

# **THE FIRST STATUTES** *of* **SHRI VENKATESHWARA** **UNIVERSITY**

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Under section 34 of the Uttar Pradesh Private Universities  
Act, 2019



NH-24, RAJABPUR  
GAJRAULA,  
DIST: AMROHA,  
UTTAR PRADESH - 244236

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## CHAPTER I

### PRELIMINARY

#### 1. Short title, Scope and Commencement

- i. These statutes may be called First Statutes of the Shri Venkateshwara University, 2019 under the Uttar Pradesh Private Universities Act, 2019.
- ii. These statutes shall come into force with effect from the date of Publication by the University either by displaying it on its website or through newspapers or by both and will supersede the existing Statutes.

#### 2. Definitions

In these statutes, unless the context otherwise requires:

- i. **“Act”** means the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No.12 of 2019);
- ii. **"Academic Council"** means the Academic Council of the University;
- iii. **"Board"** means the Board of Faculties, Board of Studies and the Planning Board, or any other Board of the University;
- iv. **“Chancellor”, “Pro-Chancellor”, “Vice-Chancellor” and “Pro –Vice-Chancellor”** Means respectively the “Chancellor”, “the Pro-Chancellor”, the “Vice-Chancellor” the “Pro-Vice-Chancellor” of the University appointed in accordance with the provisions of the Act, Statute, Ordinances in force at the time being;
- v. **“Controller of Examinations”**, means the person who has been put in charge to conduct the examination(s) of the university;
- vi. **"Committee"** shall mean the Admission Committee, Examination Committee, or any other Committee of the University.
- vii. **“Degree”** means the Degree of Doctor of Letter or Doctor of Science or Doctor of Law or Doctor of Philosophy or a Master's Degree or a Bachelor's Degree or such other degrees of the University as may be approved by the Executive Council.



- viii. **"School"** means a School of Study created through a resolution of the Executive Council to undertake teaching and research in a particular field of specialisation and is synonymous with "Faculty" wherever used in the Act;
- ix. **"Department"** means a University Teaching Department established by the University for the purpose of teaching and research.
- x. **"Employee"** means any person duly appointed through appointment letter etc. by the University, and includes a teacher or any other member of the staff of the University;
- xi. **The "Statutes"** means a statutes of the First Statutes of Shri Venkateshwara University framed under section 34 of the Act;
- xii. **"Executive Council"** means the Executive Council of the University;
- xiii. **"Finance Committee"** means the Finance Committee of the University;
- xiv. **"Governing Body"** means the Governing Body of the University;
- xv. **"Ordinances"** and **"Regulations"** shall mean the Ordinances and Regulations of the University as made and amended by the Executive Council in accordance with the provisions of the Act and the Statute and as enforce at the time being.
- xvi. **"Planning Board"** means the Planning Board of the University;
- xvii. **"Sponsoring Body"** shall mean the Shri Bankey Bihari Educational & Welfare Trust, duly registered under the Indian Trust Act, 1882, and having registered office at 208 A, Saket, Meerut in Uttar Pradesh.
- xviii. **"State Government"** shall mean the State Government of Uttar Pradesh.
- xix. **"University"** means Shri Venkateshwara University.

### **3. Seal, Flag, Anthem etc. of the University**

- i. The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Executive Council.
- ii. The University may decide to make and use such Flag, Anthem, and other symbolic or graphic expression, Abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted by the state or the central Government.

#### **4. Academic Calendar of the University**

- i.** The Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines issued by the State Government and other regulatory Bodies from time to time.
- ii.** The University shall publish its Academic Calendar on its website.
- iii.** In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances.



## CHAPTER II

### OFFICERS OF THE UNIVERSITY

#### 5. Appointment, Powers and Functions of Chancellor

- i. The Chancellor/President shall be appointed by the Governing Body for a period of five years.
- ii. Governing Body shall have the power to reappoint the Chancellor for the second or successive terms.
- iii. Subject to the provisions of the Act, the sponsoring Body shall determine the salary of the Chancellor.
- iv. The Chancellor, by virtue of his office shall be the head of the University and shall preside over the meetings of the Governing body and shall determine the date for conducting the annual meeting of the Governing body.
- v. The Chancellor shall preside over the convocation of the University.
- vi. The Chancellor shall have power to call for any Information or summon any document from the University for the purposes of exercising his powers and functions under the Act. After perusal of the information or documents, the chancellor shall have the power to give such directions or take such actions as may be deemed necessary and in the interest of the University.
- vii. The Chancellor, either on receipt of a representation or *suo-moto*, may conduct inspection of any college, hostel, office, examination centres or any other establishment of the University or he may delegate this power to any other officer of the University. The chancellor shall have the power to give such directions or take such actions as may be deemed necessary and in the interest of the University.
- viii. The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection/ inquiry, together with his views and advice to the Vice-Chancellor on the follow-up action. The Vice-Chancellor shall communicate forthwith to the authority concerned the result of the inspection/ inquiry, and the views/advice of the Chancellor thereon, and who shall take follow up action within a reasonable time.

- ix. If Chancellor is of the opinion that the Vice-Chancellor will fully abuses the powers vested in him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may place the Vice-Chancellor under suspension.
- x. In such a situation the Pro-Vice-Chancellor or any other Professor may be assigned the officiating charge of the office of Vice-Chancellor by the Chancellor.
- xi. The Chancellor may appoint a high-power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice-Chancellor from his office;
- xii. Provided that the Vice-Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.
- xiii. The Chancellor shall have power to order an enquiry to be conducted in respect of any department, authority, body or establishment of the University, if he deems the same to be necessary. The chancellor has the right and power to give advice and directions to the concerned department, authority, body or establishment.
- xiv. The Chancellor shall have power to himself issue cheques and authorize payments on behalf of the University or he may delegate this power to any other Officer/officers or member of the Finance Committee. Notwithstanding anything under this clause, the chancellor has the right to modify or recall his order of delegation of such power.
- xv. The Chancellor may delegate, subject to such terms and Conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and have right to modify or recall his order of delegation of such power.
- xvi. Notwithstanding anything contained in the statutes, the Chancellor may discharge all or any of the function of the University for the purposes of carrying out the provisions of the Act and statutes, when such officer or Authority of the University is not available.
- xvii. Subject to the provisions of the Act and the Statute, the Chancellor shall appoint the Pro-chancellor and Vice-Chancellor with approval of the Governing Body.
- xviii. Decisions taken by the Chancellor shall be placed before the Governing Body, for ratification.



- xix.** The Chancellor shall be authorized to issue directions to any officer/authority of the University from time to time as necessary in the interest of the University.
- xx.** If a vacancy arises in the office of the Vice Chancellor and it is not possible to appoint a regular Vice-Chancellor by following the prescribed procedure of appointment, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six months, to be extended by another six months and any extension thereafter may be allowed only with the approval of the Governing Body.
- xxi.** The Executive Council shall only send recommendations to state Government for the purpose of conferment of an honorary Degree after procuring confirmation/ approval from the Chancellor.
- xxii.** The Chancellor may by a written order suspend, amend, or modify any resolution, order, proceeding of the officer(s) and/or authority, which is in contradiction with or is not in conformity with the Act, Statute, Ordinance or Regulations. Provided that, before passing the order of suspension, amendment or modification the Chancellor shall give opportunity to show cause to the concerned officer(s) and/ or authority.
- xxiii.** The Chancellor shall hear and decide over any and all appeals that are preferred under Section 39 of the Act. Subject to the provisions of the Act, decision so taken by the Chancellor shall be final and binding.
- xxiv.** The Chancellor shall also have such other powers as may be specified elsewhere in the Act or Statutes.
- xxv.** The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from office of the Chancellor. The Pro-Chancellor shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its decision.
- xxvi.** Subject to the Provisions of the Act, the Governing Body by a simple majority may order after recording reasons for doing so, the removal of the person appointed as the Chancellor, in the event the same is deemed necessary and in the interest of the University. Provided, before taking any action the Chancellor shall be given opportunity to be heard.

## **6. Appointment, Powers, and Functions of the Pro Chancellor**

- i. The Pro-Chancellor/Vice-President shall be appointed in accordance with section 16 of the Act by the Chancellor with the approval of the Governing Body for a period of five years. Upon the expiry of the term of the Pro-Chancellor, he/she may be reappointed for successive term(s).
- ii. The Pro-Chancellor shall assist the Chancellor in discharging his/her duties. Without prejudice to the generality of the forgoing, the Pro-Chancellor shall exercise such power as may be delegated to him in writing by the Chancellor and/or such other powers as may be specified elsewhere in the Act, statute or Ordinance.
- iii. The Pro-Chancellor shall preside over the convocation of the University, in the absence of the Chancellor.
- iv. Subject to Section 16(5) of the Act, the sponsoring Body shall determine the salary of the Pro-Chancellor.
- v. The Pro-Chancellor may by writing, addressed to the Chancellor, resign his office, by way of a resignation with advance notice of at least 3 months, and his resignation shall be effective from the date of acceptance by the Governing Body or the expiry of 3 months period from the date of the said resignation, whichever is earlier.
- vi. If, at any point of time and upon receipt of a representation or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuation of Pro- Chancellor is not in the interest of University, the Chancellor with the approval of Governing Body and by an order in writing stating the reasons thereof, may ask the Pro-Chancellor to relinquish his office before expiration of his term, from such date as may be specified in the order;

Provided that before taking an action under this sub-section, the Pro-Chancellor shall be given an opportunity of being heard.



## **7. Appointment, Powers, and Functions of the Vice Chancellor**

- i.** Subject to the Provisions of the Act, the Vice-Chancellor shall be appointed by the Chancellor after obtaining the approval of the Governing body as a whole-time salaried officer of the University. The candidate to be appointed as the Vice-Chancellor shall be selected by a search Committee to be constituted by the Chancellor.
- ii.** The Search Committee shall comprise of following members:
  - a)** One member nominated by the Sponsoring Body.
  - b)** One serving or retired professor from outside the University nominated by the Governing Body.
  - c)** One member nominated by the Chancellor;
- iii.** The Search Committee shall recommend a panel of three names to the Governing Body within the period stipulated by the Chancellor in his order constituting the Search Committee or as prescribed in the HR Mannual.
- iv.** The Governing Body shall after receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chancellor for appointment of the Vice-Chancellor. Provided, where none of the recommended names are found to be suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
- v.** The Vice chancellor shall be appointed for a period of Five years or till the time he/she attains Seventy (70) years of age, whichever is earlier. However, on expiry of the term the Vice-Chancellor may be reappointed for subsequent term(s) by the Governing Body on the recommendation of the search committee.
- vi.** The office of the Vice Chancellor shall not remain vacant for any period of time, therefore in case of any vacancy for any reasons whatsoever till the time appointment is made, the Pro-Vice-Chancellor shall automatically officiate as the Vice Chancellor.
- vii.** Subject to provisions of the Act, the sponsoring Body shall determine the salary of the Vice-Chancellor.
- viii.** The Vice Chancellor shall be principal academic officer and the executive officer of the University and shall the principal exercise supervision and control over the affairs of the University. The Vice-Chancellor shall also be the chairman of the Executive Council and shall execute the decisions of the Executive Council and other Bodies.

- ix. The Vice chancellor shall be the *ex-officio* Chairman of the Academic Council / Executive Council and *ex-officio* member of the Finance Committee.
- x. Subject to the Provisions of the Act, any dispute between the University and any of its regular employees shall be referred to the Vice Chancellor, who shall decide the dispute after affording an opportunity to be heard to the employee within three months from receiving the reference.
- xi. Subject to the Provisions of the Act, any dispute in respect of any temporary or ad-hoc employees shall be heard and decided by the Vice Chancellor.
- xii. The Vice Chancellor shall also have such powers as are specified under the Act or statute. Not prejudicing the forgoing, the Vice Chancellor shall have the following additional powers and functions:
  - a) The Vice Chancellor shall be entitled to be present at and to address any meeting of any authority or any Body of the University. However, the Vice Chancellor shall not vote in such meetings, unless he/she is a member of the said Authority/Body or has been specifically authorised by the Act, statute or the Ordinances;
  - b) It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Rules, Statutes, Ordinances and Regulations of the University are duly observed.
  - c) The Vice Chancellor shall have power to grant leave to any officer, teacher, employee or student of the University, other than the Chancellor and Pro-Chancellor and make necessary arrangements for the discharge of the functions of such person during period of his absence. Provided that the Vice-Chancellor may delegate such powers to any other officer or officers of the University;
  - d) The Vice Chancellor shall have the power to convene or cause to be convened meeting of the various bodies/committees of the University other than the Sponsoring Body, Finance Committee, Planning Board and the Governing Body.
  - e) The Vice Chancellor shall be responsible for supervising and conducting the examination of the University properly and at due time. Further the Vice Chancellor shall also ensure that the results of such examinations are published timely.



- f) The Vice Chancellor shall be responsible for ensuring that the academic session of the University is conducted in a timely manner.
  - g) The Vice Chancellor shall be responsible to give effect to the decisions and recommendations of the various bodies and authorities.
  - h) The Vice Chancellor shall be responsible for ensuring that discipline is maintained in the University.
  - i) Where the matter concerned is of urgent nature, and the Department/Authority concerned is unable to take the appropriate action for any reasons, whatsoever, the Vice Chancellor shall take such actions as he deems fit and shall inform the concerned authority in respect to the actions taken. Provided that if the concerned authority is dissatisfied with the action taken, it may appeal to the Chancellor who shall settle the dispute.
- xiii.** The Vice-Chancellor may resign from his office after giving a three months' notice and shall cease to hold his office on the acceptance of his resignation by the Chancellor, or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Chancellor at his discretion.
- xiv.** Subject to the Provisions of the Act, the Governing Body may pass a written order recording reasons for same, removing the Vice-Chancellor from his/her office, in the event the same is deemed necessary and in the interest of the University. Provided, before taking any action the Vice-Chancellor shall be given opportunity to be heard.

## **8. Appointment, Powers, and Functions of Pro-Vice Chancellor**

- i. The Vice-Chancellor with the approval of the Executive Council appoint the Pro-Vice Chancellor from amongst the Professors of the University. It is therefore clarified that the discharge of duties as a Pro-Vice-Chancellor shall be in addition to and not in derogation of his/her duties as a professor of the University.
- ii. The Pro-Vice Chancellor shall assist the Vice Chancellor in discharging his duties as and when required by the Vice Chancellor. In the absence of the Vice Chancellor, the Pro Vice Chancellor shall discharge the day-to-day duties of the office of the Vice Chancellor unless otherwise directed by the Vice Chancellor or the Chancellor/President.

- iii. The Pro-Vice Chancellor shall officiate as the Vice Chancellor in event the Vice Chancellor is on leave or has been suspended or is unable to hold office for any reason whatsoever.
- iv. Subject to provisions of the Act, the Sponsoring Body shall determine the salary of the Pro-Vice Chancellor.
- v. Subject to provisions of the Act, the Pro-Vice Chancellor shall hold the office for the term of Three (3) Years. However, he/she may be reappointed for subsequent term(s).
- vi. If the Vice-Chancellor is of the opinion that the Pro-Vice-Chancellor will fully abuses the powers delegated to him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, the Vice-Chancellor may revert him to his substantive position, and/or place him under suspension till completion of an inquiry.
- vii. The matter shall be reported to the Executive Council in its next meeting and the Council, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.
- viii. The Pro-Vice Chancellor may by writing addressed to the Vice Chancellor, resign his office, by way of a resignation with advance notice of at least 3 months, and his resignation shall be effective from the date of acceptance by the Executive Council or the expiry of 3 months period from the date of the said resignation, whichever is earlier.

## **9. Appointment, Powers and Functions of Registrar**

- i. The Registrar shall be a whole-time officer of the University and shall be appointed by the Executive Council of the University on the recommendations of a duly constituted Selection Committee.
- ii. The qualifications, term of office, conditions of service and procedure of appointing of the Registrar shall be determined by the Governing Body.



- iii. The Selection committee for the posts of Registrar shall be constituted as under:
- a) The Vice-Chancellor - **Chairman**;
  - b) The Pro-Vice-Chancellor;
  - c) One nominee of the Chancellor;
  - d) One member of the Executive Council nominated by Chancellor;
  - e) One outside expert nominated by the Vice-Chancellor;
  - f) The Director/Head, Human Resource Department shall be the convenor of the Committee
- iv. The term of office of the Registrar shall be for a period of three years, renewable for additional term(s) till the attainment of the age of superannuation, i.e. 62 years; Provided that in exceptional circumstances the Executive Council may extend the term of Registrar beyond 62 years and up to the age of 68 years.
- v. The Registrar in addition to the duties and responsibilities laid down in the Act shall:
- a) be the custodian of the records and the common seal and such other properties of the University, as placed by the Executive Council under his charge;
  - b) be to issue notices for convening the meetings of the Governing Body, Executive Council, Academic Council and the Planning Board and prepare and circulate their agenda and also issue the minutes of the meetings and their record keeping
  - c) be to conduct the official correspondences of the Governing Body, the Executive Council, the Academic Council and the Planning Board;
  - d) be to issue offers of appointment letters for appointment of the Teachers and employees;
  - e) be to exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university;
  - f) be to enter into agreements, sign documents and authenticate records on behalf of the university; and
  - g) be to represent the University in legal suits or proceedings by or against the University, sign powers of attorney and verify pleadings;
  - h) Provided that the Registrar may delegate this authority to one of his immediate sub-ordinates or depute his representative for the purpose



- vi. The Registrar shall be assisted in his work by a number of other officials, including Joint Registrar, Deputy Registrar, Assistant Registrars and OSD level officers, whose work and conduct shall be supervised by him.
- vii. The Registrar may also be assisted, in discharge of his duties and responsibilities, by such other officials as may be assigned to him by the Vice-Chancellor.
- viii. The Registrar shall have the power to authenticate records on behalf of the University.
- ix. The Registrar shall be responsible for the due custody of records and common seal of the University. have the power to authenticate records on behalf of the University.
- x. Subject to the provisions of the Act, the Registrar shall be the *ex-officio* Secretary of the Governing body, the Executive Council, Academic Council, Planning Board, admission Committee and every selection committee for appointment of teachers of the University.
- xi. The Registrar shall exercise such other powers as may be necessary or expedient for carrying out the decisions of university authorities or bodies of which he acts as a member or a non-member secretary.
- xii. When the office of the Registrar is vacant or when the Registrar is unable to perform his duties by reason of illness, or any other cause, the Vice-Chancellor may assign the work of the Office of Registrar to a Joint Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back;  
  
Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other important matters shall be taken by the Vice-Chancellor.
- xiii. The Executive Council, in a case of misconduct, may place the Registrar under suspension suo-moto, or on the recommendations of the Vice-Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.
- xiv. If the Executive Council, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, it may, by an order in writing stating the reasons therefore, ask the Registrar to relinquish his office from such date as may be specified in the order;  
Provided that before taking an action under this sub-clause, the Registrar shall be given an opportunity of being heard.

- xv. The Registrar may resign his office after giving a three months' notice. He shall cease to hold his office from the date of acceptance of his resignation by the Executive Council or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Executive Council.

## **10. Appointment, Powers and Functions of the Dean of Schools/ Faculties**

- i. The Dean of a School shall be appointed by the Executive Council from amongst the Professors of the School and as recommended by the Vice-Chancellor.
- ii. The Dean shall hold his office for a period of three years or for a period as specified;

Provided that when the office of the Dean is vacant or when the Dean, by reason of illness or absence or any other reason, is unable to perform his duties, the duties of the office of Dean may be performed by the Associate/Assistant Dean, and if there is no Associate/ Assistant Dean by such other Dean or Professor, as the Vice-Chancellor may decide;

Provided further that no person shall continue to be a Dean after he ceases to hold the post by virtue of which he was appointed to the office of Dean;

- iii. The Dean shall have the following powers, duties and responsibilities:
- a) shall be the head of the School;
  - b) shall be responsible for maintenance of the standard of the teaching and research undertaken by the School;
  - c) shall be responsible for bringing the academic, financial and other requirements of the school to the notice of the Vice- Chancellor; and
  - d) shall take necessary measures for proper maintenance of libraries, laboratories and all other assets of the Departments comprising the school

**Note:** In Schools having substantially higher number of students/administrative load, the Vice-Chancellor, in consultation with the Dean of the School, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean, in addition to their existing duties as teacher of the University, to strengthen the academic administration of a School.

- iv. The Dean shall preside over all meetings of the schools and to ensure that various decisions of the board of the concerned school are implemented.



- v. The Dean shall have a right to be present at and speak of the Board of Studies, however, he/she shall have no right to vote unless the dean is otherwise a member.
- vi. The Dean shall preside over all the meetings of the Board of Studies.
- vii. The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations.
- viii. The Executives Council shall have power to remove the Dean if he is found guilty of any misconduct or if he fails to perform the duties of his office to the satisfaction of the Executive Council.
- ix. The Dean may, by writing addressed to the Vice-Chancellor, resign his office, by way of a resignation and his resignation shall be effective from the date of acceptance by the Vice-Chancellor.

## **11. Appointment Power and Functions of Dean of Students' Welfare**

- i. The Dean of Students' Welfare shall be appointed by the Executive Council from amongst the teachers in accordance with the terms as prescribed under the Ordinances.
- ii. The Dean of Students' Welfare shall discharge his duties as a Dean of student' Welfare in addition to and not in derogation of his/her duties as a teacher of the University.
- iii. An Associate Dean of Students' Welfare shall be appointed from amongst the lady teachers of the University by the Executive Council in consultation with the Dean, Student Welfare if the Dean is a male teacher. She shall look after the welfare of the girl students of the University. Likewise, if the Dean is a female teacher a male teacher shall be appointed as an Additional Dean.
- iv. The Associate/Assistant Dean shall report to the Dean of Students' Welfare.
- v. The Dean of Students' Welfare shall have held the office for a term of Three (3) Years. However, he/she may be reappointed for subsequent term(s).
- vi. The Dean of Students' Welfare shall be responsible for:
  - a) organising co-curricular, cultural, social, recreational and sports activities at the University;
  - b) development of leadership skills in the students;
  - c) maintenance of peace and harmony amongst various sections of students;
  - d) Any other activity related to students' welfare; and
  - e) Perform such other duties as may be assigned by the Vice- Chancellor.



- vii. The Dean of the Students' Welfare will help and advise the students and prospective students in regards:
- a) Obtaining admission to the University and its courses;
  - b) The choice of suitable courses and hobbies;
  - c) Finding living accommodation;
  - d) Obtaining medical advice and assistance;
  - e) Securing scholarships, stipends, part-time employment and other pecuniary assistance; and
  - f) Counseling them as and when required.
- viii. The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations.
- ix. The Executive Council may remove the Dean Students Welfare from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry;
- provided that the Vice-Chancellor shall be the competent to take similar action against an Associate/ Assistant, Dean Students Welfare.
- x. The Dean may by writing addressed to the Vice-Chancellor, resign his office by way of a resignation and his resignation shall be effective from the date of acceptance by the Vice-Chancellor.

## **12. Appointment, Powers and Functions of Directors**

The Director shall be appointed by the Executive Council from amongst the Professors of the concerned School/Centre.

- i. The qualification, term of office, conditions of service, Procedure of appointment of the Director and Resignation shall be determined by the Executive Council.
- ii. The Director may by writing addressed to the Executive Council, resign his office, by way of a resignation with advance notice of at least 3 months, and his resignation shall be effective from the date of acceptance by the Executive Council or the expiry of 3 months period from the date of the said resignation, whichever is earlier.

### 13. Appointment, Powers and Functions of Controller of Examinations

- i. The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a duly constituted selection committee for a period of three years or as decided;

Provided that the Executive Council may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examinations in addition to his own duties as a teacher of the University for a term of three years or as decided by the Executive Council.

- ii. The Controller of Examinations shall be a whole-time salaried officer of the University. The minimum qualification for direct recruitment of Controller of Examinations shall be as follows:
  - a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
  - b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration **or**
  - c) Comparable experience in research establishment and/ or other Institutions of higher education, **or**
  - d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
- iii. The Selection committee for the selection of Controller of Examinations shall be constituted as under:
  - a) The Vice-Chancellor – **Chairman**
  - b) The Pro-Vice-Chancellor;
  - c) A nominee of the Chancellor;
  - d) One member of the Executive Council nominated by the Chancellor;
  - e) One Dean/ Professor of the University nominated by the Vice-Chancellor; and
  - f) Registrar - **Ex-Officio Secretary**



- iv. The age of superannuation of the Controller of Examination shall be 62 years;  
Provided that in exceptional circumstances the Executive Council may extend the term of the Controller of Examination beyond 62 years, up to the age of 68 years;
- v. The Controller of Examinations shall be the principal officer responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction and guidance of the Vice-Chancellor.
- vi. The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Executive Council and the Academic Council as and when a matter related to examinations is under consideration.
- vii. The Controller of Examinations with prior approval of the Vice- chancellor shall:
  - a) prepare and announce the calendar the examinations;
  - b) get the examiners and moderators appointed by the Vice- chancellor from the list prepared by the Examination Committee and approved by the Academic Council;
  - c) be responsible for getting the paper set, printing of question papers and blank answer books and their safe custody, planning and conduct of examination, assessment of answer books, consolidation-preparation and timely declaration of results, verification, revaluation, issue of certificates / degrees/ diplomas and maintenance of examination records;
  - d) make available one set of question papers to the University library after the examinations are over;
  - e) get the committee constituted to find facts and settle the cases of unfair means, if any, and to take action as recommended;
  - f) recommend to the Vice-Chancellor postponement or cancellation of the examinations in the event of a malpractice, in part or in full, or if the circumstances so warrant, take disciplinary action or initiate a civil or criminal proceedings against a person or persons alleged to have committed the malpractice, in consultation with the Vice-Chancellor;
  - g) make suitable recommendations to the Vice-Chancellor for ensuring fairness, secrecy and confidentiality of examination;



- h) make a performance analysis of results, within a period of one month, and report the outcome thereof to the Vice-Chancellor, the Dean and the Head of Department; and
  - i) submit a comprehensive report to the Academic Council on the examination conducted in each semester/term.
- viii. The Controller of Examinations shall also exercise such other powers and perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.
- ix. The Vice-Chancellor, in order to strengthen the Examination system, may appoint a Joint/Deputy/Assistant Controller of Examination(s), from amongst the employees of the University, on such terms and conditions as may be decided by the Vice-Chancellor as prescribed by UGC.
- x. The Controller of Examinations may resign his office after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.
- xi. If, at any point of time and based upon a complaint received by the Vice-Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examinations under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Executive Council the removal of the Controller of Examinations from his office from such date as may be specified;  
  
Provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.

#### **14. Appointment, Powers and Functions of the Chief Proctor**

- i. The Chief Proctor shall be appointed by the Executive Council, from amongst the teachers of the University not below the rank of Associate Professor for a term of three years or a term as specified.

- ii. The Chief Proctor shall exercise such powers and perform such duties with regard to maintenance of discipline amongst the students as may be prescribed in the Ordinances or as decided by the Vice-Chancellor from time to time.
  - a) There shall be a Proctorial Board consisting of all the Proctors;
  - b) Provided that the Vice-Chancellor, in consultation with the Chief Proctor, may nominate a senior employee/ Deputy Proctors/ Assistant Proctors of the university to the proctorial board for a period as may be specified.
- iii. Any violation of the Students Code of Conduct and Ethics shall be treated as a misconduct and shall attract penal action as decided by the Vice-Chancellor on the record of the Chief Proctor/ Proctorial Board.
- iv. Any student indulging in an act of misconduct or indiscipline is liable to be suspended from the University by the Vice-Chancellor on recommendations of the Chief Proctor pending an inquiry;
 

Provided in exigencies of the situation, the Dean of the School may issue suspension order on specific recommendation of the Chief Proctor, subject to its ratification by the Vice-Chancellor.
- v. The Executive Council may remove the Chief Proctor from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry;
 

Provided further that the Vice-Chancellor shall be the competent to take similar action against an Associate/Assistant Proctor

## **15. Appointment, Powers and Functions of Finance Officer**

- i. The Finance Officer shall be a whole time salaried 'Officer of the University.
- ii. The Finance Officer shall be appointed by the Executive Council, on the recommendations of the Selection Committee;
 

Provided that the University may designate a Finance Officer, as Director Finance or Chief Finance Officer at its discretion.
- iii. The Finance Officer shall be the ex officio Secretary of the Finance Committee.



- iv. The qualifications for appointment to the post of Finance Officer shall be as follows:
- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
  - b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or
  - c) Comparable experience in research establishment and/ or other Institutions of higher education, or
  - d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
- v. The **Selection committee** for the post of Finance Officer shall be constituted as under;
- a) The Vice-Chancellor - **Chairman**
  - b) The Pro-Vice-Chancellor;
  - c) One nominee of the Chancellor;
  - d) One member of the Executive Council nominated by Chancellor;
  - e) One outside expert nominated by the Vice-Chancellor; and
  - f) The Registrar - **Ex-officio Secretary**
- vi. The term of the Finance Officer shall be for a period of three years, renewable for additional term(s), till the age of superannuation i.e. 62 years;
- vii. Provided that in exceptional circumstances the Executive Council may extend the term of Finance Officer beyond 62 years of age, up to the age of 68 years.
- viii. The emoluments and other terms and conditions of service of the Finance Officer shall be as decided by the University;
- ix. Subject to the supervision and directions of the Finance Committee, the Finance Officer shall:
- a) be responsible for general supervision over the funds of the University and advise the University with regards to its financial policy;
  - b) hold and manage the investments including those of the Trust and Endowments for furthering the objects of the University;

- c) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure are not exceeded to and that the money is expended for the purposes to which it was granted/allotted.
  - d) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
  - e) keep a constant watch on the maintenance of the cash and bank balances and on the state of investments;
  - f) watch the progress of collection of revenue and advise on the methods of collection employed;
  - g) be responsible for the preparation of the financial statements and the conduct of Annual Statutory Audit by an independent statutory auditor appointed by the Trust;
  - h) maintain and update the registers of buildings, land and equipment and conduct of the Physical verification of the Stores and other facilities/departments and also the consumable materials;
  - i) call explanation for unauthorised expenditure or other financial irregularities and, after being satisfied that the expenditure incurred is unauthorised, bring the same to the notice of the Vice-Chancellor;
  - j) obtain from any School/Department/Centre any information that he may consider necessary to discharge his financial responsibilities; and
  - k) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Ordinances Rules and the Regulations.
- x. When the office of the Finance Officer is vacant or if the Finance Officer on account of illness or any other reason is unable to perform the duties of his office, the duties of the office of Finance Officer shall be performed by such person as the Vice-Chancellor may decide.
- xi. If at any point of time and based on a complaint received against the Finance Officer, the Vice-Chancellor after thorough examination of the matter is satisfied of the veracity of the charges levelled, may place the finance Officer under suspension and appoint an inquiry committee to inquire into the alleged charges;



- xii. The Executive Council, based on the findings of the inquiry committee and on the recommendations of the Vice-Chancellor may remove the Finance Officer from his office;

Provided that before taking such an action, the Finance Officer shall be given an opportunity of being heard.

- xiii. The Finance Officer may resign from his post after giving a three month notice or salary in lieu thereof and shall cease to hold office on the acceptance of such resignation or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

## **16. Appointment, Powers and Functions of Head of Departments**

- i. Head of Department shall be appointed by the Executive Council from amongst the Professors of the concerned Department.
- ii. The Executive Council shall have power to remove the Head, if he is found guilty of any misconduct or if he fails to perform the duties of his office.
- iii. The Head of Department shall preside over the meeting of the Board of Studies.
- iv. The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations.
- v. The Head of Department may by writing addressed to the Executive Council of the University, resign his office, by way of a resignation, and his resignation shall be effective from the date of acceptance by the Executive Council.

## **17. Appointment and Functions of the Dean, Academic Affairs**

- i. The Dean, Academic Affairs shall be appointed by the Executive Council, on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University, for a period of three years or a period as may be specified;  
Provided that the Dean, Academic Affairs may be re-appointed for further term(s) as decided by the Executive Council.

- ii. A teacher having a minimum of 10 year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director or above, will be eligible for appointment as Dean, Academic Affairs
- iii. The Dean, Academic Affairs shall:
  - a) assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
  - b) ensure that the decisions of the Academic Council are followed in letter and spirit.
  - c) advise the Vice-Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute; and
  - d) scrutinise the academic proposals emanating from the schools before these are forwarded for consideration of the Vice- Chancellor or the Academic Council.
- iv. The Dean, Academic Affairs may submit his resignation to the Vice- Chancellor and shall cease to hold his office on acceptance of his resignation.
- v. The Vice-Chancellor, based upon a complaint received against the Dean Academic Affairs or on his own, if arrives at a conclusion that continuance of the Dean Academic Affairs is detrimental to the interests of the University, may recommend to the Executive Council the removal of the Dean Academic Affairs from his office from such date as may be specified and after giving the Dean Academic Affairs an opportunity of being heard.

## **18. Appointment and Functions of the Dean, Research and Development**

- i. The Dean, Research and Development shall be appointed by the Executive Council on the recommendations of a committee appointed under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council from within or outside the University, for a period of three years or a period as may be specified;  
Provided that the Dean, Research and Development shall be eligible for re-appointment for another term(s) as may be specified.



- ii. A teacher with requisite institutional commitment and having a minimum of 10 year experience as a Professor in a reputed University/Institute with sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director, will be eligible for as Dean, Research and Development.
- iii. The Dean, Research and Development shall:
  - a) be the ex-officio secretary of the Research Advisory Board and as such will give effect to its decisions;
  - b) be overall in-charge of the PhD programme and shall ensure that the topic of research selected has relevance to the present day requirement;
  - c) ensure quality of research work done by the students admitted to PhD programme and shall guide the younger faculty members in undertaking their own research;
  - d) help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry; and
  - e) mobilise funds for research.
- iv. The Dean, Research and Development may submit his resignation to the Vice-Chancellor and shall cease to hold the office from the date of acceptance of such resignation.
- v. If the Vice-Chancellor, based upon a complaint received against the Dean Research and Development or on his own, arrives at a conclusion that continuance of the Dean research and Development is detrimental to the interests of the University, may recommend to the Executive Council the removal of the Dean Research and Development from his office from such date as may be specified and after giving the Dean research and Development an opportunity of being heard.

## **CHAPTER-III**

### **AUTHORITIES OF THE UNIVERSITY**

#### **19. The Sponsoring Body**

- i. The Sponsoring Body shall not mortgage the land or other assets of the University to any person other than a bank or other financial Institutions established under any law for the time being in force for any purpose other than availing loan for establishing the University or any later extension/addition/development in the existing University infrastructure.
- ii. The Sponsoring Body of the University shall have power to determine the limits of the financial powers of any officer, authority, teacher or employee of the University from time to time.
- iii. The Sponsoring Body shall have power to take decision in all such matters which have not been specifically conferred on any Officer/Authority/Board of the University.

#### **20. The Governing Body**

- i. The Governing body shall consist of following members:
  - a) The Chancellor- Chairman
  - b) The Pro-Chancellor
  - c) The Vice-Chancellor
  - d) One Member to be nominated by the Sponsoring Body.
  - e) One eminent educationist to be nominated by the Sponsoring Body.
  - f) One member from industry/corporate to be nominated by the Sponsoring Body.
  - g) One legal expert to be nominated by the Sponsoring Body.
  - h) One Financial expert to be nominated by the Sponsoring Body.
  - i) Registrar – **Secretary**
- ii. The quorum of the meeting shall be one third of the total membership of the Governing Body.
- iii. The Governing Body shall meet once a year on the date to be fixed by the Chancellor/President and such meeting shall be called the annual meeting of the Governing Body:
- iv. The term of nominated members shall be three years or as decided.



- v. The term of office of ex-officio member shall continue so long as they hold the office by virtue of which they are members.
- vi. A member nominated/co-opted member of the Governing Body not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Body and the vacancy will be duly filled in.
- vii. The other terms and conditions of nomination of the members to the Governing Body, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Body shall have the right to review and modify any of the nominations made by it.
- viii. Meeting of the Governing Body shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than one fourth of the total membership of the Governing Body.
- ix. Decision on all issues considered in the meeting of the Governing Body shall be taken by majority votes of the member present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- x. The Chancellor shall preside over the meetings of the Governing Body and in his absence; the Pro Chancellor shall preside over the meeting.  
  
Provided that in case both the Chancellor and the Pro-Chancellor are not available, the Vice-Chancellor shall preside the meeting of the Governing Body.
- xi. Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- xii. The notice may be delivered either by hand or e-mail or to be sent by post at the address of each member as recorded in the office, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.
- xiii. Agenda shall be circulated by the Registrar to the members at least 10 days before the meeting except in case of emergent meeting.
- xiv. Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- xv. The ruling of the Chairman in regard to all the questions of procedure shall be final.

- xvi. The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman and circulate to all members of the Governing Body.
- xvii. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
- xviii. If a member of the Governing Body fails to attend three Consecutive meeting without due notice, he ceases not be a member of the Governing Body unless the Chairman desires otherwise.
- xix. The Governing Body shall review from time to time, the broad policies and programmes of the University and suggest measures for the working, improvement and development of the University.
- xx. The Governing body has power to appoint the Chancellor, the Pro-Chancellor and the Vice-Chancellor in the university.
- xxi. The Governing body has the power to consider along with the observation of executive council, thereof, the annual report, annual account, balance sheet together with audit report as submitted to it.
- xxii. The Chairman of the governing body may further provide his observation made by him to the executive council.

## **21. The Executive Council**

- i. The Executive Council shall be the principal Executive Body of the University.
- ii. The Vice-Chancellor shall be the Chairman of the Executive Council, which shall consist of the following other members, namely:
  - a) Three members to be nominated by the Governing Body;
  - b) Two eminent educationists nominated by the Chancellor;
  - c) One officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh;
  - d) One Professor and one Associate Professor of the University in order of seniority by rotation basis for a period of one year;



- e) One educationist not below the rank of Associate Professor from a panel of three names to be approved by the State Government, for which the University shall submit a list of three names of eminent educationists;
- f) The Registrar who shall be ex-officio Member Secretary;
- g) The Finance Officer shall have the right to speak in and otherwise to take part in the proceedings of the Executive Council but shall not be entitled to vote;
- iii. The ex-officio members shall continue to be the members as long as they hold the office by virtue of which they are the members of the Executive Council.
- iv. A member of the Executive Council, other than the state nominees, may be removed by the Governing Body.
- v. Meetings of the Executive Council may be convened by the Vice- Chancellor suo moto or on a requisition signed by not less than one third of the total members. The quorum of the meeting shall be not less than six members of the Executive Council.
- vi. The term of nominated members shall be three years or as decided.
- vii. Decision on all the matters placed for consideration of the Executive Council shall be made through simple majority, in case of a tie the matter shall be decided by the casting vote of the Chairman.
- viii. The Executive Council, may authorise the Vice-Chancellor to make such decisions and exercise such powers as deemed necessary for timely discharge of the matters placed under its charge;  
Provided that, the decisions taken shall be placed before in the next meeting of the Executive Council for ratification
- ix. Power and Functions of the Executive Council shall be as under:
  - a) To make and amend the Statute and Ordinances of the University;
  - b) To hold and control the property and funds of the University;
  - c) To make, amend or repeal rules and regulations to carry out the provisions of the Act and the Statutes and Ordinances;
  - d) To acquire any movable and immovable property on behalf of the University;
  - e) To approve the budget of the University;
  - f) To administer any funds placed at the disposal of the University for specific purposes;
  - g) To institute scholarships, fellowships, bursaries, medals and other rewards in accordance with the Statutes and Ordinances;

- h) To appoint Registrar, auditors, officers, teachers and employees of the University and define the duties and conditions of their service;
  - i) To fix the honorarium, emoluments, travelling and other allowances of the examiners;
  - j) To direct the form and use of the common seal of the University
  - k) To institute, abolish or suspend any teaching post in the University for reasons to be recorded in writing;
  - l) To regulate and enforce discipline among other members of the teaching, administrative and other staff of the University, in accordance with the Statutes and Ordinances;
  - m) To appoint such Committee for such purpose and with such powers as may be required for the efficient functioning of the university;
  - n) To manage and regulate the finances, accounts, investments property and all other administrative affairs of the University;
  - o) To invest any money belonging to the university including endowed property;
  - p) To provide the buildings, premises, furniture, equipment's, apparatuses and other means needed for carrying on the work of the University;
  - q) To enter into, vary, carry out and cancel contract on behalf of the University;
  - r) To regulate and determine all other matters concerning the University in accordance with the Act, the Statutes, the Ordinances and the Regulations;
  - s) To establish/abolish faculties, departments, school, centres in the campus of the University on the advice of Academic Council.
- x. The Executive Council shall meet as often as may be necessary but not less than twice during an academic year.
- xi. A written notice of every meeting shall be sent by the Registrar to every member of the Executive Council at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting; Provided that the Chairman may call a special meeting of the Executive Council at short notice to consider urgent/special matters.

The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.



- xii. Agenda shall be circulated by the Registrar to the members at least one week before the meeting except in case of urgent meeting call by the Chairman at short notice. Requests for inclusion of any item on the agenda must reach the Registrar at least 10 days. before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- xiii. The ruling of the Chairman in regard to all question of procedure shall be final.
- xiv. The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Executives Council.
- xv. The minutes of the Executive Council shall be placed before the Governing body.

## **22. The Academic Council**

- i. The Academic Council shall consist of the following members namely:
  - a) The Vice- Chancellor-Ex-Officio Chairman
  - b) The Pro-Vice Chancellor-Ex-Officio
  - c) All Deans-Ex-Officio
  - d) Dean Academic Affairs;
  - e) Dean Research and Development;
  - f) All Director-Ex-Officio
  - g) All Heads of Department-Ex-Officio
  - h) All Professors
  - i) Two Associate Professors and two Assistant Professors - Members by rotation in order of Seniority
  - j) Two distinguished academicians from outside the University to be nominated as members by the Chancellor
  - k) The Registrar – Secretary (Ex-Officio)
- ii. The terms of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members.

- iii. All members of the Academic Council other than the ex-officio members, shall hold office for a term of two years.
- iv. The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and shall co-ordinate and exercise general supervision over the academic policies of the University.
- v. The Procedure for the meeting of the Academic Council shall be as follows:
  - a) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meeting of the Academic Council shall be convened by the Chairman either suo-motto or on a requisition signed by not less than 20% members of the Academic Council.
  - b) The quorum of the meeting shall be one third of the total strength of the Academic Council.
  - c) A Written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting: Provided that the Chairman may call a special meeting of the Academic Council at short notice to consider urgent matters.
  - d) Agenda shall be circulated by the Registrar to the member at least one week before the meeting except the urgent meetings called by the Chairman.

All questions considered at the meeting of the Academic Council shall be decided by a majority of the votes of the Members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.

- vi. In emergency cases, the Chairman of the Academic Council may exercise the powers of the Academic Council. In case, the Chairman exercise any of the powers of the Academic Council, the members shall be informed through email, ex-post facto, and such decision of the Chairman shall be placed at the next meeting of the Academic Council for its ratification.
- vii. The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all the members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the Minutes are confirmed and signed by the Chairman, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.



- viii. The recommendations of the Academic Council shall be placed before the Executive Council for its decision.
- ix. Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions-
- a) To consider the proposals submitted by the Board of Faculties of the University;
  - b) To recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalent degree and diplomas of the University;
  - c) Frame regulations for admission in the University departments and its centers, covering eligibility requirements for admission to courses of Study at entry points and selectivity for horizontal entry, procedures for selection for admission and any other matter related to admission;
  - d) Supervise and control the admission of student in the University and the examinations of the University;
  - e) Make broad and also course-specific provisions and regulations for integration/taking over, collaboration/association by the University;
  - f) Approve courses, curriculum and syllabi for the courses of study in the constituent unit of the University;
  - g) Frame regulations and guidelines for academic matters including the structure of examination and/or any method of testing for declaration of results;
  - h) Recommend to the executive council rates of remuneration and allowances for the examination work;
  - i) Control, regulate and maintain the standards of instruction, education, training and research carried on or imparted in the University;
  - j) Co-ordinate the working of Boards of studies and scrutinize and approve their proposals in regards to the scheme of teaching and examinations in the University;
  - k) Assess and undertake periodic review of the academic activities of the University to enhance standards of education and research and to take new initiatives;
  - l) Maintain contact with employees' organizations with a view to assess their current and changing needs, the pattern of education required to be imparted by

- the University and to take necessary action there to and to update and upgrade the course contents of its academic offerings; and
- m) Perform in relation to academic matters all such duties as may be necessary for properly carrying out the provisions of the Act.
  - n) Has the power to advise executive council in order to establish/abolish faculties, departments, schools and centers in the campus of the University.
  - o) To ensure adherence of the minimum standards laid down by the UGC and/or any other governing body(ies)/councils, in respect of academic matters.
  - p) To examine, rationalize and coordinate the proposals of development received from various faculties and departments to be submitted to the Executive Council for their consideration and approval;
  - q) To develop teaching methodology and courses curriculum and structure;
  - r) To nominate academic representatives to internal and external bodies;
  - s) To make recommendations regarding, reports of all approvals and reviews of academic collaborations for quick redressal at institutional and faculty level;
  - t) To make recommendations regarding University's academic collaborative strategy;
  - u) To develop and promulgate policy, good practice and ethics in relation to teaching and learning;
  - v) To examine, rationalize and coordinate the proposals of development received from various faculties and departments to be submitted to the Executive Council for their consideration and approval;

### **23. The Finance Committee**

- i. The Finance Committee shall consist of the following:
  - a) The Chairman, who shall be nominated by the Sponsoring body.
  - b) The Vice- Chancellor –Ex-Officio member.
  - c) One member nominated by the Governing Body.
  - d) One Member nominated by the Executive Council.
  - e) The Pro- Vice-Chancellor-Ex-Officio
  - f) One Financial Expert nominated by the Sponsoring Body.
  - g) The Finance Officer-Ex-Officio Secretary.
  - h) Any special invitees whom the Finance Committee deems fit.



- ii. The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members. The term of office of a nominated member shall be three years.
- iii. Four members of the Finance Committee including the Chairman shall form a quorum for a meeting of the Finance Committee.
- iv. In the event of absence of the Chairman, a member chosen from among the present members shall preside over the meeting.
- v. The procedure for the meeting of Finance Committee shall be as follows:
  - a) The Finance Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than three members of the Finance Committee.
  - b) A written notice of every meeting shall be sent by the Finance Officer to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Finance Committee at short notice to consider urgent matters.
  - c) Agenda shall be circulated by the Finance Officer to the members at least one week before the meeting except urgent meeting called by the Chairman.
  - d) All question considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- vi. In emergency cases, the Chairman of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairman exercise any of the powers of the Finance Committee, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
- vii. The Finance Committee shall have the following powers and functions:
  - a) To examine and recommend the annual budget of the university;
  - b) To examine and recommend the budget for any purchase or construction exceeding rupees five lakh;
  - c) To recommend, after scrutiny of the proposal for expenditure, limits on total recurring and non- recurring expenditure for the year, based on income and resources of the University.

- d) To give its view on any financial matter solicited from it by an officer or authority of the University;
  - e) To recommend mechanisms to generate resources for the University;
  - f) To advise the University to any questions affecting its finances; and
  - g) To be responsible for the observance of Regulations relating to maintenance of accounts of the University.
- viii. Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.

## **24. The Planning Board**

- i. The Planning Board shall consist of the following:
  - (a) The Chairman, who shall be a nominee of the Sponsoring Body
  - (b) Vice Chancellor –Ex Officio
  - (c) Pro-Vice Chancellor – Ex Officio
  - (d) One Architect/Engineer to be nominated by the Chancellor
  - (e) Such other persons from whom planning board need any assistance from
  - (f) The Finance Officer-Ex-Officio
  - (g) The Registrar -Ex-Officio Secretary
- ii. The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member. The term of office of nominated members shall be three years.
- iii. The Planning Board shall advise the Executive Council to ensure that the necessary infrastructure and academic support system are available to the University as per the norms of the regulatory Bodies.
- iv. The Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support system together with its advice tendered to the Executive Council.
- v. The Planning Board shall meet as and when needed but at least once in a year and be free to adopt its own procedure for such meetings. A notice of meeting of the Board shall be given so as to reach the members at least three weeks in advance of the meeting and the agendas papers shall be issued ten days before the meeting.



- vi. The decisions on all the matters considered by the Planning Board shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.
- vii. The Planning Board shall have the following powers and functions:
  - a) To ensure compliance of the norms laid down by the University Grants Commission, Regulatory Bodies, and other statutory bodies in respect of infrastructure and supportive teaching facilities;
  - b) To plan the development of the University campus and ensure its implementation;
  - c) To make an assessment of the requirement of the academic support facilities and the infrastructure of the University to ensure that the University attains and sustains the highest possible academic standards;
  - d) To suggest ways and means to generate resources and mobilize them for their optimal utilization;
  - e) To prepare perspective plan for development and growth of the University; and
  - f) Any other work that might be in the interest of the University.

## **25. The Research Advisory Board**

- i. The Research Advisory Board shall be constituted as under:
  - a) The Vice-Chancellor - Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) All the Deans of Schools;
  - d) Dean, Academic Affairs;
  - e) All the Professor Emeritus and Distinguished Professors of the University;
  - f) Out-side experts, not exceeding five, nominated by the Chancellor;
  - g) The Vice-Chancellor may co-opt a distinguished Scientists/ Professors from within or outside to any meeting of the Research Advisory Board; and
  - h) Dean, Research & Development - Member Secretary.

- ii. All the members of the Research Advisory Board, other than the ex- officio members, shall hold membership for a term of two years.
- iii. The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.
- iv. The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
- v. The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
- vi. The Board may select e-resources such as e-journals, e-books, on- line lectures reference material and reference websites for students and faculty.
- vii. The Board, shall develop, sustain and manage:
  - a) incubation/Innovation Centre, basic workshop for entrepreneurs;
  - b) develop business models and field test products and services; and
  - c) development of start-up ventures.
- viii. The Board shall advise the Deans of Schools in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research /consultancy work, recruitment of project staff.
- ix. The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
- x. The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.
- xi. The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.
- xii. The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.
- xiii. The recommendations made by the Research Advisory Board shall be reported to the Executive Council.



## 26. The Board of Faculties

- i. The Board of Faculties of each of the School of study shall be constituted as under:

- a) The Dean of School- Chairman;
- b) All the Heads of the Departments;
- c) All the Professors of the School;

Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the Board of Faculties;

Provided further that the Department having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor/Associate Professor;

- ii. Two outside experts nominated by the Vice-Chancellor;
- iii. Special Invitees may be invited to the Board of Faculties meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.
- iv. Powers & Functions of the Board of Faculties:
  - a) The Board of Faculties shall control and guide the Academic, Research and other activities of the various Departments of the School and shall:
    - i. consider and approve the decisions taken by the Board of Studies of a Department;
    - ii. approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and
    - iii. consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.
  - b) In case it is not possible to convene the meeting of the Board of Faculties for any reason, the Dean of the School shall have emergency powers to take a decision on behalf of the Board of Faculties.
  - c) All the emergent decisions taken by the Dean shall be placed before the next meeting of the Board of Faculties for ratification.

## 27. The Board of Studies

- i. The Board of Studies shall normally be constituted for each of the Departments of a School;  
Provided the Dean of the School, with the approval of the Vice- Chancellor may club one or more than one Department to constitute their Board of Studies.
- ii. The Board of Studies shall comprise as under:
  - a) The Head of Department- Chairman;  
Provided that if the Board has been constituted by clubbing more than one Department, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Board of Studies by the Dean of the School.
  - b) Three members of the faculty, one each from the categories of Professor, Associate Professor and Assistant Professor of the Department;  
Provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;  
Provided further that if the number of teachers in a Department or the departments clubbed together to form the Board of Studies is less than nine (9), the Vice-Chancellor may nominate all the teachers of such Departments to the Board of Studies.
  - c) Two experts from another University/Institution, nominated by Vice-Chancellor.
  - d) Two Experts with more than ten years of experience in Industry/ Research Organizations/ NGOs, etc. nominated by the Vice-Chancellor.
  - e) Two students nominated by the Dean on the recommendation of the Head of the Department.
- iii. The Board of Studies shall be authorised to:-
  - a) examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;
  - b) propose names of the examiners both internal and external;
  - c) ensure quality of teaching and research undertaken by the Department; and
  - d) make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.
- iv. All the decisions of the Board of Studies shall be placed before the Faculty Board of the School for approval/ recommendations to the Academic Council,



## **28. The Admissions Committee**

- i. The Admissions Committee shall be constituted as under:
  - a) The Vice -Chancellor - Chairman;
  - b) The Pro-Vice-Chancellor(s);
  - c) The Registrar;
  - d) Dean Academic Affairs;
  - e) All the Deans of Schools;
  - f) Finance Officer;
  - g) Head, International Relations Division;
  - h) Three faculty members nominated by the Vice-Chancellor;
  - i) Any other official of the University co-opted by the Vice-Chancellor; and
  - j) Head of the Admission Cell - Member Secretary.
- ii. The Admissions Committee may appoint such other sub-committee(s) as it may deem necessary.
- iii. Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process;  
Provided that in Council based courses, the decision of the Council concerned shall be final and binding.
- iv. The admission made each academic year shall be reported to the Academic Council.

## **29. The Examinations Committee**

- i. The Examinations Committee shall be constituted as under:
  - a) The Vice Chancellor – Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) The Registrar;
  - d) All the Deans of Schools;
  - e) Dean Academic affairs;
  - f) Three members nominated by the Vice-Chancellor;
  - g) The Controller of Examinations - Member-Secretary;

Provided that any Deputy Controller or an Assistant Controller of examinations appointed by the University shall have the right to attend the meetings and express their opinion, however they will not be eligible to vote.

- ii. The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation of the results.
- iii. It shall scrutinize and recommend to the Academic Council the names of examiners received from School, for approval.
- iv. It shall also ensure maintenance of high quality of the question bank and its availability to the students.
- v. The Committee shall be authorised to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice.
- vi. The Examinations Committee shall review and analyse the results of examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.
- vii. The Committee shall also get an audit conducted and make suitable recommendations to the Academic Council on the action proposed to be taken on the findings of such audit.
- viii. The Examinations Committee may appoint such other sub-committee(s) as it may deems fit, and may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s).
- ix. The quorum of the meeting shall be one third of the total strength of the Examinations Committee.
- x. The Committee shall have at least two meetings, in an Academic Year

### **30. Internal Quality Assurance Cell**

- i. The University shall constitute an Internal Quality Assurance Cell consisting of the following members:
  - a) The Vice-Chancellor- Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) The Registrar;



- d) Dean, Academic Affairs;
  - e) Deans of all the Schools;
  - f) Dean of Students' Welfare;
  - g) Controller of Examinations;
  - h) One member from industry/ employers to be nominated by the Chancellor;
  - i) Five experts nominated by the Chancellor;
  - j) Up to five faculty members to be nominated by the Vice- Chancellor;
  - k) Three students/ alumni nominated by the Vice-Chancellor;
  - l) Senior Administrative Official(s) nominated by the Vice-Chancellor; and
  - m) Director, IQAC – Convener
- ii. It shall be ensured that there are at least five women members nominated under various categories:
- iii. Role and functions of the IQAC:
- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the University.
  - b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning process.
  - c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes and analysis thereof.
  - d) Dissemination of information on various quality parameters of higher education.
  - e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
  - f) Documentation of the various programmes/activities leading to quality improvement.
  - g) Acting as a nodal agency of the University for quality-related activities, including adoption and dissemination of best practices.
  - h) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
  - i) Development of Quality Culture in the University.
  - j) Preparation of the Annual Quality Assurance Report for submission to NAAC.

- iv. The IQAC shall develop a mechanism for its robust functioning by optimising on the strength and contribution by the members.
- v. The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
- vi. Each member of the IQAC, except the ex-officio members, shall have a term of one year;  
Provided the membership may be extended by another year to a maximum of total three years.

### **31. The Students' Council**

- i. The Students' Council shall be constituted each Academic year as below:
  - a) The Dean of Students' Welfare - Chairman;
  - b) Associate/ Assistant Dean Students Welfare;
  - c) One student representative from each of the School of Studies nominated by the Dean on merit provided that the Schools having more than 500 students, may nominate one additional student for every block of 500 students or a fraction thereof;
  - d) five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare, keeping in view their participation and involvement in sports, co- curricular and extra-curricular activities;  
Provided that no student shall be nominated more than twice during the entire period of his studies in the university.
  - e) Associate Dean Students' Welfare - Member Secretary;
- ii. A student shall be nominated to the Students' Council only if:
  - a) He/she has a minimum of 75 per cent attendance in all courses taken by him/her during the previous semester(s), except those who are in the first semester;
  - b) he/she must not have any academic arrear, i.e., he/she must have successfully completed all the courses in the previous semester;
  - c) he/she must not have any fee arrears; and
  - d) his/her conduct in the University must have been exemplary and he/she must not have been subjected to any disciplinary action.



- iii. The Council shall meet at least twice in an academic year and shall recommend to the appropriate authorities on matters related with students' welfare and other matters of importance to them with regards to the cultural, social and recreational interests of students
- iv. Any student of the University may bring up any matter concerning the students welfare before the Students' Council, however he/she will be required to submit his/her proposal to the Chairman of the Council at least two weeks before the date of the meeting and if permitted by the Chairman, shall have the right to participate in discussions in the meeting when the said matter is taken up for consideration.

## **CHAPTER-IV**

### **TEACHERS AND EMPLOYEES OF THE UNIVERSITY**

#### **32. Minimum Qualifications of Teachers**

- i. The minimum eligibility for appointment and career advancement of teacher in the University shall be such as may be prescribed by the Executive Council in conformity with the guidelines of the relevant Regulatory Bodies.
- ii. The minimum qualification of teachers shall be those as may be prescribed by UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018, as amended from time to time.

#### **33. The appointment of Teachers of the University and other Academic and Administrative Staff and their emoluments**

- i. All regular/contractual appointments of teachers and other academic and non-teaching staff shall be made on the recommendation of a duly constituted selection committee.
- ii. The Selection committee for the posts of Professors, Associate Professors and Assistant Professors shall be constituted as below:
  - a. The Vice-Chancellor— Chairman;
  - b. One nominee of the Chancellor;
  - c. One outside subject expert nominated by the Vice-Chancellor, out of a panel of names approved by the Chancellor;
  - d. Dean of the School;
  - e. Two subject matter experts from within the University to be nominated by the Vice-Chancellor;  
Provided if no subject expert is available within the University; the Vice-Chancellor may nominate experts from outside;
  - f. Head of the Department;  
Provided that a Head not holding the rank of a Professor shall not be a member of the selection committee for selection of a Professor; and
  - g. The Registrar – *ex-officio* secretary



- iii. Recommendation of Selection Committee will be placed before the Executive Council for its decision. Provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision.
- iv. The University shall advertise it's vacancies on the University website and as per the norms prescribed by the UGC or any other regulatory body.
- v. The University shall be authorised to appoint a selected person for a fixed tenure on such terms and conditions as may be determined by the University.
- vi. The salary and allowances shall be paid to the teachers and employees online into their bank accounts.
- vii. The selection process of non-teaching positions, not included in these Statutes, shall be governed by the Recruitment Rules/Regulations for the non-teaching employees framed by the University and approved by the Executive Council.

### **34. The conditions of service of Employees**

- i. Every salaried officer, teacher and other employees shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University and a copy thereof shall be made available to the officer, teacher or the employee concerned.
- ii. The terms and conditions of service of all the employees of the University shall be provided in the Regulations as approved by the Executive Council. The Regulations may specify the conditions service as would be applicable to an employee and would generally include, but not be restricted to following:
  - a) Recruitment norms
  - b) Personnel policies
  - c) Pay & Allowances
  - d) Travel Rules.
  - e) Leave Rules:
  - f) Policy covering health and wellbeing/medical/insurance
  - g) Policy on Loan and Advances
  - h) Department's Policy
  - i) Faculty Development Policy
  - j) Staff Development Policy
  - k) Employee Welfare Policy

- l) Employee Benefits
  - m) SOP for creating New positions
  - n) Performance Management
  - o) Exit Policy and Procedure
  - p) Superannuation Policy
  - q) Grievance Redressal Committee
  - r) Appraisal and career progression
  - s) Ethics policy and code of conduct
  - t) Policy on Sponsored Projects and Consultancy
  - u) Policy on dealing with sexual harassment at work places
  - v) Discipline Policy
  - w) Gratuity, Provident Fund
  - x) Honorarium rates and rules
- i. Any dispute arising between the University and any of its employees appointed on substantive basis, shall be referred to the Vice Chancellor which shall decide the dispute within three months from date of its reference after affording an opportunity to the employee concerned to be heard.
  - ii. The aggrieved employee may file an appeal against the Order of the Vice Chancellor to the Chancellor.
  - iii. Any dispute in respect of any employee engaged temporarily or on ad-hoc or part time or casual basis shall be heard and decided finally by the Chancellor.
  - iv. The Decision of the Chancellor shall be final and no suit shall lie in any court of law in respect of matters decided by the Chancellor.

### **35. Disciplinary action against teachers of the University**

- i. A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of the Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- ii. A breach of any of the provision of the Code of Professional Ethics prescribed by the Regulatory Bodies shall be deemed to be misconduct.
- iii. A teacher of the University may be removed or his services terminated on one of the following grounds:
  - (a) wilful neglect of duty;
  - (b) misconduct;



- (c) breach of any of the terms of contract of service;
  - (d) dishonestly connected with University Examination;
  - (e) scandalous conduct or conviction for an offence involving moral turpitude;
  - (f) physical or mental unfitness;
  - (g) incompetence;
  - (h) abolition of the post;
- iv. No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to;
- (a) of submitting a written statement of his defence;
  - (b) of being heard in person, if he/she so chooses; and
  - (c) of calling and examining such witnesses in his/her defence as he/she may wish. Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.
- v. The Vice-Chancellor in his capacity as the Chairman of the Executive Council may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination.
- vi. The resolution shall forthwith be communicated to the teacher concerned.
- vii. The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.
- viii. The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Executive Council, shall be reported to the Executive Council in its next meeting for ratification.
- ix. A teacher of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;

- a. when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;
- b. if detained in custody, whether the detention is for any criminal charge or otherwise

### **36. Disciplinary action against Non-Teaching Employees**

- i. Where there is an allegation of misconduct against an employee, the Vice Chancellor shall institute an inquiry committee for the purpose. The Vice Chancellor may, if he thinks fit, order in writing, place the employee under suspension.
- ii. Based on the report of inquiry committee, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of service of the employee concerned.
- iii. No employee shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.
- iv. The removal of an employee from services shall take effect from the date on which the order of removal is made.
- v. Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee if:-
  - a) He/ She is of unsound mind;
  - b) He/ She is an undercharged insolvent;
  - c) He/ She has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
  - d) He/she is otherwise guilty of misconduct provided that no employee of the University shall be removed unless resolution to that effect is passed by the Executive Council.



## **CHAPTER-V**

### **MISCELLANEOUS PROVISIONS**

#### **37. Withdrawals of Degree, Diploma, Certificate and other Academic Distinctions**

- i. The Executive Council may on the recommendation of the academic council by a special resolution passed by a majority of not less than two-third of the members presenting and voting, recommend withdrawal of any Degree or academic distinction conferred on, or any certificate or Diploma granted to, any person by the University for good and sufficient cause. Provided that no such resolution shall be passed until, a notice in writing has been given to the concerned individual, calling upon him/her to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his/her objections, of any, and any evidence he/she produces in support of them, have been considered by the Academic Council.
- ii. The decision stating the reason therefor shall be communicated to the person concerned.
- iii. Any person aggrieved by the decision taken by the Executive Council, may appeal to the Chancellor within thirty days from the date of such decision.

#### **38. Institution of Fellowships, Scholarships, Studentships, Medals and Prizes**

- i. Fellowships, Scholarships and Studentships, Medals and Prizes shall be instituted by the University in accordance with the Ordinances framed for the purpose.

#### **39. Maintenance of Discipline among the students**

- i. All powers relating to the discipline and disciplinary actions in relation to the students shall vest in the Vice Chancellor.
- ii. Without prejudice to the generality of his powers relating to the maintaining of discipline amongst the students of the University and taking desired action in the interest of maintaining discipline, the Vice- Chancellor shall be guided by the

recommendations of the Chief Proctor or the Proctorial Committee and the provisions as laid down in the 'Students Code of Conduct and Ethics'.

- iii. The Vice-Chancellor may delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Chief Proctor, and to such other persons as he may specify in this behalf.

#### **40. The Establishment and Abolition of Faculties, Departments, Schools, Centres, etc.**

- i. The Executive Council based on the advice of the Academic Council may establish Faculties, Departments, Schools, Centres in the Campus of the University.
- ii. The Executive Council may based on the advice of the Academic Council may abolish Faculties, Departments, Schools, Centres of the campus of the University in accordance with the Procedure stipulated in the Regulation or Ordinances and/or as stipulated by the State Government.
- iii. The University shall be authorised to offer such programmes, through its Schools and Departments, as the Executive Council may decide from time to time and as recommended by the Academic Council;  
Provided that the programmes offered have no conflict with the guidelines issued by UGC;  
Provided further that in Council-based Courses, the decision of the relevant Councils shall prevail.
- iv. The Executive Council may reconstitute a Faculty, Department, Centre or School on recommendation of the Academic Council.
- v. The Executive Council based on the advice of the Academic Council may phase out any Faculty, Department, School or Centre based on the following:
  - a) When the courses offered by the Department become obsolete.
  - b) When the subscription to such courses becomes untenable to continue.
  - c) When alternate and better programs become available.
  - d) Before approving such discontinuation, the Executive Council shall ensure that the existing students in the Programs are allowed to complete their courses in which they are registered.



#### **41. The Delegations of Powers Vested in the Authorities or Officers of the University**

- i. Subject to the provision of the Act, Statute and Ordinance, any Officer or Authority of the University, may delegate in writing his or its powers to any other Officers or Authority or person under her/his or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the Officer or Authority delegating such powers.

Provided that, the person/office who has been delegated power under this Clause shall exercise all reasonable skill, care and diligence in the performance of the Services under this Agreement and shall carry out all its responsibilities in accordance with recognized professional standards.

#### **42. Quorum**

- i. The quorum for holding the meetings of various authorities of the University shall be as laid down in these Statutes.
- ii. The quorum for other committees and sub-committees appointed by any 'Authority' or the 'Officer' of the University shall be one third of their total strength;

Provided that fraction of a number shall be rounded off to the next whole number

#### **43. Provision for Diversity in nomination on the various bodies of the University**

- i. While nominating or co-opting members on various Statutory bodies, Committees and Sub- committees of the University, due regard shall be given to the gender and diverse socio-economic background, of the members proposed to be nominated co-opted;

#### **44. Conferment of Honorary Degrees and other distinctions (Ref. Section 11(e) of the Act)**

The Executive Council may, on the recommendations of the Academic Council, recommend the conferment of Honorary degrees or a distinctions on eminent personalities for the exemplary contributions made by them in their respective field of specialisations, to the State Government for approval before granting such honorary degrees and distinctions;

Provided that in case no approval is received from the State Government within a period of one month from the date of submission of the proposal, the Executive Council may, on its own motion, recommend to the Chancellor the grant of such Honorary Degree/Distinction

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