

## CHAPTER-IV

### ORDINANCE NO: 62

#### Regulations for Off-Campuses of the Himachal Pradesh Technical University

(Under Section 35 of the Himachal Pradesh Technical University Act 2014)  
(Approved by the Board of Governors and the Academic Council in their meetings held on 25/7/2015 and 21/7/2015 respectively)

1. The University shall maintain and run its Off-Campuses located in different parts under its jurisdiction.

2. **Powers, duties and functions of Campus:-**

Subject to the provisions of the Himachal Pradesh Technical University Act, 2014/regulation, each Campus shall exercise the following powers and perform the following duties:-

- (a) to provide for instructions and research in such branches of learning as the University may think fit and impart quality education in such branches.
- (b) to frame rules and guidelines for imparting quality education.
- (c) to conduct examinations, evaluations, declarations of result as per University regulations to be announced from time to time.
- (d) To develop the institution as a model for curriculum innovation and examination reforms.
- (e) to receive fees and other charges from the students as approved by the University/State Government.
- (f) to make admissions in the campus as per policies to be announced by the University from time to time.
- (g) to cooperate with educational and other institutions having objectives wholly or partly similar to those of the institute for enhancing of teaching & research generally in such a manner as may be conducive to the interest of the campus.
- (h) to establish, maintain and manage hostels and residences of students.
- (i) to supervise, control and maintain discipline among the students of the campus and make arrangements for promoting their health and general welfare and cultural and corporate life.
- (j) to create the desired environment and develop the strategic framework to

pursue a path of Excellence in Technical Education.

- (k) to develop professional and moral values in the faculty, students and the staff.
- (l) to foster the growth of well informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
- (m) to foster Research Culture and promote industrial consultancy.
- (n) to foster international and national collaboration for academic programmes for research and development.
- (o) To facilitate synergic partnership with the Industries of the State and the country.

### 3. **The Governing Body:-**

- (a) There shall be a Governing Body for each Campus to be constituted by the Board of Governors of H.P. Technical University.
- (b) Subject to the Act, Statutes, Ordinances and Regulations, if any, and subject to the general control and supervision of the Board of Governors, the Governing Body shall manage the affairs of the Campus for which it has been constituted. The Governing Body shall consist of the following:-
  - (i) Vice-Chancellor (ex-officio) or a person - Chairman  
nominated by him
  - (ii) Director, Technical Education, or his - Member  
nominee, Vocational & Industrial  
Training, Himachal Pradesh, Sundernagar
  - (iii) Registrar, H.P. Technical University or his - Member  
nominee
  - (iv) Finance Officer of the University (Ex- - Member  
officio)
  - (v) Dean (Academic), H.P. Technical - Member  
University (Ex-Officio)
  - (vi) One eminent academicians/ - Member  
technologists/scientists to be nominated  
by Vice-Chancellor

- (vii) One Professor of the Campus by rotation, - Member  
in order of seniority
- (viii) One member of the teaching staff of the - Member  
Campus other than Professors, by rotation,  
in order of seniority
- (ix) The Principal/Director of the Campus - Member Secretary  
(Ex-officio)
- (c) All the members of the Governing Body other than the ex-officio shall hold  
office for a period of two year.

**4. Powers, Duties and Functions of Chairman of the Governing Body:-**

The Chairman shall have the following powers:-

- (a) To preside over the meetings of the Governing Body.
- (b) To implement the various decisions of the Board of Governors, Academic Council or any other authority of the University issued from time to time.
- (c) To exercise all such powers as may be assigned to him by these regulations.

**5. Powers and Functions of the Governing Body:-**

Without prejudice to the generality of the above provisions, Governing Body shall have and exercise the following powers and functions:-

- (i) subject to the control of the Academic Council, the Governing Body shall organize the teaching and/or research in the Campus;
- (ii) to make proposals to the Board of Governors regarding creation of administrative, teaching and other non-academic posts as per AICTE norms;
- (iii) subject to the Ordinances and Regulations of the University to regulate the admission of students and to prescribe rules for the residence, health, discipline and welfare of the students.
- (iv) to prepare annual statement of budget for the campus and to submit the same to the Governing Body;
- (v) to incur expenditure within the limits in the budget and to maintain

proper accounts thereof and submit the annual accounts for purposes of audit;

- (vi) to consider the Annual Accounts along with the Audit Report and after approval to submit the same to the Governing Body;
- (vii) to define the duties of the administrative and non-teaching staff of the Campus;
- (viii) to fill up temporary vacancies of teachers and non-academic staff in accordance with the rules and procedure laid down by the Governing Body;
- (ix) to receive moneys due to the Campus by way of fees and other charges from students;
- (x) to hold, subject to the approval of the Governing Body, the funds of the Campus in the State Bank of India, its subsidiaries or any of the nationalized banks and to authorize the Principal/Director or such other Officer as it may specify to operate on the Bank account;
- (xi) to exercise such other powers and functions as may be assigned to the Governing Body by the Board of Governors; and
- (xii) to do such other acts as may be necessary for the exercise of the above functions.

**6. Faculty Council:-**

- (a) There shall be a Faculty Council for each Campus of H.P. Technical University to be constituted by the Governing Body of the Campus
- (b) The Faculty Council of the Campus shall consist of the following persons namely;-
  - (i) Principal/Director of the Campus, Ex-officio, who shall be the Chairman of the Faculty Council;
  - (ii) All Professors appointed or recognized by the Campus for imparting instructions to the students;
  - (iii) Two Associate Professors from each discipline on rotational basis to be nominated by the Campus Principal/Director;
  - (iv) Two Assistant Professors from each discipline on rotational basis to be nominated by the Campus Principal/Director;

- (v) Three other persons from other academic institutions/industry nominated by the Principal/Director from the panel of five persons approved by the Vice-Chancellor; and
- (vi) Administrative Officer, Ex-officio, who shall be the Member-Secretary;
- (c) The term of office of all the members of the Faculty Council shall be two years.

**7. Functions of the Faculty Council:-**

- (a) Subject to the provisions contained of these regulations, the Faculty Council of every institute shall be responsible for the maintenance of standards of instructions, education and examinations in the Campus and shall exercise such powers and perform such other duties as may be conferred or assigned to by the Governing Body.
- (b) To frame rules and regulations for the conduct of examinations, maintenance of discipline among the students, appointment of examiners or any other duty as assigned to it by the Governing Body.
- (c) To coordinate all the teaching and extra-curricular activities.
- (d) The Faculty Council shall have the right to advise the Governing Body on all academic matters.

**8. Appointment of the Principal/Director:-**

The appointment of the Faculty and Staff (including Guest Faculty on consolidated or period basis) shall be made by the University in Campus as per Technical University rules and regulations as amended from time to time.

**9. Powers and Duties of Principal/Director:-**

The Principal/Director being the Head of the Campus under the Act, shall be its Chief Executive Officer and subject to the overall control of the Governing Body. He shall be responsible for the management and administration of the Campus in accordance with the Act, the Statutes, the Ordinances, the Rules and the Regulations of the University and shall be responsible for:-

- (a) proper administration of the Campus, imparting education and instructions and maintenance of discipline thereof.

- (b) academic growth of the Campus Departments, Library and Laboratories.
- (d) participation in the teaching work, research, courses, seminars, in service and other training programmes for academic competence of the Faculty Members.
- (e) receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Governing Body.
- (f) administration and supervision of curricular, co-curricular/extra-curricular or extramural activities.
- (g) observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there-under from time to time.

The Principal/Director shall exercise all other powers and perform such other duties as may be assigned to him by these regulations/statutes/ ordinances from time to time.

**10. Powers and duties of Administrative Officer:-**

- (a) The Administrative Officer shall be custodian of records, common seal, funds of the Campus or such other property of the Campus as the Governing Body may decide from time to time.
- (b) He will act as Secretary of the Faculty Council of the Campus and such other committee as may be prescribed in the ordinances.
- (c) He will be responsible to the Principal/Director for proper discharge of his duties and functions.

**11. Provision of Funds:-**

- (a) The State Government shall provide sufficient funds to meet the expenditure on the following accounts from time to time:-
  - (i) to pay salaries, pension, gratuity and other retirement benefits etc. to the employees.
  - (ii) to provide for the basic infrastructure such class rooms, tutorial rooms, laboratory, research laboratory, workshop, computer centre, drawing halls, library, reading rooms, seminar halls, hostels, equipments etc. initially.

**12. Maintenance of Funds:-**

- (a) The institute shall maintain a fund to which the money received from the following sources shall be credited to:
  - (i) all money provided by the University.
  - (ii) all money provided by the State Government.
  - (iii) all fees and other charges received by the Campus.
  - (iv) all money received by the Campus by way of grants, donations, benefactions, bequests, and
  - (v) all the money received by the Campus in any other manner or from any other source.
- (b) All money credited to the fund of every Campus shall be deposited in such banks or invested in such a manner that the Campus with the approval of Governing Body may decide.
- (c) The funds of the Campus shall be applied towards meeting the expenses of the Campus including expenses incurred in the exercise of powers and discharge of its duties under these regulations.