



FIRST ORDINANCES 2022

**Under the Act of
ATLAS SKILLTECH UNIVERSITY ACT, 2021
(Maharashtra Act No. XV of 2021)**

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**FIRST ORDINANCES, 2022
OF THE
ATLAS SKILLTECH UNIVERSITY, MUMBAI**

In exercise of the powers conferred by Section 32 of the ATLAS SKILLTECH UNIVERSITY, MUMBAI ACT, 2021 (Maharashtra Act No. XV of 2021), the Governing Body hereby makes the following First Ordinances for the ATLAS SKILLTECH UNIVERSITY, MUMBAI.

1. Short Title, and Commencement

- 1.1. The Ordinances shall be called the First Ordinances, 2022 of the ATLAS SKILLTECH UNIVERSITY, MUMBAI.
- 1.2. These First Ordinances shall come into effect from the date of approval from the Government of Maharashtra.
- 1.3. Nothing in these Ordinances shall be deemed to prevent the University to amend these Ordinances subsequently.
- 1.4. Any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, these Ordinances, and such other documents of the University, as may be framed from time to time.

2. Definitions

- 2.1. In these First Ordinances, unless there is anything repugnant to the subject or the context:
 - a) “Academic Council” means the Academic Council of the University as specified by the Act and Statues;
 - b) “Act” means the ATLAS SKILLTECH UNIVERSITY, MUMBAI ACT, 2021 (Maharashtra Act No. XV of 2021);
 - c) “Centre In-charge” means a person appointed by the University to conduct the examinations at the examination center;
 - d) “Clause” means duly numbered Clauses of these First Ordinances;
 - e) “College” means an institution established, started and created for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
 - f) “Course” means a subject offered as a unit of studies within an academic program;
 - g) “Curriculum” means the courses of the program with the structure, sequence, pedagogy, evaluation criteria and other details related to the program;
 - h) “Dean(s)” means the Dean(s) of Faculty or other Deans of the University.

- i) "Department" means the department of studies of a School / Institute / Centre conducting teaching, training and research in a specific field/subject of specialization;
- j) "Enrolment Number" means a unique number allotted to a student upon admission in the University. Enrolment number remains unchanged throughout the duration of student's stay at the University;
- k) "Examination Cell" means a department constituted by the University to deal with all issues related to University examinations;
- l) "Examination Centre" means a college or a department where the University examinations are conducted;
- m) "Examination Hall" means a room/hall in the examination center, where the University examination is being conducted;
- n) "Examinee" means a student who fulfills all the eligibility criteria for appearing in the University examination;
- o) "Ordinances" means the First Ordinances of the University as framed under the provisions of the Act;
- p) "President" means the President of the University;
- q) "Program" means courses of studies leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University;
- r) "School" means an institution established, started and created for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
- s) "Section" means a section of the Act;
- t) "Statutes" means Statutes of the University as framed under the provisions of the Act;
- u) "Syllabi" mean and include the detailed content of courses, duration, pedagogy and other related details of the course;
- v) "University" means the ATLAS SKILLTECH UNIVERSITY, MUMBAI;
- w) "Vice Chancellor" means the Vice Chancellor of the University;
- x) Words and expressions used in these Ordinances but not defined shall have the same meaning respectively as assigned to them in the Act and/or Statutes.
- y) Words denoting any gender shall include all genders; and
- z) Words denoting the singular shall include the plural & also vice versa;

3. The admission of students to the University and their enrolment as such; [Section 32 (a)]

- 3.1. The students shall be admitted to the University in accordance with the provisions of the Act (Section 35) and Statutes made in this regard.
- 3.2. All Admissions shall be based on merit without any prejudice towards gender, religion, caste, creed or nationality of a candidate.
- 3.3. The University shall make suitable provisions for reservation of the students belonging to weaker sections of the society and others in accordance with the prevalent Government of Maharashtra norms/rules and Act of University.
- 3.4. The Admission Committee, as specified and empowered by the Statutes, shall recommend the policy, norms and criteria governing the Admissions to all Programs of the University to Board of Management for approval.
Provided further that the eligibility and admission process criteria, if any, prescribed by respective Regulatory Bodies/Councils shall be followed in admissions to such Programs.
- 3.5. The University may make provisions for admission through lateral entry in the select programs as decided from time to time.
- 3.6. Every student admitted to the University shall be allotted an "Enrolment Number" after paying the enrolment fee as prescribed by the University and submission of all the requisite documents certifying her/his eligibility to the Program being admitted.
- 3.7. A first year student subject to availability of seats and fulfilling the minimum qualification may be allowed to change his/her program on the recommendation of the committee appointed by Vice Chancellor.
- 3.8. Admission of a student to the University on the basis of transfer of credits from other Institutes/Universities during the program shall be examined by the Equivalence Committee constituted by the Vice Chancellor. The Equivalence Committee shall submit its recommendations to the Admission Committee and the decision of the Admission Committee shall be final.

4. The courses of study to be laid down for the degrees, diplomas and certificates of the University; [Section 32 (b)]

- 4.1. The University on the recommendation of the Academic Council and with the approval of the Governing Body, shall offer undergraduate and postgraduate degree, diploma

and certificate programs including PhD degrees and Post-Doctoral Studies in the fields in which future jobs are going to be created such as automotive, apparel and furnishing, aviation and aerospace, media and entertainment, film, capital goods, communication, design, technology, management and entrepreneurship, business, banking and insurance, healthcare, hospitality, logistics, sports, travel and tourism, life sciences, applied and creative arts, humanities, data science and artificial intelligence, e-business, retail, analytics, agri business, related to industry 4.0 and any other fields of study including the imparting of skills that have employment potentiality.

- 4.2. The University may also offer Diploma and Certificate courses of shorter durations in various areas of study.
- 4.3. The University shall also offer Doctoral degree (Ph.D.), Doctor of Science (D.Sc.) and Doctor of Literature (D.Litt.) programs in chosen areas of higher learning/specialization/excellence in the concerned field.
- 4.4. The nomenclature of various degrees shall be in consonance with the Regulations as received from the University Grants Commission (UGC) from time to time.
- 4.5. The programs of studies and evaluation scheme for all degrees and other academic distinctions of the University shall be as approved by the Academic Council of the University.
- 4.6. The Program Structure, Curriculum, Syllabi, Study, Pedagogy and Evaluation scheme shall be made by the Board of Studies constituted for that Program. The recommendations of the Board of Studies shall be reviewed by the Academic Council and shall be approved by the Board of Management on the recommendation of the Academic Council.
- 4.7. The University may also offer courses through distance learning, correspondence and in online modes, as per the guidelines of the UGC.
- 4.8. The administrative and academic structure of a Faculty/School/Institute/Centre/Department/Programme shall be as decided by the Governing Body. The decision for the temporal plan of academic work in the university whether semester or trimester system would be decided by Governing body in its meeting. The nomenclature of programme would be in keeping with UGC Gazette notification NO. F-5-1/2023 (CPPP-II) of July 5, 2014 (ASADHA 14, 1936), The programmes offered shall be aligned to the National Skill Qualification Framework (NSQF). The Governing Body shall also lay guidelines for smooth running

and effective management of academic programs, the co-operation and coordination amongst the Faculties/Schools/Institutes/Centres/Departments and the linkages with other Academic and Research organization as well as the Industry.

5. The award of Degrees, Diplomas, Certificates and other Academic Distinctions, the minimum qualifications for the same and the means to be taken relating to the granting and obtaining the same; [Section 32(c)]

- 5.1. The students who have pursued the approved academic program (courses of studies) in the University, its Faculties/Schools/Institutes/Centres or its Department, and have successfully completed the prescribed requirements for a particular degree, diploma, certificate or other academic distinctions or title, as per the Academic Regulations laid in this regard by the University, shall be eligible for the award of Degree / Diploma / Certificate or other academic distinctions or title respectively.
- 5.2. The Degrees shall be awarded in the Annual Convocation of the University or in a function specially organized for the purpose.
- 5.3. The Certificates will be awarded from time to time as required.
- 5.4. The Academic Council shall approve the text and the format of the Degrees, Diplomas, Certificates and Citations.
- 5.5. The President or in his absence, the Vice Chancellor shall preside over the Convocation/ Special function.

6. The conditions of the award of fellowships, scholarships, studentships, medals and prizes; [Section 32 (d)]

- 6.1. The Fellowships, Scholarships, Studentships, Medals and Prizes shall be instituted with the approval of the Governing Body.
- 6.2. The Governing Body may appoint committee(s) to frame guidelines for the award of such fellowships, scholarships, studentships, medals and prizes.
- 6.3. The eligibility criteria, values, tenure, methodology and procedure for selection of awardees shall be as decided by the Governing Body.

7. The conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators; [Section 32 (e)]

7.1. Conduct of Examinations

- a) The Director of Assessment and Evaluation shall be the Principal Officer for conducting all examinations of the University and declaring the results.
- b) The University examinations for all the programs shall be conducted in accordance with the guidelines framed from time to time by the Academic Council and/or the Board of Assessment and Evaluation and the Academic and Examination Regulations made in this regard.
- c) The University offline/online examination shall be held at the designated examination centres or on a digital platform respectively.
- d) The Director of Assessment and Evaluation, in consultation with the Deans and the approval of the Vice Chancellor, shall prepare and publish a schedule of examinations for each program conducted by the University at least 01 (one) month before the scheduled date of examinations.
- e) The Director of Assessment and Evaluation may appoint a Centre-in-Charge for smooth conduct of University examination with prior approval of the Vice Chancellor.
- f) The Centre-in-Charge shall be responsible for the smooth conduct of the University examinations at his/her center.
- g) The Centre-in-Charge shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by him/her or by the University, shall be allowed to enter the Examination Hall.
- h) Examinees at all examination centers shall strictly abide by the instructions that may be issued to them from time to time by the University.
- i) The Dean/Director of the School/Institute/Centre and/or Head of the Department, where the practical examinations are to be held, shall make all necessary arrangements for smooth conduct of the practical examinations.
- j) The results of the examinations shall normally be declared as per date(s) stipulated in the academic calendar but not later than thirty days from the last day of examination after due process as prescribed by the Examination Regulations.

7.2. Conditions and mode of appointment, duties of examining bodies, examiners, and moderators:

- a) The Academic/Examination Regulations of the University shall specify the manner of appointment, terms of office and duties of various committees and functionaries

- 10.1. The initial powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Dean/Director of School/Institute/Centre. However, the final powers will vest in the Vice Chancellor.
- 10.2. On the recommendation of Vice Chancellor, the Board of Management may, however, delegate any or all of the disciplinary powers, to such other Officers / Persons, as it may deem fit.
- 10.3. The University shall publish the University Conduct Rules and Guidelines for Students to create a harmonious and conducive environment in the University and to uphold the decorum and values of the University.
The University may constitute a Disciplinary Committee to handle matters of student indiscipline and enforce University discipline. The composition and tenure of the Disciplinary Committee shall be notified by the University.
- 10.4. Ragging in any form is strictly prohibited within the University premises, hostel(s)/residential accommodation, on public transport or at any other place, public or private. Any individual or collective act or practice of ragging shall be treated as an act of gross indiscipline and shall be dealt with under the provisions of the UGC and the provisions of the Law enacted from time to time.
- 10.5. Notwithstanding anything contained above, the Dean/Director or Registrar may suo moto inquire into an incident of ragging or likelihood of such an incident and make a report to the Vice Chancellor, clearly pinpointing, among other details, the identity of the student(s) involved in the incident and the nature of the incident. The Vice Chancellor, if satisfied that it is not expedient to hold an enquiry into an incident of ragging, impose a penalty on the perpetrators of ragging and record in writing the reasons for taking such a decision.
- 10.6. Without prejudice to the generality of the power to maintain and enforce discipline under this Ordinance, the following shall constitute as an act of misconduct on the part of a student of the University:
 - a) Physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University.
 - b) Remaining continuously absent from a class, test or examination or any other curricular or co- curricular activity without permission of the competent authority;
 - c) Carrying of, use or threat to use any weapon;

- d) Misbehaviour with a member of Faculty, Staff or a fellow student.
- e) Encouraging or indulging in violence or any act of moral turpitude;
- f) Violation of status, dignity and honor of a student belonging to scheduled caste, Scheduled tribe or a socially deprived class.
- g) Discrimination against any student or staff on grounds of Nationality, Caste, Creed, Gender, Language, Place of origin or Social and Cultural background;
- h) Practicing caste-ism and untouchability in any form or inciting any other person to do so;
- i) Any act, whether verbal or otherwise, derogatory to the status of a woman;
- j) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- k) Any form of gambling;
- l) An attempt at bribing or corruption of any manner or description;
- m) Willful defacing and/or destruction of the University property;
- n) Behaving in a rowdy, intemperate or disorderly manner in and around the premises of the University or encouraging or inciting any other person to do so;
- o) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- p) Causing disruption in any manner or description of the academic functioning of the University;
- q) Indulging in or encouraging any form of disruptive activity related with the assessment or the examination work or any other activity of the University.
- r) Indulging in an act of Ragging.
- s) Use and/or possession of drugs/Alcohol/Tobacco (Smoking or Chewing) or other intoxicants except those prescribed by a qualified doctor;
- t) An act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus.
- u) Resorting to “mass bunking” of classes.
- v) Participation in any political activity.
- w) Staging “dharna” or any other form of protest.
- x) Committing theft and/or damage of equipment, books, appliances and gadgets belonging to the University, or other students or staff members of the University.

10.7. The Vice-Chancellor, on the recommendation received from Dean/Director of a School/Institute/Centre or through a Committee appointed by the Vice Chancellor, and in exercise of the powers vested in him/her, order or direct that a student:

- a) Be expelled from the University, in which case he/she shall not be re-admitted to any program in the University in future,
- b) Be for a stated period, rusticated in which case he/she shall not be admitted/registered to any program in the University, till the expiry of the period of rustication;
- c) Be for a stated period, not admitted/registered to a course or courses,
- d) Be imposed fine of a specified amount of money;
- e) Be debarred from taking examination(s) for a specified period;
- f) Be penalized by cancellation of his/her examination results;
- g) Be placed on probation for such period as may be specified in the order

10.8. At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice Chancellor and Dean/Director of the School/Institute/Centre where he/she has been admitted.

11. The creation, composition and functions of any other body which is considered necessary for improving the academic life of the University; [Section 32 (i)]

11.1. For smooth and efficient functioning of the University, the Governing Body may constitute Standing, Advisory and / or other Committee(s) as it may deem fit. The composition, powers, functions and the tenure of these Committees shall be as decided by the Governing Body.

11.2. The Vice Chancellor or the Academic Council may propose, within the framework of the Act, detailed Regulations governing various aspects of growth and improvement of the academic life and quality of the University (e.g. Faculty Development Programs, Service Policy and Guidelines for the Staff of the University, establishment of multidisciplinary centers for learning/research, etc.) for efficient and transparent functioning, growth and development of the University.

11.3. The proposed Regulations shall be considered by the respective Authorities/ Officers of the University as laid down in the Act, the Statutes and the Ordinances, and recommend it to the Governing Body for approval.

11.4. On the recommendation of the Academic Council, the Governing Body may establish Special Schools, Institutes, Centers and Specialized laboratories for undertaking Interdisciplinary and Special Research & Studies programs. The Governing Body may also constitute Special Board(s) of Studies (BOS), Inter-disciplinary Faculty Boards and Academic Committee(s) for the appropriate guidance, research, innovation and allied training to these centers/ laboratories.

12. The manner of co-operation and collaboration with other Universities and institutions of higher education; [Section 32 (j)]

12.1. The University may cooperate and collaborate with other Universities, Institutions, Centers of Excellence, Industries and “Persons of Eminence” on mutually agreed terms in areas including the following:

- a) Establishment of University Centers in India and abroad.
- b) Joint Research projects including funding by national and international agencies and others.
- c) Exchange of Student and Faculty.
- d) Articulation of syllabi / Exchange of students at Bachelors, Masters level and higher levels under credit transfer arrangement.
- e) Sharing of course and instruction materials.
- f) Developing e-courses for interactive and integrated learning.
- g) Sharing of Library, Laboratory and other learning resources.
- h) Joint arrangement for:
 - (i) Holding Conferences, Seminars and Workshops
 - (ii) Training and Internship Programs
 - (iii) Skill Development and Vocational Courses
 - (iv) Refresher and Continuing Education Courses
 - (v) Expert lectures.
 - (vi) Any other activity of mutual benefit.

12.2. The scope and the terms and conditions of cooperation and collaboration shall be as approved by the Governing Body from time to time.

13. All other matters which are required to be provided by the ordinances under the provisions of this Act or the Statutes made thereunder. [Section 32 (k)]

- 13.1. Detailed Ordinances governing various aspects (e.g. Academics, Examinations, Convocation, Research, Consultancy and Extension activities, HR policies, processes and service conditions for employees, maintenance of discipline, etc.) shall be framed by the Vice Chancellor within the provisions of the Act, the Statutes and the Ordinances for smooth, efficient, fair and transparent functioning of the University. These Ordinances shall be considered and approved by the respective Authorities of the University as laid down in the Act or Statutes.
- 13.2. The Governing Body shall have the authority to add new Ordinances and modify or delete any existing Ordinances as and when required for the proper functioning of the University.
- 13.3. The Registrar of the University shall maintain a record of all the Ordinances of the University and shall provide the same to the Authorities/Officers of the University as and when required by them.

14. Interpretation

- 14.1. Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provisions of these Ordinances shall be referred to the Chairman, Governing Body whose decision shall be final and binding.
- 14.2. Notwithstanding anything stated in the rules framed herein, any unforeseen issues not covered by these Ordinances, or a differences of opinion in interpretation and in respect of all the matters, whether expressly provided herein or not, the President may take such measures as may be necessary for removal of discrepancies and to issue clarifications wherever necessary and expedient to do so.

----- **End of the First Ordinances** -----