights reserved**

10.17 Cancellation Of Registration:

The registration of a research scholar shall be cancelled after due approval of the Vice Chancellor in case of the following:

- i. If being a fulltime research scholar, s/he absents herself/ himself for a continuous period of six weeks without prior intimation/sanction of leave.
- ii. If s/he resigns from the Ph.D. program and the resignation is duly recommended by the FRC.
- iii. If s/he fails to renew the registration as per the provisions contained in this Ordinance.
- iv. If his/her academic progress is found unsatisfactory by FRC.
- v. If s/he is found to be involved in an act of misconduct and/or indiscipline and termination is recommended by the College Research Committee or any other authority so authorized by the Academic Council.

10.18 General:

Notwithstanding anything contained in this Ordinance, all categories of research scholars shall be governed by the rules and procedures framed by the University and enforced from time to time.

10.19 Interpretation And Unforeseen Issues:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the Vice Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Director/Principal/Head of the Colleges. The decision of the Vice Chancellor shall be final and binding. Application forms, university research cell guidelines, SOP for Ph.D are specified in university rules and regulations.

Note: All annexures, SOP etc can be seen in the University Website.


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ORDINANCE No - 11

**UNIVERSITY ORDINANCE FOR PROMOTION OF ACADEMIC
INTEGRITY AND PREVENTION OF PLAGIARISM**

(In pursuance of the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018)

Preamble:

Assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Undergraduate, Masters and Research level [Ph.D.], by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books, publication in the University journal, proceedings of Seminars, workshops, conferences and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the University.

Taking into consideration the UGC regulations notified, as referred to above, the following shall be the University ordinance for the Promotion of Academic Integrity and Prevention of Plagiarism.

11.1 Short Title, Application And Commencement:

- (a) These regulations shall be called the **Future University Promotion of Academic Integrity and Prevention of Plagiarism 2025**.
- (b) They shall apply to the students, faculty, researchers and staff of all Colleges and departments in the Future University Bareilly.
- (c) These regulations shall come into force with immediate effect. *[Notified by UGC vide D.O.No F.1-18/2010(CPP-II) dated August 6, 2018]*

11.2 Definitions:

In these regulations, unless the context otherwise requires –

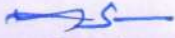
- (a) **“Academic Integrity”** is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- (b) **“Author”** includes a student or a faculty or a researcher or staff of Future University who claims to be the creator of the work under consideration;
- (c) **“Commission”** means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- (d) **“Common Knowledge”** means a well-known fact, quote, figure or information that is known to most of the people;
- (e) **“Degree”** means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- (f) **“Faculty”** refers to a person who is teaching and/or guiding students enrolled in Future University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.;

- (g) **"Information"** includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer-generated microfiche;
- (h) **"College Academic Integrity Panel"** shall mean the body constituted at the College level to investigate allegations of plagiarism;
- (i) **"University Academic Integrity Panel"** shall mean the body constituted at university level to consider recommendations of the college academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- (j) **"Plagiarism"** means the practice of taking someone else's work or idea and passing them as one's own.
- (k) **"Programme"** means a programme of study leading to the award of a graduate, masters and research level degree [Ph.D.];
- (l) **"Researcher"** refers to a person conducting academic / scientific research in Future University;
- (m) **"Script"** includes research paper, thesis, dissertation, chapters in books, full- fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of Future University; however, this shall exclude class assignments / term papers / project reports/ industrial training / course work / essays and answer scripts etc.;
- (n) **"Source"** means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000;
- (o) **"URCC"** and **"FRC"** shall mean the University Research and Consultancy Cell and Faculty Research Committee respectively as defined in the Ordinance for Degree of Doctor of Philosophy (Ph.D.) of Future University.
- (p) **"Staff"** refers to all non-teaching staff working in Future University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- (q) **"Student"** means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- (r) **"University"** means Future University Bareilly;
- (s) **"Year"** means the academic session in which a proven offence has been committed.

11.3 Objectives:

- (a) To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- (b) To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- (c) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of the University committing the act of plagiarism.


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11.4 Awareness Programs and Trainings:

- (a) FRC shall instruct students, faculty, researchers and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) FRC shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) All Colleges having Undergraduate, Masters and PhD program shall:
 - i) Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 - iii) Train student, faculty, researchers and staff for using plagiarism detection tools and reference management tools.
 - iv) University shall establish facility equipped with modern technologies for detection of plagiarism.
 - v) Encourage students, faculty, researchers and staff to register on international researcher's registry systems.

URCC will ensure to include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for researchers, faculty and staff members from time to time.

11.5 Curbing Plagiarism:

- (a) FRC shall declare and implement the technology-based mechanism using appropriate software, presently being Turnitin, so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- (b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty, researchers and staff etc., from the office of the Head of the College or the URCC.
- (c) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him/ her and that the document is his/her original work and within similarly limits as defined under Para 6 below.
- (d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool as approved by the University and report duly signed by the Head of the College and supervisor(s) will be enclosed.
- (e) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- (f) URCC shall create University Repository College wise on the University website, which shall include dissertation / thesis / paper / publication and other in-house publications to be updated in the first week of each month.


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11.6 SIMILARITY CHECKS FOR EXCLUSION FROM PLAGIARISM:

FRC of each college will be the authority to ensure the compliance of the provisions of this Ordinance. FRC will ensure that all the Research work including but not limited to dissertations / thesis for completion of the Post Graduate program, M.Phil. / Ph.D. term papers and thesis, research papers published as part of the requirement for the award of the undergraduate, Master, Ph.D. degree, publication of papers by students, researchers, faculty and/or staff, publications of the University in the form of journals, proceedings of Seminars, Workshops or Conferences etc. would need compulsory check with the help Internet-based plagiarism-prevention service, -TURNITIN, or any other tool specified by the University from time to time. A certificate generated by this application is to be compulsorily appended with every research project; thesis / dissertation / Ph.D., term paper / submitted by the student / researcher to the college / department. Details in case of publications in journals, proceedings of Seminars, Workshops or Conferences etc., will be maintained by the office of the respective Chairman FRC, and monthly report along with links of the published papers or soft copy of the same will be forwarded to the office of the Joint Registrar – Research Cell for uploading in the University web site repository by the 5th of each month.

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas.

The acceptable level of similarity in dissertation/ thesis will be upto 10%. However, there shall be no similarity acceptable in abstract, summary, hypotheses, observations, results, conclusions and recommendations

The similarity checks for plagiarism shall exclude the following:

- a) All quoted work reproduced with all necessary permission and/or attribution.
- b) All references, bibliography, table of content, preface and acknowledgements.
- c) All generic terms, laws, standard symbols and standards equations.
- d) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

11.7 Levels Of Plagiarism:

After checking the plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition by the Head of the FRC:

- **Level 0:** Similarities upto 10%
- **Level 1:** Similarities above 10% to 40%
- **Level 2:** Similarities above 40% to 60%
- **Level 3:** Similarities above 60%

11.8 Detection/Reporting/Handling of Plagiarism:

In case the level of similarity is more than 10%

OR

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, and reports to the head of the college

OR

In case of receipt of complaint from any authority reading plagiarism The Head of the College shall report it to the College Academic Integrity Panel (CAIP)

Upon receipt of such a complaint or allegation the CAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) of the University.

The authorities of university can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

11.9 College Academic Integrity Panel (CAIP):

- (a) All Colleges of the University shall notify a CAIP whose composition shall be as given below:
- i) Chairman – Principal of the College
 - ii) Member – Senior academician from outside the College, to be nominated by the Vice Chancellor.
 - iii) Member – A person well versed with antiplagiarism tools, to be nominated by the Vice Chancellor.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- (b) The CAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (c) The CAIP shall have the power to assess the level of plagiarism and recommend penalties accordingly.
- (d) The CAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11.10 University Academic Integrity Panel (UAIP):

- (a) University shall notify a UAIP whose composition shall be as given below:
- i) Chairman – Pro-VC/Dean/Senior Academician of the University or Chairman of URCC nominated by the Vice Chancellor.
 - ii) Member – Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
 - iii) Member – One Senior Academician nominated by the Vice Chancellor from outside the University
 - iv) Member – A person well versed with anti-plagiarism tools, to be nominated by Vice Chancellor.

The Chairman of CAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- (b) The UAIP shall consider the recommendations of CAIP.

- (c) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (d) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- (e) The UAIP shall have the power to review the recommendations of CAIP including penalties with due justification.
- (f) The UAIP shall send the report to Vice Chancellor after investigation and the recommendation on penalties to be imposed within a period of 45 days from the date of receipt of recommendation of CAIP/complaint / initiation of the proceedings.
- (g) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

11.11 Penalties:

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

i. Penalties in case of plagiarism in submission of thesis and dissertations

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

- a. **Level 1: Similarities above 10% to 40%** – Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- b. **Level 2: Similarities above 40% to 60%** – Such student shall be debarred from submitting a revised script for a period of one year.
- c. **Level 3: Similarities above 60%** – Such student registration for that programme shall be cancelled.

Note – 1: Penalty on repeated plagiarism – Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note – 2: Penalty in case where the degree/credit has already been obtained – If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Vice Chancellor.

ii. Penalties in case of plagiarism in academic and research publications of the faculty of the University.

- a. **Level 0: Similarities up to 10%**
Minor similarities, no penalty.
- b. **Level 1: Similarities above 10% to 40%**
Shall be asked to withdraw manuscript.

First Ordinances of Future University, Bareilly.

- c. Level 2: Similarities above 40% to 60%
- i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to one annual increment.
 - iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- d. Level 3: Similarities above 60%
- i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to two successive annual increments.
 - iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note – 1: Penalty on repeated plagiarism – Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University

Note – 2: Penalty in case where the benefit or credit has already been obtained – If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Vice Chancellor.

Note – 3: FRC shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission. A record of all such check and the report shall be maintained in the office of the Head of the College and a monthly report will be submitted for all papers to the office of the Member Secretary URCC, presently handled by the Joint Registrar.

Note – 4: If there is any complaint of plagiarism against the Head of the College or the University, a suitable action, in line with these regulations, shall be taken by the Vice Chancellor and Chancellor respectively.

Note – 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the University level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Vice Chancellor.

Note – 6: If there is any complaint of plagiarism against any member of CAIP or UAIP, then such member shall excuse himself /herself from the meeting(s) where his/her case is being discussed/investigated.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans/Director/Principal of the Colleges. The decision of the Vice-Chancellor shall be final and binding.


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

ORDINANCE No – 12

STAFF OF THE UNIVERSITY

12.1

- i. Non-teaching employees of the University shall be appointed against the sanctioned post in the pay scales prescribed for the purpose. The post shall be sanctioned by the Executive Council with prior approval of the Trust.
- ii. An employee of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the CONDUCT AND BEHAVIOUR of high standard.
- iii. A breach of any of the provisions of the CONDUCT AND BEHAVIOUR and other instructions issued by the University from time to time shall be deemed to be a misconduct.

12.2

- i. An employee of the University may be punished on one or more of the following grounds

- (a) Willful neglect of duty;
- (b) Misconduct;
- (c) Dishonestly connected with University Examination;
- (d) Scandalous conduct or conviction for an offence involving moral turpitude;
- (e) Physical or mental unfitness;
- (f) Incompetence, and
- (g) Abolition of the post.

- ii. Not less than one month notice (excluding the leave, if any) shall be given on either side for terminating the services or in lieu of such notice, salary for one month shall be paid. No leave will be sanctioned during the aforesaid period of notice:

Provided that where the University dismisses or removes or terminates the services of an employee of the University under paragraph No.12.2 above, such notice shall be necessary:


Provided further that the parties will be free to waive the condition of notice in whole or in part by mutual agreement.


12.3

- i. No order of dismissing, removing or terminating the services of an employee of the University on any ground mentioned in the Para 38 of statute (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the employee and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given reasonable opportunity

- (a) of submitting a written statement in his defense;
- (b) of being heard in person, if he so demands; and
- (c) of calling and cross-examining such witnesses in his defense as he so desires:

Provided that the Inquiry Officer may, for sufficient reasons to be recorded in writing, refuse to call any witness or evidence.


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

First Ordinances of Future University, Bareilly.

- ii. The Appointing Authority will, at any time preferably within 30 from the date of the Inquiry Officer's report, pass an order of punishment. The said order shall forthwith be communicated to the employee concerned.
- iii. The Appointing Authority may, instead of major punishments pass an order inflicting a lesser punishment by reducing the pay of the employee or by stopping increments of his salary for a specified period or may deprive the employee of his pay during the period of his suspension, if any.

12.4

- i. The Disciplinary Authority may recommend the suspension of an employee during the pendency or in contemplation of an inquiry into charges against him. The order of suspension, if passed in contemplation of an inquiry, shall cease at the end of 90 days of its operation unless the employee has in the meantime been communicated the charge or charges on which the inquiry was contemplated.
- ii. An employee of the University shall be deemed to have been placed under suspension:
 - (a) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed consequent to such conviction.
 - (b) In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

Explanation: - The period of 48 hours referred to in sub-clause (a) of this clause, shall be computed from the commencement of the imprisonment or the detention and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- iii. Where the order of dismissal or removal from service of an employee of the University is set aside or declared or rendered void in consequence of any proceedings under the Act or Statutes or Ordinances, and the appropriate officer, authority or body of the University decides to hold a further inquiry against him then if the employee was under suspension immediately before such dismissal or removal, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal or removal.
- iv. During the period of his suspension, the employee of the University shall be entitled to get subsistence allowance equal to the half pay including dearness allowance, if any:
Provided that the amount of subsistence allowance may be reduced by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the suspended employee:
Provided also that no payment shall be made unless the suspended employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

12.5

- i. Every employee shall be bound to comply with the directions of the officers and Authorities of the University in connection with any duty within or outside the University.
- ii. Where under the provisions of the Act or these Statutes or the Ordinances, an employee is required to serve with any notice and such employee is not in station, the notice will be sent to him by Registered Post or Speed Post at his/her last known address(es) / E-Mail which will be a valid communication.



Dean

FUTURE UNIVERSITY



Registrar
FUTURE UNIVERSITY
Bareilly

ORDINANCE No – 13

**BEQUESTS, DONATIONS, ENDOWMENTS AND TRANSFERS FOR
AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND
PRIZES**

- 13.1** The Board of Management may accept any bequest, donation, endowment or transfer of any movable or immovable property, if the cash value of such property is, in the opinion of the Board of Management, sufficient for the purpose for the bequest, donation, endowment or transfer is intended to be made:
Provided that no bequest for an award for a post graduate examination shall be less than that of a gold medal.
- 13.2** Where the bequest, donation, endowment or transfer is for the purpose of establishing a fellowship, scholarship, studentship, medal, prize or any other reward of a recurring character, the Sponsoring Body, in the case of bequest, may, and the party making the donation, endowment or transfer in case other than bequest, shall, if the Sponsoring Body so requires, convert the same into a security described under section 20 of the Indian Trusts Act, 1882. Money received in cash for an endowment shall be invested by the Sponsoring Body in any of aforesaid securities.
- 13.3** Where a bequest, donation, endowment, or a transfer of immovable property is given for any specific purpose and the Sponsoring Body is of the opinion that the property is adequate for giving effect to the purpose, it may accept the same and shall not be entitled to use it for any purpose other than the purpose of the bequest, donation, endowment or transfer as the case may be.
- 13.4** The cash value of the bequest, donation, endowment or transfer shall be as finalized by Executive Council.
- 13.5** All offers of bequests, donations, endowments or transfers, the management and administration where of is to be vested in the University shall be accepted on condition that the annual realization there from shall be subject to the deduction of 10 percent, thereof for administration purposes the amount realized by such annual deduction shall be credited to the General Fund of the University at the commencement of every financial year for the purpose defined.
- 13.6** The bequest, donations, endowments and transfers shall be administered by regulation.
- 13.7** In administering a bequest, donation, endowment, or a transfer, the Board of Management may consult the Donor and Academic Council, where necessary and as far as possible give effect to the wishes of the Donor and the recommendations of the Academic Council forwarding/submission.
- 13.8** The Annual Statement of income & expenditure will be maintained by the Finance officer and present with the Annual Report to the Statutory body.
- 13.9** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans/Director/Principal of the Colleges. The decision of the Vice-Chancellor shall be final and binding.

ORDINANCE No - 14

**MANNER OF CO-OPERATION AND COLLABORATION WITH OTHER
UNIVERSITIES AND
INSTITUTIONS OF HIGHER EDUCATION**

- 14.1** The manner of co-operation and collaboration with other Universities and Institutions of higher education shall be as mentioned below:
- (a) Co-operate or Collaborate with any other University, Institution, Authority or Organization for research and advisory services;
 - (b) For such purposes to enter into appropriate arrangement with other Universities, Institutions, Authorities or Organizations to conduct certain courses as the situation may demand;
 - (c) Undertake academic collaboration programs with universities and institutions abroad with the approval of the State Government;
 - (d) Receive funds for collaboration programs from foreign agencies subject to rules and regulations of the Central Government and State Government on this behalf,
 - (e) Undertake development programs in higher education, research, consultancy-based project and training programs for outside agencies by charging fees, so as to generate resources;
 - (f) Promote in co-operation with other Universities the study of Hindi and the use of Hindi as a medium of instruction, study, research and examination;
 - (g) Promote in co-operation with other Universities or Organizations, the study of foreign languages in general and Asian languages in particular.
 - (h) Promote better interaction and co-ordination among, different Universities by all such means generally to improve the governance of the University and facility provides for higher education.
- 14.2** Memorandum of understanding in respect of co-operation and collaboration with other Universities, Institutions, authorities or organization shall be approved by the Governing Body on the recommendation of the Sponsoring Body and signed by the Registrar on behalf of the University.
- 14.3** Exchange of graduate students for a specific duration and courses, training program as allowed by UGC.


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

ORDINANCE No – 15

ORDINANCE FOR ANNUAL CONVOCATION

15.1 Annual Convocation:

i. General Rules:

1. A Convocation for the award of degrees including Honoris Causa, diplomas and other distinctions of the University shall be held not more than once in a year at Future University Bareilly on a date and time as approved by the Executive Council. A special convocation may be held by the University with prior approval of the Chancellor.
2. The convocation shall consist of the persons specified as constituting the body corporate of the University.
3. Academic Council shall, from time to time, determine which degrees may be conferred on graduates in person and which degrees may be conferred in absentia at the Convocation.
4. The Chancellor shall confer Honoris Causa Degree viz. Degree of Doctorate of Science (D.Sc.), Degree of Doctor of Letters (D.Litt.), Degree of Laws (LL.D.), Degree of Doctor of Philosophy (Ph.D.) and Degree of Master of Philosophy (M. Phil.) and the Vice Chancellor shall confer other degrees on students.
Provide that the Vice Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to universities abroad for further studies, or in any emergent situation if considered essential.
5. The Degree Certificates shall be signed by the Registrar, Vice Chancellor and Chancellor of the University.
6. The Academic Council shall, from time to time, determine the procedure to be followed at the Convocation, if necessary.
7. Special Convocations for conferring degrees or other distinctions may be arranged subject to permission of the Chancellor on the recommendations of the Academic Council.

ii. Order of Precedence:

- The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:
 - Registrar
 - University Librarian
 - Finance Officer
 - Controller of Examination
 - Members of Academic Council
 - Members of Executive Council
 - Members of Governing Body
 - Deans
 - Directors

First Ordinances of Future University, Bareilly.

- Pro Vice Chancellor
- Vice Chancellor
- Chief Guest
- Guest of Honor
- Pro chancellor
- Chancellor
- In case of other distinguished dignitaries present, precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.
- The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation. Any dispute arising as to the seniority shall be decided by the Vice Chancellor whose decision shall be final.

iii. Academic Costumes:

The Academic Costumes shall be worn at the time of convocation for conferring degrees. The specifications of the color, material, weaving, dying etc. shall be as under:

1	Chancellor		
2	Vice Chancellor		
3	Chief Guest		
4	Pro-Vice Chancellors		
5	Members of the Court		
6	Member of the Planning Board		
7	Members of the Executive Council		
8	Members of the Academic Council		
9	Member of Finance Committee		
10	Directors/Principals of the Colleges		
11	Registrar		
12	Treasurer		
13	University Librarian/ Chief Librarian		
14	Controller of Examination		
15	Professors of Colleges of Studies		
16	Recipient of Honorary Degree		

iv. Colors for Graduates of various programs of studies:

1	Doctoral & Post Doctoral Programs		
2	Post Graduate Programs		
3	Graduate & PG Diploma Programs		
4	Diploma Programs & others		

v. Instructions for the candidates:

- i) Candidates must appear in the prescribed academic dress.
- ii) A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.
- iii) Candidates who are unable to attend the Convocation must inform the Registrar well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
- iv) The candidates who fail to attend the Convocation or wish to have their degree in absentia shall inform the University before they are admitted to the degree. Their degree certificates will be mailed by Registered Insurance post after the Convocation.

vi. Presentation of the Candidates:

- i) On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.
- ii) The Registrar will seek the consent of the Chancellor or in his absence of the Vice Chancellor, to declare the Convocation open in the following manner: *"Hon'ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open!"*
- iii) The Chancellor/Vice Chancellor: *"I declare the Convocation open"*
- iv) The proceedings of the Convocation shall then begin with the recitation of "Saraswati Vandana"
- v) The candidates, who are to be awarded degrees at the Convocation shall be presented by the respective Deans/Directors/Principals of the Faculty/ Colleges/Head of the Institutions in the following order:

The Deans/Director/Principal of College/Head of the Institution concerned will direct the recipients of the Degree of concerned program to rise from their seats and will address as under:


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

First Ordinances of Future University, Bareilly.

"Sir,
I present to you _____ (numbers) students of _____ (class)
program of the ----- Institution / College whose names are set out in the list and
who _____ have been examined and found qualified for the Degree
of _____
_____ to which I pray that they may be admitted."

The Chancellor /Vice Chancellor, thereupon shall present the Degrees to the students and shall say –

"By virtue of the authority vested in me as Chancellor /Vice Chancellor of the Future University, I
admit _____ you _____ all _____ to _____ the _____ Degree _____ of _____

and I charge you that ever in your life, thought, action and conversation, you shall prove yourselves
worthy of the same."

The concerned students will acknowledge by a bow and sit down.

vii. Award of Medals and Convocation Address:

- i) The Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Controller of Examinations will announce the medals and other distinctions of academic nature while Dean of Students' Welfare shall announce the medals and awards of other nature and shall then be presented by the Chief Guest of the Convocation.
- ii) The Vice Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his/her convocation address.
- iii) The Chief Guest shall deliver his/her convocation address.
- iv) Chancellor's Address.
- v) Vote of thanks.
- vi) The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed in the following manner:
"Hon'ble Chancellor/Vice Chancellor, May I request you to declare the convocation closed"
- vii) The Chancellor / Vice Chancellor shall declare the Convocation closed in the following manner:
"I declare the convocation closed."
- viii) The Registrar shall request the august gathering to rise from their seats for the Nation Anthem.
- ix) The National Anthem will be recited.
- x) The Procession will leave in the reverse order as it entered.
The audience shall remain standing will the procession has left the Convocation Hall.



Registrar
FUTURE UNIVERSITY
Bareilly



Dean
FUTURE UNIVERSITY
Bareilly

15.2 Special Convocation:

- i. A special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person/scholar.
- ii. The Academic procession of the special convocation shall be formed in the same order as laid down above except Item No. 1.6 which in Special Convocation shall be as follows:

The Vice Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in following words:

"By virtue of the authority vested in me as the Vice Chancellor of the Future University, I request Hon'ble Chancellor to graciously confer upon (Name of the distinguished person) the Degree of Honoris Causa for his / her outstanding services."

The Chancellor shall confer the Honorary Degree in the following words:

"I confer on _____ (Name of the recipient) the degree of Honoris Causa."

Provided, that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean/Director/Principal as the case may be, shall read the citation and perform such functions which the Vice Chancellor would have performed.

- iii. The recipient of the Honorary Degree will then present his/her address.
- iv. The National Anthem of the country, if the Dignitary on whom the Degree is conferred is from another country, will be played.
- v. The National Anthem of India will be played.
- vi. The Vice Chancellor/Registrar shall then declare the Special Convocation closed.
- vii. Academic procession will leave in the same order as it entered.

ORDINANCE No. 16

MEDIUM OF INSTRUCTION & EXAMINATION

- 16.1.** The medium of instruction and examination shall normally be English, except in diploma, certificate and language courses where the medium may be Hindi or other Indian, Regional and Foreign Languages.

Provided that with the approval of the Academic Council and on the recommendation of the concerned Board of Studies, the medium of instruction may be specified for any course of study.



Registrar
FUTURE UNIVERSITY
Bareilly


Dean

FUTURE UNIVERSITY
Bareilly

ORDINANCE NO – 17

AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

- 17.1 The Fellowships, Scholarships, Medals and Prizes shall be instituted with the approval of Executive Council under relevant Rules and Regulations.
- 17.2 The Executive Council may appoint committee (s) to frame guidelines for the award of fellowships, scholarships, medals and prizes.
- 17.3 The eligibility criteria, values tenure, methodology and procedure for selection of awardees shall be as approved by the Executive Council.

ORDINANCE No - 18

**ORDINANCES PERTAINING TO THE APPOINTMENT AND EMOLUMENTS OF
EMPLOYEES, OTHER THAN THOSE FOR WHOM A PROVISION HAS BEEN
MADE IN THE STATUTES;**

Notwithstanding anything contained in Statutes, the Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and, on the person, agreeing to do so appoint him to the post:

18.1 Requirement Of Policy

The university takes utmost pride in our faculty and its quality. The university believes in having teaching team members on roll and hence we would use visiting or part time faculty only in the case of the need for the same.

For shortage of faculty in a given area (where we do not have regular faculty), Schools may need the services of professionals/academicians to teach a specific course or part of a course to the UG or PG students of the University.

Such appointments are made subject to the approval of the Vice-Chancellor for a specified period for carrying out a specific teaching assignment. Part-time Visiting faculty are paid an honorarium for the assignment in accordance with rules framed by the UGC and are not deemed as regular employees of the University.

18.2 Process

Request for appointment of Visiting Faculty shall be submitted by the DEAN/HOD on the standard application form with the approval of Vice-Chancellor. The format would clearly capture the number of hours (maximum) needs to be engaged & remuneration per hour. This approval must reach HR before the start of semester. HR would issue an appointment on terms and conditions for the semester.

First Ordinances of Future University, Bareilly.

Profiles of the visiting faculties can be shared by respective faculty's in case of non-availability of the same, HR Department will search the profiles for further processing. Format must have their detailed CV and other mandatory documents attached for statutory and payment purposes. VC may also need the load chart of the current faculty members and the need for such faculty in detail.

18.3 Qualification

The qualification and selection procedure for appointment of Visiting Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities/Colleges in UGC regulations.

However, the composition of the selection committee shall be as follows:

- 1) Dean/HOD
- 2) One expert in the concerned subject nominated by the Vice-chancellor
- 3) One internal senior professor of the department
- 4) HR Head or his/her nominee

18.4 Rights

Visiting faculty will not be treated like regular teachers for voting rights or for becoming the members of the statutory bodies of the university. We would prefer a visiting professor not teaching visiting anywhere else.

18.5 Renumeration


Honorarium of Visiting Faculty shall be as follows:

Level	Essential Experience	Honorarium Bench
Visiting Faculty	Below 5 years	As specified time to time
Visiting Faculty	Between 5 to 10 years	As specified time to time
Visiting Faculty	Above 15 years	As specified time to time

Travel and other logistic arrangement to be made by the concerned department.

18.6 Attendance And Final Payment

Coordinators or representative of dean must give their attendance on monthly basis like a normal team member for payment purpose. HR would process monthly payments as per rules and regulation of Future University.


Dean
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Bareilly

ORDINANCE No - 19
CREATION, COMPOSITION AND FUNCTIONS OF ANY OTHER BODY
WHICH IS CONSIDERED NECESSARY FOR IMPROVAL THE
ACADEMIC STATURE OF THE UNIVERSITY

Whenever a need is felt for the formation of a body for improving the academic stature of the university, the same will be recommend by the Academic Council a proved by the Executive Council.

ORDINANCE-20
ORDINANCES PERTAINING TO ESTABLISHMENT OF CENTRE OF
STUDIES, BOARDS OF STUDIES, INTERDISCIPLINARY STUDIES,
SPECIAL CENTRES, SPECIALIZED LABORATORIES AND OTHER
COMMITTEES;

20.1 Establishment Of Schools/Centers Of Studies/Departments:

- (a) The University shall have such Schools of Studies, Special Centers and Specialized Laboratories as may be specified in the Ordinances.
- (b) The University shall have the following Faculty /Centers, namely:
 - (i) Faculty of Science
 - (ii) Faculty of Ayush
 - (iii) Faculty of Commerce and Management Studies
 - (iv) Faculty of Computer Applications
 - (v) Faculty of Education and Teacher Training
 - (vi) Faculty of Engineering and Technology
 - (vii) Faculty of Nursing and Para-Medical Sciences
 - (viii) Faculty of Humanities and Social Sciences
 - (ix) Faculty of Pharmaceutical Sciences
 - (x) Faculty of Law and IPR


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Registrar
FUTURE UNIVERSITY
Bareilly

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(xi) Faculty of Agricultural Sciences and Allied Industries

- (c) University may add Faculty/centers/department at any time with the approval of Executive Council under the relevant provisions of the Act.
- (d) Every Faculty of Studies shall consist of such Departments as may be assigned to it by the approval of the Executive Council. Each department shall consist of teachers, persons appointed to conduct research, honorary professor id needs and other persons as needed for smooth running of the Department.
- (f) Deans, Directors sand Heads of Departments shall be appointed and perform functions as per The provisions in Section 10,12 and 16 of the Statutes Respectably of Future University Bareilly.
- (g) Each Faculty have Faculty Board and each department shall have a Board of Studies in accordance with Section 27and 28 of the university statutes.

20.2 Establishment of Special University Centers and Laboratories:

Upon the recommendations of the Academic Council, the Executive Council may establish Centers of Excellence, Special Centers and Specialized laboratories for undertaking interdisciplinary studies and specialized studies/programmers. The Executive Council may also constitute Special Board(s) of Studies and academic committee(s) for the guidance of these Units.

20.3 Creation of Other Bodies of The University:

To ensure the smooth and efficient functioning of the University, the Executive Council may constitute standing, advisory and/ or other bodies/ committees as it may deem fit. The composition, powers, functions and the tenure of such bodies/ committees shall be as decided by the Executive Council.


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Bareilly


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ORDINANCE No -21

FACULTY/STAFF EVALUATION AND APPRAISAL

21.1 Faculty Evaluation and Appraisal:

Faculty evaluation and appraisal in Future University follows a circular model of evaluation consisting of:

- (a) Faculty evaluation by students.
- (b) Peer evaluation by other faculty members of the department
- (c) Faculty Self-Appraisal.
- (d) Faculty Appraisal by HOD, (Dean in the case of HOD).
- (e) Appraisal review by the Faculty, HOD and the Dean (where the faculty is HOD joint appraisal (review) will be with Dean and the Vice Chancellor).
- (f) Performance Appraisal score card (based on the appraisal review).

21.2 Faculty Evaluation by Students:

- (a) The evaluation is to be conducted once every semester.
- (b) Online evaluation will be administered by the IT department.
- (c) The Personnel Officer will monitor the evaluation process at all stages
- (d) Confidentiality is to be maintained at all points by all the personnel involved.
- (e) The evaluation graphs are accessible to the faculty concerned but do not give any comparative results with that of the others
- (f) The evaluation result is to be used only to facilitate self-evaluation
- (g) The evaluation reports will be discussed with the faculty member individually by the HOD/Coordinator and will be reviewed by the Dean.
- (h) However, if the overall score falls below 2.5 (out of 5), it could be an issue needing attention on the part of the Dean.
- (i) The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.
- (j) Evaluation by students will be done for odd semesters, in the month of September and for even semesters in the month of February.
- (k) The evaluation score will appear in the performance appraisal score card and will have a weight age of 15%.

21.3 Peer Evaluation:

- (a) Peer evaluation must be done confidentially for all faculty members of the department by all other faculty members of the department including those from other academic departments who teach the students of the department (Languages/non-core or allied subjects).
- (b) The assessment is based solely on official relationship.
- (c) Peer evaluation is administered online, based on the questionnaire developed to identify interaction of the faculty with other members of the department.

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Bareilly

- (d) The evaluation score will appear in the performance appraisal score card and will have a weightage of 5%

21.4 Procedure for Joint Appraisal (Appraisal Review) Of Faculty:

The Joint appraisal is aimed to reach a general consensus about the faculty's performance, duly involving the faculty and hence participation in this must be with a positive perspective. Joint appraisal must follow a systematic procedure as specified herein.

- (a) On receipt of the even semester faculty evaluation by students, the Dean shall make a date/time schedule for meeting each faculty along with the HOD.
- (b) Faculty must have done his/her self-appraisal and the HOD must have done the faculty appraisal online while attending the meeting.
- (c) The performance appraisal of the faculty in areas related to teaching is based on teaching techniques, teaching compliance, functional responsibility and interpersonal relations. The appraisal of extension activities is based on involvement in community service, departmental activities, institutional activities, Professional development and student mentoring. Research and development related activities are assessed based on participation in publications, research projects and research guidance.
- (d) Common areas of assessment in Student Evaluation and the Faculty Self-Appraisal must be discussed with the faculty and a realistic mutually acceptable assessment must be reached.
- (e) Common areas of assessment in Faculty appraisal and Faculty Self-Appraisal must be discussed with the faculty and a realistic mutually acceptable assessment must be reached.
- (f) Other areas of performance appraisal including research contribution must be clarified to the faculty and any difference in views must be discussed and resolved.
- (g) The Dean must record any unresolved difference in views. Dean must also brief the faculty about his/her weaknesses/deficiencies as assessed and suggest areas required to be strengthened/improved.
- (h) Dean or Vice Chancellor shall be the arbitrating authority to resolve any difference in viewpoints between faculty member and HOD or HOD and the Dean respectively in respect of Faculty Appraisals.
- (i) Faculty Appraisal Review Report made by the HOD/Dean/Vice Chancellor must be based on the findings from procedures „e to e" mentioned above.
- (j) Faculty Appraisals must be completed by third week of March every year.

After the Joint Appraisal the HOD and the Dean (Dean and the Vice Chancellor in the case of HOD), shall submit the online Faculty Appraisal Review. Appraisal of Deans will be a Self-Appraisal, and a Joint appraisal by the Dean and the Vice Chancellor. The formats specified will be common for all academic positions for the respective appraisals.

21.5 Performance Appraisal Score Card:

- (a) Several output measures with reference to supporting documents such as Students Evaluation, Peer Evaluation, Faculty Self-Assessment, faculty appraisal measures, work diary, course plan, library work, projects undertaken, research papers, and publications and other documentary


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

evidences will be considered as vital evidences to measure the attributes of the dimensions being measured on the performance appraisal.

- (b) The review will be carried out by the Dean or an exclusive independent appraisal committee set up by the Vice Chancellor.
- (c) Performance Appraisal Score Card is created on the basis of the independent/joint performance appraisal/review by the Dean.
- (d) A signed copy of the Appraisal Score Card shall be submitted by the Dean to the Office of Personnel Relations.
- (e) The Performance Appraisal Score will be the basis for an independent measure on which important decisions, with regard to awards, promotions and other aspects of faculty development will be determined.
- (f) The appraisal score will be available to the faculty after completion of the appraisal review by the Dean.

21.6 Weight Age For Various Components In Appraisal Score Card:

Student Evaluation	15 (0-15 for Evaluation score 2.5-4.5 or above)
Peer Evaluation	5 (0-5 for Evaluation score 2.5-4.5 or above)
Teaching	(15 points for appraisal and 15 points for time spent for academic related activities as per work diary)
Teaching Techniques	5 (1-5 for cumulative score 10-18 or above)
Curriculum Planning	5 (1-5 for cumulative score 5-9 or above)
Teaching Compliance	5 (1-5 for cumulative score 10-18 or above)
Functional Responsibility	5 (1-5 for cumulative score 10-18 or above)
Interpersonal Relations	5 (1-5 for cumulative score 10-18 or above)
Extension	(10 points for appraisal and 10 points for time spent for extension and professional development activities as per work diary)
Community Service	5 (1-5 for cumulative score 5-9 or above).
Departmental Activities	5 (1-5 for cumulative score 10-18 or above)
Institutional Activities	5 (1-5 for cumulative score 10-18 or above)
Professional Development/ Student Mentoring	5 (1-5 for cumulative score 10-18 or above)
Research	(30 points under research and publications during the academic year)
Seminars, Presentations	5 (1-5 for cumulative score 2-10 or above)
Paper Publications	10 (2-10 for cumulative score 4-20 or above)
Book Publications	5 (1-5 for cumulative score 1-8 or above)
Research Projects	5 (1-5 for cumulative score 1-8 or above)
Guidance, Adjudication	5 (1-5 for cumulative score 1-8 or above)

21.7 Staff Appraisal:

- (a) All appraisals will be annual.
- (b) Appraisals will consist of online Self Appraisal, Staff Appraisal by the HOD and the Appraisal Review by the Dean in the case of Academic Departments and by the HOD in the case of Non-Academic Departments.


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- (c) Non-teaching Staff attached to non-teaching Centers and Departments shall be appraised by the respective HOD and the Director/Dean/CFO/Registrar.
 - (d) For General Staff like attenders, sweepers, gardeners etc there will be only Staff Appraisal and Appraisal Review by the HOD/Director.
 - (e) For Academic Directors, appraisal will be Self Appraisal and Appraisal Review jointly by the Dean and the Vice Chancellor/Registrar
 - (f) For Non-Academic Directors, including Controller of Examination and the Personnel Officer appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor/Registrar.
 - (g) For Deans, appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor.
 - (h) For Registrar, appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor.
 - (i) For Pro-Vice Chancellor and Vice Chancellor appraisal will be only Self Appraisal.
 - (j) Appraisals will be done in the specified format as applicable to the position.
- Duly signed appraisal score cards after review shall be sent to the Personnel Officer for maintaining confidential records. These records will form the reference for determining annual increments and promotion to higher level.


Dean
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Bareilly


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ORDINANCE No -22

STUDENT GRIEVANCE REDRESSAL

22.1 About Grievance Redressal Cell:

In order to promote a responsive and conducive academic environment on the campus, each Faculty/Independent Teaching Department shall establish a '**Students' Grievance Redressal Cell**'. The 'Cell' shall provide a friendly mechanism to the students to report their grievances and the faster disposal of the same. It shall also provide a platform to the students to come forward with constructive suggestions for more efficient and effective teaching-learning atmosphere

Further, the University has established a **Students' Help Desk** at the Administrative Block with an objective of guiding the university students to the appropriate Office/Officer for addressing their queries or resolving a difficulty. The 'Help Desk' shall also advise the students about the procedure involved in the matter. It may also facilitate in resolving any grievance of a student remaining unattended at the Faculty/Department level.

[NOTE: The term "Grievance" refers to a difficulty, problem, or a feeling of discontent at individual student level due to an act/omission of the staff of University/Faculty/Department]

Objective

1. Students' Help Desk


- To guide a student about the procedure and officers/offices to be approached to address any query/grievance related to an academic or administrative matter.
- To co-ordinate with Faculty/Department/Section/Division of the University in resolving the students grievances.

2. Students' Grievance Redressal Cell

- Providing a free and fair environment to students so that they can express their difficulties/problems without any apprehension.
- To ensure early and effective solution to a student's problem and provide/suggest ways and means so that such an issue does not arise in future.
- Counseling the students to maintain dignity and decorum, and to exercise restraint and patience as per demand of the situation.
- Ensuring friendly environment in the Faculty/Department by promoting cordial Student-Student and Student-Staff relations.



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FUTURE UNIVERSITY
Bareilly



Registrar
FUTURE UNIVERSITY
Bareilly

- Training the staff to be more responsive, courteous, and service oriented.

22.2 Constitution and Scope of the Students' Grievance Redressal Cell:

SGRC will be constituted as per U.G.C. guidelines.

SCOPE

The Students' Grievance Redressal Cell shall strive to resolve all types of grievances of routine nature raised by the students of the respective Faculty/Department, except those mentioned in the 'Exclusion' clause or the ones that infringe upon the working of any other Authority.

As such, the 'Cell' shall deal with the following types of grievances/suggestions (*the list is only indicative in nature*):

1. **Academic:** Identity Card, Marks Sheet, Duplicate Marks Sheet, Migration Certificate, Enrollment number, Degree Certificate, Character certificate, Internal assessment, Attendance, Laboratory, Workshop
2. **Financial:** Fee/Dues, Fine
3. **Administrative:** Discipline, Transport, Security, and Information/Query
4. **Hostel:** Accommodation, Services, Hygiene, Cleanliness, Food.

22.3 Procedure to File a Grievance/Suggestion:

- A student may approach the Students' Grievance Redressal Cell in person and file her/his grievance/suggestion.
- The matter may also be reported through e-mail to the Chairperson of the 'Cell'.
- A student may also drop the completed proforma in the Suggestion/ Grievance Box placed outside the Office to the respective Principal/HOD.
- A student can approach the Students' Help Desk for any grievance/suggestion related to other sections of the University, or regarding a grievance not settled by her/his College/Department.
- A student can also make use of the Suggestion/Complaint Box maintained at the Students' Help Desk for giving a suggestion or reporting a grievance.
- No student is allowed to file a grievance/suggestion on behalf of any other student.
- Incomplete proforma or anonymous proforma shall be summarily rejected.



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Bareilly

Complaint Processing:

1. Suggestion/Grievance Box maintained at the Faculty/Department will be opened every Monday & Thursday by the Member Secretary of the Cell.
2. In case of the University the Suggestion/Grievance Box shall be opened by an authorized representative of the Registrar.
3. The Suggestions/Grievances so received shall be entered in serial order with a suffix S or G, as the case may, in the register maintained for the purpose. All grievances/ suggestions received by hand or email shall also be recorded in the same register in the order of their receipt at the concerned Cell/Desk.
4. The Students Grievance Redressal Cell shall ensure urgent meeting(s) as are necessary to ensure early resolution of grievance(s), such that the students can find early solution to the difficulties faced by them, thus generating higher confidence into the system.
5. It is desirable that the 'Cell' resolves all the issues within seven working days from date of its registering.
6. The action taken with date against each grievance/suggestion shall be recorded in the above register.
7. Minutes of meeting of the 'Cell' shall be maintained by the respective Faculty/ Department.
8. A monthly report of the above shall be sent to the office of the Registrar along with other monthly reports.

22.4 Exclusion:

The Students' Grievance Redressal Cell or Students' Help Desk shall not entertain the grievance arising out of any of the following:

1. Decisions of the Executive Council, Academic Council, University Court, Planning Board, Finance Committee.
2. Decisions of the Board of Studies, Board of Faculty, any other Administrative or Academic Committees constituted by the University.
3. Decisions taken by the University Authorities with regard to disciplinary matter and conduct of student.
4. Decisions of the competent authority on assessment and examination results.

22.5 Appellate Authority & Power To Remove Difficulties:

- The Vice Chancellor of the University shall be the Appellate Authority, whose decision shall be final and binding on all.
- The Vice Chancellor shall also be the competent authority to remove any difficulty or ambiguity in interpretation and effecting these 'Rules.


Dean
FUTURE UNIVERSITY
Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

APPENDIX-A

REGULATORY BODIES

S.No.	Regulatory Bodies	Year of Estb.	Area
1.	Indian Council of Agricultural Research (ICAR)	1929	Agricultural Education & Research
2.	Indian Nursing Council (INC)	1947	Nursing Education
3.	Dental Council of India (DCI)	1948	Dental Education
4.	Pharmacy Council of India (PCI)	1948	Pharmacy Education
5.	Medical Council of India (MCI)	1956	Medical Education
6.	University Grant Commission (UGC)	1956	Higher Education
7.	The Bar Council of India (BCI)	1961	Legal Education & Practice
8.	Central Council for Indian Medicine (CCIM)	1970	Education in Indian System of Medicine
9.	The Council of Architecture (COA)	1972	Architectural Education and Registration
10.	Central Council of Homeopathy (CCH)	1973	Homoeopathic Medicine
11.	Veterinary Council of India (VCI)	1984	Veterinary Education
12.	Distance Education Bureau (DEB)	1985	Open and Distance Education
13.	All India Council for Technical Education (AICTE)	1987	Technical Education
14.	The Rehabilitation Council of India (RCI)	1992	Rehabilitation and Special Education
15.	National Council for Teacher Education (NCTE)	1993	Teacher Education
16.	U.P State Medical Faculty	1926	Para-Medical Education
17.	U.P Medical Council	1917	Medical Registration
18.	U.P Dental Council	1948	Dental Registration
19.	U.P Nurses and Midwives Council	1934	Nursing Registration
20.	AYUSH	2014	Homeopathy, Indian System of Medicines, Unani system of Medicine, Yoga, Siddha & Naturopathy

APPENDIX-B

BOARD OF STUDIES

As per the provisions of the section 29 of the U.P. Private Universities Act 2019 of the Statutes of the University framed there-under, following is the composition of the Board of Studies (BoS):

- (i) The Head of Department, as the chairperson and shall also be the convener of the Board;
- (ii) Three Members of the Faculty, one each from the category of professor, Associate Professors, Assistant Professor, of the department,
- (iii) One Expert from another University/ Institution, nominated by the Vice-Chancellor,
- (iv) One Expert with more than ten years of experience in Industry/ Research Organizations / NGO, etc. nominated by the Vice-Chancellor.
- (v) Two students nominated by the Dean on the recommendation of the Head of the Department.

Note: For any matter concerning any subject or specialty, the senior — most teacher of that subject or specialty, if not already included in the foregoing items, shall be specially invited.

The term of members of the Board shall be two years.

The committee shall meet once in a quarter unless otherwise directed by the Vice-Chancellor. If it is found necessary for any special reason to hold an additional meeting of a Board during the course of a session, special permission of the Vice-Chancellor shall be previously obtained by the Convener concerned.

The minutes of the meeting shall be submitted to the Dean and the Vice- Chancellor.

To examine and approve the curriculum, syllabi, contents of the courses and programmes as prepared and proposed by the Department.

- (i) to make recommendations regarding distribution of teaching work amongst the teachers of the Department;
- (ii) to make suggestions regarding co-ordination of the research and other activities in the Department;
- (iii) to make recommendation regarding appointment of staff in the Department for which the Head of Department is the appointing authority;
- (vi) to initiate proposals regarding courses of study and to revise them from time to time,
- (v) to recommend suitable persons for inclusion in the list of persons eligible for appointment as internal and external examiners etc. for the various courses,


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Bareilly


Registrar
FUTURE UNIVERSITY
Bareilly

First Ordinances of Future University, Bareilly.

- (vi) to recommend books, journals and other study materials to be prescribed for various courses.
- (vii) to consider such other matters of general and academic interests to the Department.

Any other matter that may be referred to it by the Authorities/Officers of the University.

The majority of the members of the Board or in case of joint session, majority of the total number of members of the Boards (meeting jointly) shall form a quorum.

At the meeting, the Board shall draw up courses of study for the various courses being run or proposed to be run. All courses shall be drawn up one year ahead of the examinations for which they are intended to be prescribed. The draft of the courses shall be circulated among the members of the faculty concerned, and if in the opinion of the Convener, the comments received from any member of the faculty justify restructuring of the courses, another meeting of the Board, with the permission of the Vice-Chancellor, may be called for the purpose.

Every Board of Studies shall ensure that only standard text books are prescribed and no book which is in the nature of "Notes" or "Made Easy" is prescribed.



Registrar
FUTURE UNIVERSITY
Bareilly



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APPENDIX-C

COURSES OF STUDIES & SYLLABUS
(CHOICE BASED CREDIT SYSTEM)

The University shall offer designed innovative and integrated courses in areas of science, technology and other disciplines, which have strong relevance to development and growth of the country, leading to Bachelors and Masters degrees, diplomas, certificates etc. in addition to traditional departments of teaching. The CBCS provides an opportunity for the students to choose courses for the prescribed courses comprising core, elective/minor or skill based. The evaluation is based on grading system in place of conventional marks system & provide opportunity of credit transfer learned to another institution.

The University shall offer doctoral, post-doctoral research degree programmes in its chosen areas which shall give a lively edge and substance to its degrees and diploma programmers.

The nomenclature of various degrees shall be in accordance with the nomenclature prescribed by the University Grants Commission under section 22 of the University Grants Commission Act, 1956 and other applicable laws, if any.

The structure of the academic programmes and their durations shall be in accordance with the norms and standards prescribed under applicable laws and guidelines by the concerned Central and State Regulatory Bodies.

Details of Courses of Studies, Syllabus and other related matters are provided in Schedule - II to these ordinances.

The University may make provisions for lateral entry admissions.

The University, subject to applicable laws, if any, shall run regular, fulltime, part-time, distance learning/correspondence/online degree, diploma and certificate courses in various disciplines on the recommendation of the Academic Council. The University may integrate/take over the academic programmes run by the Society and restructure them into viable Constituent Units of the University, as it thinks necessary. In this regard, the consent of the Society will be necessary.

The Executive Council shall specify the administrative structure of the constituent units of the University and frame regulations for smooth running and effective management of their academic programmes, co-operation and co-ordination among them and their linkages with industries and other agencies.

The academic programmes (including syllabus) of the constituent units shall be approved by the Academic Council which shall ensure high standards of those programmes keeping in view of the syllabus and other term and condition laid down by the Central Regulatory Bodies.

The Executive Council shall consider and approve regulations to declare an institution, department/school, college or center established, operated, maintained and owned by the Society as a constituent unit.

The Executive Council shall frame regulations for periodic review of the working and performance of the constituent units.

6/3/20

Dean


Registrar

FUTURE UNIVERSITY
Bareilly

APPENDIX-D

**INCENTIVE MARKS FOR N.C.C., N.S.S. GAMES & SPORTS & OTHER
EXTRACURRICULAR ACTIVITIES OF STUDENTS**

Whereas, it is expedient to frame an ordinance in respect of addition of incentive marks for participation in N.C.C., N.S.S., Games and Sports & other extra-curricular activities to examination marks of university students for the purpose hereinafter appearing, the Vice Chancellor is hereby pleased to make the following ordinances:

Notwithstanding anything to the contrary in any of the ordinances for undergraduate examinations in any faculty except the Post-Degree Examinations such as B.Ed., B.P. Ed, LL.B., B. Lib. etc incentive marks for N.C.C, N.S.S., Games and Sports & other extra-curricular activities shall be awarded to the University students in undergraduate examinations in all the faculties as per Appendix to this Ordinance.

A student may be given a maximum of 15 incentive marks under any or all of these activities.


These incentive marks shall be added to the examination marks as provided in Para 5 below before application of relevant positions of Ordinance relating to condonation of deficiency of Marks for passing an examination.

Incentive Marks:

- (i) Incentive marks shall be added to the examination marks in a subject or subjects in which the student falls short of pass marks provided such marks added are not more than 5 percent of the total marks assigned to the subject/paper/practical whichever, is a head of passing.
- (ii) These may be added to the total marks of a candidate in case there is no shortage below pass marks in any subject.
- (iii) These may be added both for making up short fall below pass marks in a subject or subjects and/or be added to the total marks.

Incentive marks obtained by university students in the session immediately preceding the main examination shall be added on the basis of a list & certificate in prescribed form to be sent by the Head of the Department before one month preceding the start of such examination


Registrar
FUTURE UNIVERSITY
Bareilly


Dean
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Bareilly

APPENDIX-E

INTERNAL COMPLAINT COMMITTEE (ICC)

The University shall constitute an Internal Complaint Committee at Institution to deal with the issue of gender-based violence & to conduct gender sensitization programme under U.G.C. (Prevention, Prohibition & Redressed of Sexual Harassment of woman Employees & Student in Higher Educational Institution) Regulation -2015.

The Constitution of ICC is given here under: -

1. Presiding officer: - Chairperson (A Senior woman faculty)
2. Two Faculty Teachers – Member
3. One non-teaching Employee – Member
4. A member from N.G.O. dealing with cases of women – Member.
5. Three student's nominees (If the issue involves Students) – Members

The constitution should be in such manner that more than 50% members belong to women community. On receiving complaint, the ICC shall conduct a preliminary enquiry to ascertain the truth of allegation by collecting documents/evidence & recording statements of witness as well as complain. ICC shall submit the preliminary enquiry to the Vice-chancellor.

In Case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received

Who can approach ICC for help?

Any female employee (faculty member, student or non-teaching staff member) of Future University Bareilly.


Registrar
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Definition of Sexual Harassment:

“Sexual harassment” includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:


- (a) Physical contact and advances
- (b) A demand or request for sexual favours
- (c) Making sexually coloured remarks (including jokes)
- (d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. Containing ‘indecent representation of women’)
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- (a) Implied or explicit promise of preferential treatment in her employment.
- (b) Implied or explicit threat of detrimental treatment in her employment
- (c) Implied or explicit threat about her present or future employment status
- (d) Interference with her work or creating an intimidating or offensive work environment for her
- (e) Humiliating treatment likely to affect her health or safety.


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APPENDIX – F

STUDENT EVALUATION & EVALUATION METHODOLOGY

In accordance with the, letter & spirit, of New Education Policy-2020, the university shall adopt continuous comprehensive & complete student evaluation policy on the following norms & standards: -

1. **Academic assessment: -**
 - a. Continuous Internal assessment shall be on the basis of project, seminar, role play, quiz, puzzle test, practical survey, book review, student parliament, screen play, essay, exhibition, fair, educational visit etc.
2. **Physical Evaluation: -**

The university believes in the diction "Healthy mind in healthy body". The evaluation shall be done on the basis of participation in sports activities yoga, health check-up, psychological straight etc.
3. **Outward Evaluation: -**

The student's talent shall be evaluated on his/her participation in cocurricular& extra-curricular activities.
4. **Self-Assessment: -**

The student shall be giving opportunity to enhance his/her will-power & that shall happen by means of online self-assessment auto-instructed self-material.

The above said criteria are indicative & not exhaustive in nature, therefore, respective Dean shall draw-up plans, with the help of teaching faculty, to assign weightage to each criterion as per requirement.


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APPENDIX –G

IQAC

As per national assessment & Accreditation Council (NAAC) guidelines the university shall established internal Quality Assurance cell, as a post accreditation quality sustenance measure.

The Prime task of the IQAC is: -

1. to develop a system of conscious, consistent & catalytic improvement system
2. to promote measures for institutional functioning towards quality enhancement through development of quality culture & institutionalization of best proctor.

Quality Assurance Initiatives taken by Management Information System/IQAC

1. Enrollment data; should be collected from faculties/departments every year by the statistical cell summarized & its completeness & correctness be ensured.
2. Examination data; shall be collected from result of Exam Cell & Depts.
3. Researcher data; shall be collected from Central Research Cell as well as from Depts. The date shall include supervisor detail, no of Ph.D. enrolled, thus duration of research, Ph.D awarded & uploaded of thesis of Infilbnet (Shodh Ganga), writings in PR journals etc.
4. International student's data shall serve internal purpose as well as avenue to sign MOU with institutions of other countries.

Constitution of Committee for IQAC

1. Chairman – Vice Chancellor
2. Faculty Members – All Deans/Principals of respective Faculties & constituent College.
3. Administrative Members – 1. Registrar
2. Controller of Examination
3. Dy. Registrar (Recruitment)
4. AR (Store & Purchase)
5. AR (Academic)
4. Alumni Member - Two
5. External Expert - Two academicians nominated by the Vice-Chancellor
6. Convener - Any Faculty Members.


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APPENDIX – H

ADMISSION POLICY FOR FOREIGN STUDENTS

1. Introduction

An International/Foreign Student is defined to be one who holds Foreign Passport or has an Indian Passport but is currently studying outside India. Applications of Foreign Nationals nominated by the Government of India under scholarship scheme or Foreign Nationals without scholarship shall be entertained for all the programmes of the University.

The Academic Rules & Regulations applicable to Indian students with regard to eligibility and evaluation are also applicable to Foreign Students. Candidates admitted to any Course/programme in Future University, shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution. The applicant should have completed 17 years of age; there is no maximum age limit for Foreign Nationals except for those courses which have upper age limit laid down by statutory bodies.

2. Procedure of Admission of Foreign Nationals

2.1 Foreign Student presently abroad and seeking admission in Future University, India

Step 1: Foreign Passport

Step 2: Submission of Academic transcripts for Eligibility Check

Step 3: On approval from Equivalence Committee, provisional Admission Letter will be issued by the Registrar for VISA Purpose.

Step 4: Provisional Admission letter should be shown to the Indian Embassy in the respective country and get a Student Visa endorsed to the University. NRI students do not require a visa.

Step 5: Reporting to the institution for admission and completing the procedure of Enrolment as laid down in Para 4.

Step 6: Undergo the medical examination and get the medical fitness certificate. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive.

Step 7: Appear in Proficiency test in English, if the qualifying examination is not in the English medium. If he/she has obtained any certificate, it must be produced at the time of Verification.


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Bareilly


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FUTURE UNIVERSITY
Bareilly

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Step 8: Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.

Step 9: Within a week (7 days) of arrival in India, registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) is mandatory, for which documents (as mentioned in Para 5) need to be arranged.

2.2 Foreign Student with Indian Visa now seeking admission in Future University Bareilly

Step 1: Submission of Academic transcripts for Eligibility Check

Step 2: On approval from Equivalence Committee, student will submit the NOC from current institution for which he/she has received VISA.

Step 3: Reporting to the institution for admission and completing the procedure of Enrolment as laid down in Para 4.

Step 4: Appear in Proficiency test in English, if the qualifying examination is not in the English medium. If he/she has obtained any certificate, it must be produced at the time of Verification.

Step 5: Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.


Step 6: Within a week of admission in FUTURE UNIVERSITY BAREILLY (7 days), registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) is mandatory, for which documents (as mentioned in Para 5) need to be arranged.

3. Documents required for Application & Admission

3.1 Valid foreign passport: Photocopy of Passport (relevant passport pages showing nationality and personal details) must be submitted at the time of Application while Original Passport will be produced at the time of Verification.

3.2 Academic transcripts/Certificates of 10th & 10+2 or qualifying examination for Eligibility Check: Submission of application form along with attested Academic transcripts of qualifying examination (with explanation of assigned grades) along with Degree/Pass certificate of the qualifying examination for checking the eligibility through the Equivalence Committee.

3.2.1 If grades are awarded and Grade Sheet does not mention the equivalent percentage of marks from grade points, the candidate should submit a Certificate of conversion from the concerned Institution, or the formula for the actual conversion of grade point average to percentage of marks.



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Bareilly


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Bareilly

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- 3.2.2 If, Grade Sheet itself mentions the equivalent percentage of marks from grade points, or the formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula and enclose it with Application Form and original marksheets/certificates will be produced at the time of Verification.
- 3.2.3 **The Degrees/Certificates must have been recognized and approved by** the Association of Indian Universities (AIU) / Commonwealth Universities/ International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/Certificates.
- 3.3 **Submission of Student Visa:** Photocopy of Student Visa must be submitted at the time of application submission and original will be produced at the time of Verification.
- 3.4 Original Transfer/Migration Certificate with 01 attested photocopy.
- 3.5 **Two/Three recommendation letters or Character Certificate:** either from faculty members who have taught the applicant earlier (at least two) or persons under whom the applicant may have worked
- 3.6 Statement of purpose: (one page maximum) need to be submitted at the time of Registration.
- 3.7 **Submission of Medical Fitness Certificate:** Applicants are requested to submit the Certificate from a doctor attesting to their physical and medical fitness. As per government rules all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive.
- 3.8 Six (6) passport size photos (colour)
- 3.9 English Proficiency Certificate, if obtained.
- 3.10 Two Affidavits on Rs. 10/- non-judicial stamp paper submitted by student and by Parents/Guardian regarding Anti-Ragging.
- 3.11 Attested Photocopy of Guardian ID
4. **Submission of Documents for Verification & Enrolment**

Foreign students reaching **FUTURE UNIVERSITY BAREILLY** will verify their original documents and submit all the documents as mentioned in Para 3 in the Registrar Office for completing the process of Enrolment. Registrar Office will facilitate the students for registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) and for Smart ID card.


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Bareilly

5. Submission of Documents for Registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO)

To complete the registration with the Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO), following Documents need to be submitted online for obtaining services from FRROs/FROs.

- 5.1 Page bearing arrival stamp of Indian Immigration
- 5.2 Form: "C" copy from Hotel or lodge/Electricity bill/Landline Telephone/ Municipal Bill of the land lording case of staying in a house of a relative or friend along with a letter and photo - Id card of the landlord.
- 5.3 In case of rented accommodation copy of the Lease & License agreement (1st and last page & page containing its validity). In case of staying in hostel in the University, letter from the Registrar confirming accommodation in the hostel
- 5.4 Form: "S" as Bonafide Certificate The record of foreign students shall under authentication of any officer not below the rank of Director, International Relation of the University.


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