

The Jaypee University, Anoopshahr, Uttar Pradesh

(Established by the U.P. Government vide Act No. 8 of 2014)

Proposed Statutes

(For consideration of Executive Council)

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**Short Title,
Scope and
Commencement :**

1.

1. The "Statutes" means the Statutes of Jaypee University, Anoopshahr, Uttar Pradesh.
2. These Statutes shall come into force with effect from the date as prescribed in the notification after approval by the Executive Council as per section 28(1) of the Act.
3. The Statutes are to be read in conjunction with the provisions of the U. P. Act No. 8 of 2014. In case of any specific provisions found to be missing in the Statutes, the Ordinances, or the Rules etc. and/ or if there be any difference in the provisions of the Act or the Ordinances or the Rules and the Statutes, the provisions of the Act shall prevail.
4. The Statutes may be amended by the Executive Council of the University from time to time, and the amended statutes, if any shall be applicable, with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

Definitions :

2.

- In these statutes, unless the context otherwise requires,-
- (a) "Academic Council" mean the Academic Council of the University.
 - (b) "Act" means the Jaypee University Anoopshahr, Uttar Pradesh Act No. 8 of 2014 as amended from time to time.
 - (c) "Board" means the Board of Studies and the Planning Board, or any other Board of the University.
 - (d) "Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" mean respectively the "Chancellor", the "Pro-Chancellor", the "Vice-Chancellor", the "Pro-Vice-Chancellor" of the University.
 - (e) "Court" means the Court of the University.
 - (f) "Director/Principal" means the Head of an "Institution", a "College", Centre and School, or the person appointed for the purpose to act as such in his absence;

- (g) "Department" means a Department of Studies and includes a Centre of Studies and Research.
- (h) "Employee" means any person appointed by the University, and includes a teacher or any other member of the staff of the University.
- (i) "Executive Council" means the Executive Council of the University.
- (j) "Faculty" means a Faculty of the University.
- (k) "Hostel" means Scholar/Students Hostel of the University.
- (l) "Institution/College" means a college including existing college or an Institution established or maintained by or associated or constituent to the University in accordance with the Act and the Statutes.
- (m) "Prescribed" means prescribed by the Statutes/Ordinances.
- (n) "Records and Publication" means the Records and Publication of the University.
- (o) "Statutes" and "Ordinances" means respectively, the Statutes and the Ordinance of the University for the time being in force.
- (p) "Student" means a student enrolled in the register of the University.
- (q) "Teacher of the University" means Professors, Associate Professors, Readers, Assistant Professors, Lecturers and such other persons as may be appointed for imparting education instructions or conducting research in the University and are designated as Teachers by the Ordinances;
- (r) "Treasurer", "Registrar", "Deputy Registrar", "Finance Officer", "Controller of Examinations", "Librarian" or "Proctor" means respectively the Treasurer, the Registrar, the Deputy Registrar, the Finance Officer, the Controller of Examinations, the Librarian or the Proctor of the University.
- (s) "Trust" means Jaiprakash Sewa Sansthan (JSS) a 'not for profit' Trust registered under the Income Tax Act, 1961, at 63, Basant Lok, Vasant Vihar, New Delhi.

- (t) "UGC" means University Grants Commission.
- (u) "Unit" means Centre/ School/ Activity Area.
- (v) "University" means the Jaypee University Anoopshahr, Uttar Pradesh establish under section (3) of Article 348 of the Constitution of India.
- (w) "University Engineer" means the Senior most Engineer in Construction & Maintenance Division of the University.
- (x) He (His) means both he/she (his/her).

Seal of the University :

- 3. 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 University, subject to further changes or amendments as deemed necessary from time to time.

Flag, Anthem, Insignia etc. of the University :

- 4. The University may decide to make and use such Flag, Anthem, Insignia, Vehicle Flag 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 not permitted by the State or the Central Government.

Appointment, Terms and Conditions, and Powers of the Chancellor :

- 5.
 - 1. The Chancellor shall be eligible for reappointment on expiration of term following the procedure laid down in the section 11 of the Act.
 - 2. In case of an emergency like illness, absence or death of the Chancellor, the Pro-Chancellor or in his absence, the Vice-Chancellor shall perform the duties of the Chancellor till the Chancellor reassumes his office or a new Chancellor is appointed as the case may be. However, such a period will normally not exceed six months.
 - 3. The Chancellor shall exercise general control over the affairs of the University.

4. The Chancellor shall appoint the Vice-Chancellor.
5. In case of resignation or termination of the Vice-Chancellor, the Chancellor shall nominate the Senior Director/Dean as Officiating Vice-Chancellor due to temporary absence of the regular incumbent.
6. In exceptional circumstances, the Chancellor may remove the Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor in the overall interest of the University with prior approval of the Trust.
7. The Chancellor may in writing to the Trust, resign his office. The Managing Trustee of the Trust shall accept his resignation.

Powers and Functions of the Pro Chancellor :

6. The Pro-Chancellor shall assist the Chancellor and exercise the powers and functions as assigned by the Chancellor.

Appointment, Terms and Conditions, and Powers of the Vice-Chancellor :

7.
 1. The Vice-Chancellor shall be appointed by the Chancellor with the prior approval of the Trust on contract for a period of three years in accordance with the provisions of section 13(1) of the Act.
 2. On the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-Chancellor, if any, shall be considered by the Trust at least three months before the expiry of the term, and if approved by the Trust, the Chancellor shall reappoint the Vice-Chancellor for a period of three years or the date of super annuation of the Vice-Chancellor whichever is earlier.
 3. Three member search committee shall be appointed by the Chancellor having following composition:
 - (a) A nominee of the Trust.
 - (b) An eminent educationist.
 - (c) Vice-Chancellor of a University.

The Search Committee shall recommend a panel of three to five names to the Chancellor for the post of Vice-Chancellor within such period as the Chancellor may stipulate while appointing the Search Committee.

4. The salary and allowances and other conditions of services of the Vice-Chancellor at the time of appointment shall be such as decided by the Trust and as amended from time to time.
5. The Vice-Chancellor shall be the Chairman of the Executive Council, the Academic Council, the Finance Committee, the Planning Board.
6. The Vice-Chancellor shall cause the budget to be made by the Finance Committee and put before the Executive Council for consideration and approval.
7. The Vice-Chancellor may delegate any of his powers to other officers of the University in consultation with the Chancellor.
8. The Vice-Chancellor may by writing addressed to the Chancellor, resign his office by giving a notice of three months.

**Appointment,
Terms and
Conditions, and
Functions of the
Pro Vice-
Chancellor :**

8.
 1. The Pro Vice-Chancellor shall be appointed by the Vice-Chancellor for a term of three years from amongst the Professors with prior approval of the Chancellor on such terms and condition as decided by the Court from time to time.
 2. Pro Vice-Chancellor shall get honorarium of such an amount as may be decided by the Trust from time to time.
 3. The Pro Vice-Chancellor shall discharge his duties and functions as assigned by the Vice-Chancellor in addition to his duties as Professor.

**Appointment,
Terms and
Conditions, and
Functions of the
Director/Principal :**

9.
 1. Director/ Principal of an Institute/ College/ Unit shall be appointed by the Vice-Chancellor with prior approval of the Chancellor for a period of three years and shall be eligible for consideration for reappointment.
 2. Director/ Principal shall exercise general supervision and control over affairs of the Institute/College/Unit and give effect to the decisions of the Vice-Chancellor and the authorities of the University.

3. The Director/ Principal shall exercise such functions as may be assigned by the Vice-Chancellor.
4. Director/ Principal shall prepare the budget of the Institute/ College/ Unit and forward the same to the Vice-Chancellor.

**Appointment,
Terms and
Conditions, and
Functions of the
Dean(s) :**

10.

1. (a) Vice-Chancellor may appoint Dean(s) from amongst the Professors in the University to assist him in discharging his duties and responsibilities in consultation with the Chancellor for three years and they shall be eligible for reappointment.
 - (b) Dean(s) may be appointed for various Units/ Activities.
 - (c) A Dean of Students Welfare will also be appointed to take care of welfare of students and their discipline.
 - (d) When office of a Dean is vacant or when the Dean is by reasons of illness or any other cause unable to perform his duties, the Vice-Chancellor may authorize any other faculty member to perform the functions of the Dean during such period.
2. Functions/Responsibilities of the Deans will be as assigned by the Executive Council from time to time.

**Appointment,
Terms and
Conditions,
Powers and
Functions of the
Registrar :**

11.

1. The appointment of the Registrar for five years on contract, shall be made by the Chancellor on the recommendation of the Selection Committee constituted for the purpose. However, the first Registrar shall be appointed by the Trust. The subsequent Registrar, other than the first Registrar, shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted for the purpose. The Selection Committee shall consist of:
 - (a) The Vice-Chancellor - (Chairman)
 - (b) A Nominee of the Chancellor.
 - (c) One expert member nominated by the Trust.

2. Selection of the Registrar:

The University will follow the following procedure for the selection of the Registrar:

- (a) The University would invite applications for the post through the process of an advertisement in Newspapers having wider circulation and on website of the University.
 - (b) Short listing of the applicants shall be done by a committee consisting of the Vice-Chancellor, the Pro-Vice-Chancellor and a nominee of the Trust.
 - (c) Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee.
 - (d) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 07 days in advance.
 - (e) The Selection Committee shall interview the short listed candidates and adjudge the merit of each candidate and send its final recommendation to the Chancellor for approval.
3. The Registrar shall receive pay and allowances as decided by the Trust from time to time and shall be eligible for consideration for reappointment on expiry of term.
4. When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the Registrar shall be performed by such person as the Vice-Chancellor may designate for the purpose in consultation with the Chancellor.
5. The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.

6. The Registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
7. Duties and Functions of the Registrar shall include the following:
 - (a) Maintaining the records, the common property and any such other property of the University as the Court may decide.
 - (b) Conduct the official correspondence of the Court, Executive Council, Academic Council, Planning Board and of any other committee of the University. The Registrar shall be Ex-officio Non-Member Secretary and shall not have a right to vote.
 - (c) Issue notices conveying the dates of meeting of the University authorities to the members and make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Court/Executive Council/Vice-Chancellor from time to time.
 - (d) He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor
 - (e) The Registrar shall have powers to initiate disciplinary action against non-teaching employees working in the University and can suspend them with the approval of the Vice-Chancellor, pending inquiry.
 - (f) An appeal can be made to the Vice-Chancellor against any order of the Registrar.
 - (g) The employee can make second appeal to the Chancellor, if not satisfied with the decision of the Vice Chancellor. The Chancellor will be the final authority to take decision on the appeal. The decision of the Chancellor shall be final.
8. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the

Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor's decision shall be final.

9. The Registrar may by writing under his hand addressed to the Vice-Chancellor, resign his office. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.

The Treasurer : **12.**

1. The Vice-Chancellor with consent of the Chancellor may appoint the Treasurer from amongst the Professors for a period of three year and he will also be eligible for reappointment.
2. When the office of the Treasurer is vacant or when the Treasurer by reason of illness or any other cause is unable to perform duties, the Vice-Chancellor may authorize any other faculty to perform the function of the Treasurer during such time.
3. The Treasurer will be ex-officio member of the Finance Committee.
4. The duties and functions of the Treasurer shall be defined by the Executive Council.

**Appointment,
Terms and
Conditions, and
Functions of the
Finance Officer :**

13.

1. The appointment of the Finance Officer, on five years contract, shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose. The committee shall consist of:
 - (a) The Vice-Chancellor - Chairman
 - (b) A nominee of the Chancellor
 - (c) One expert member nominated by the Trust.
2. Selection of the Finance Officer :

The University will follow following procedure for the selection of the Finance Officer:

 - (a) The University would invite applications for the post through the process of an advertisement in Newspapers having wider circulation and on the University website.

- (b) Short-listing of the applications will be done by a committee of the Vice-Chancellor, Pro-Vice-Chancellor and a Professor nominated by the Vice-Chancellor.
 - (c) Complete list of short-listed and non-short-listed candidates will be placed before the Selection Committee.
 - (d) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 07 days in advance.
 - (e) The Selection Committee shall interview the short-listed candidates and adjudge the merit of each candidate and send its recommendation to the Chancellor.
3. The Finance Officer shall receive pay and other allowances as decided by the Trust from time to time.
 4. When the Office of the Finance Officer falls vacant or when the Finance Officer is, by reason of illness or long absence due to any other reason, unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose in consultation with the Chancellor.
 5. The services of the Finance Officer can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him three months notice or three months salary in lieu of notice without assigning any reason.
 6. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Finance Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the Finance Officer.
 7. The Finance Officer shall be a key officer of the University responsible for handling account and finances of the University.

8. The Finance Officer will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
9. Duties and Functions of the Finance Officer shall be as follows :
 - (a) The Finance Officer shall be responsible for managing the Accounts and Funds of the University, maintaining the related records properly, for getting them audited at least annually.
 - (b) The Finance Officer shall supervise, control and regulate the working of Accounts and Finance of the University and ensure receipt of funds and its utilization.
 - (c) He shall ensure maintenance of the financial records and any such other finance related records of the University as the Executive Council may decide.
 - (d) He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor.
 - (e) The Finance Officer shall be the Ex-Officio Non-Member secretary of the Finance Committee and shall not have right to vote.

**Appointment,
Terms and
Conditions of the
Head of the
Department :**

14.
 1. The Head of the Department shall be appointed by the Vice-Chancellor from amongst the Professors and Associate Professors of the Department for a period of three years. He shall be eligible for reappointment.
 2. The Duties and Functions of the Head of Department shall be as prescribed in the Regulations.

**The Court and
its Powers and
Duties :**

15.
 1. The Court shall consist of the following:
 - (a) The Chancellor - Ex-Officio
 - (b) The Pro-Chancellor - Ex-Officio
 - (c) The Vice-Chancellor - Ex-Officio
 - (d) Three members nominated by the Trust.

- (e) Two eminent educationists to be nominated by the Chancellor on the advice of the Vice-Chancellor.
 - (f) One member from Industry/ Corporate to be nominated by the Chancellor on the advice of the Vice-Chancellor.
 - (g) Registrar - Ex-Officio Non-Member Secretary.
2. The Chancellor shall be the Ex-Officio Chairman of the Court.
 3.
 - (a) 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.
 - (b) The term of office of nominated members under clauses, 1(d), 1(e) and 1(f) of Statute (15) shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.
 - (c) Members nominated under clause 1(d), 1 (e) & 1(f) above can be re-nominated.
 4. Subject to the provisions of the Act, the Court shall have following powers and duties in addition to powers defined in the Act :
 - (a) To make, review and approve, from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.
 - (b) To make recommendation on any matter referred to it by the chancellor.
 - (c) To make recommendation to the Trust for creation of new posts of officers of the University.
 - (d) Such other powers and duties as may be prescribed by the Trust.
 5.
 - (a) Four members of the Court shall form a quorum for a meeting of the Court.

- (b) The Court shall meet as often as may be necessary but not less than once during a calendar year.
- (c) Meetings of the Court shall be convened by the Chairman either on his own initiative or at the request of the Vice Chancellor or on a requisition signed by not less than four members of the Court.
- (d) All questions considered in the meetings of the Court shall be decided by a majority 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.
- (e) The Chairman, if present, shall preside at every meeting of the Court. In his absence, the Chancellor may nominate a member of the Court or the members present shall elect one from amongst themselves to preside at the meeting.
- (f) 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 Court at short notice to consider urgent issues.
- (g) The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office of the Court and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (h) Agenda shall be circulated by the Registrar to the members at least 7days before the meeting.
- (i) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least ten days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.

- (j) The ruling of the Chairman in regard to all the questions of procedure shall be final.
 - (k) The minutes of the proceedings of a meeting of the Court shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Court. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Court. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Court and the Executive Council at any time during the office hours.
 - (l) If a member of the Court fails to attend three consecutive meetings without leave of absence from the Court, he shall cease to be a member of the Court.
 - (m) The Court may delegate such of its powers to the Chancellor/Vice-Chancellor, as may be deemed appropriate by it. However all such decisions shall be reported to the Court at its next meeting.
6. All orders and decisions of the Court shall be authenticated by the signature of the Registrar or any other person authorised by the Court in its behalf.
 7. The minutes of the Executive shall be reported in the Court meeting.

The Executive Council and its Powers and Functions :

16. 1. The Executive Council shall be the principal executive body of the University as per section 23(1) of the Act. The Executive Council shall exercise such powers and discharge such duties as prescribed in the statutes, subject to the provisions of Act.
2. The following shall be the members of the Executive Council:
 - (a) The Chancellor - Ex-Officio
 - (b) The Pro-Chancellor - Ex-Officio
 - (c) The Vice-Chancellor - Ex-Officio
 - (d) The Pro Vice-Chancellor - Ex-Officio

- (e) One Director by rotation as per seniority nominated by the Vice-Chancellor
 - (f) Two nominees of the Trust
 - (g) One Dean by rotation as per seniority nominated by the Vice-Chancellor
 - (h) One nominee of the Chancellor
 - (i) Two eminent educationists nominated by the Chancellor on the advice of the Vice-Chancellor
 - (j) One Industrialist/ Corporate nominated by the Vice-Chancellor
 - (k) Registrar - Ex-Officio Non-Member Secretary
3. The Chancellor shall be the Ex-Officio Chairman of the Executive Council.
4. (a) 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.
- (b) The term of office of a nominated under clauses 2 (e), 2(f), 2(g), 2(h), 2(i) and 2(j) of Statute (16) shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.
5. The procedure for the meetings of the Executive Council shall be following:
- (a) Four members of the Executive Council shall form a quorum for a meeting of the Executive Council.
 - (b) The Executive Council shall meet as often as may be necessary but not less four times during a calendar year. Meetings of the Executive Council shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than four members of the Executive Council.

- (c) The Chairman, if present, shall preside at every meeting of the Executive Council. In his absence, the Pro-Chancellor shall preside at the meeting. In the absence of both, a member nominated by the Chancellor shall preside at the meeting.
- (d) 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. The notice shall state the place, the 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.
- (e) The notice may be delivered either by email or hand or sent by registered post at the address of each member as recorded in the office of the Executive Council and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (f) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
- (g) Notices of motions 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.
- (h) All questions considered at the meetings of the Executive 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.
- (i) The ruling of the Chairman in regard to all questions of procedure shall be final.
- (j) The minutes of the proceedings of a meeting 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 suggested, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Executive Council at any time during the office hours.

- (k) If a member of the Executive Council fails to attend three consecutive meetings without leave of absence from the Executive Council, he shall cease to be a member of the Executive Council.
 - (l) The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting.
6. The powers and functions of the Executive Council shall be as given in the Act and decided by the Court.

The Academic Council and its Powers and Functions :

17.

- 1. As provided in section 24 (i) of the Act, the Academic Council shall be the principal academic body of the University and shall co-ordinate and exercise general supervision over the academic policies of the University subject to the provisions of the Statutes and Ordinances and Act.
- 2. The following shall be the members of the Academic Council:
 - a) The Vice-Chancellor - Ex-Officio
 - b) The Pro Vice-Chancellor - Ex-Officio
 - c) The Director(s) - Ex-Officio
 - d) The Dean(s) - Ex-Officio
 - e) Professor(s) - Ex-Officio

- f) Two Associate Professors by rotation as per seniority nominated by the Vice-Chancellor
 - g) Two Assistant Professors by rotation as per seniority nominated by the Vice-Chancellor
 - h) Four eminent academicians from outside the University nominated by the Vice-Chancellor
 - i) One Industrialist/ Corporate nominated by the Vice-Chancellor
 - j) Librarian - Ex-Officio
 - k) Registrar - Ex-Officio Non-Member Secretary
3. The Vice-Chancellor shall be the Ex-officio Chairman of the Academic Council.
 4.
 - (a) 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.
 - (b) The term of office of a nominated member under clauses 2(f), 2(g) 2(h) & 2(i) of Statute (17) shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.
 5. The Vice Chancellor shall preside over the meetings of the Academic Council and in his absence the Pro-Vice Chancellor or in the absence of Pro-Vice Chancellor a member nominated by the Vice-Chancellor shall preside over the meeting.
 6. The procedure for the meetings of the Academic Council shall be as following:
 - (a) The Academic Council shall meet as often as may be necessary but not less two times during a calendar year. Meetings of the Academic Council shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than 20% of the Academic Council members.

- (b) 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.

- (c) Agenda shall be circulated by the Registrar to the members at least three days before the meeting.
- (d) 30% members of the Academic Council shall form a quorum for a meeting of the Academic Council.
- (e) All questions considered at the meetings 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.

7. The minutes of the proceedings of a meeting of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Academic Council. The minutes along with amendments, if any suggested, 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 minute book which shall be kept open for inspection of the members of the Academic Council at any time during the office hours.

8. The Academic Council shall have the following powers and functions, subject to the provisions of the Act.

- (a) Promote research and related activities in the University.
- (b) Give directions regarding methods of instruction, teaching and evaluation of research or improvement in academic standards.
- (c) Consider matters of general academic interest either on its own initiative or on a reference made by a faculty

or the Executive Council or the Court to take appropriate action thereon.

- (d) Co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before Academic Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of business in relation to which they may be co-opted.
- (e) Make recommendations to the Executive Council on the proposals received from different faculties of the University for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- (f) Make proposals to the Executive Council for allocating departments to the Faculties.
- (g) Make proposal to the Executive Council for the institution of fellowships, scholarships, studentship, medals and prizes and make rules for their award.
- (h) Recognize diplomas and degree of other universities and institutions and determine their equivalence.
- (i) Recommend to the Executive Council the rates of remuneration and allowances for the examination work.
- (j) Make special arrangements, if any, for the teaching of women students and prescribing for them special courses of study.
- (k) Consider academic related proposals submitted by the faculties/departments of the University.
- (l) Formulate, modify or revise schemes for the organization and assignment of subjects to the Faculties, and to report to Executive Council as to the expediency of abolition, reconstitution or division of any Faculty of the University.

- (m) Approve the syllabus of the different courses/subjects submitted by the Board of Studies of faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
 - (n) Publish Syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
 - (p) Appoint committee(s) for admission of students in different Faculties of the University.
 - (q) Delegate such of its powers as it may deem fit, to the Chairman of the Academic Council.
 - (r) Make recommendations on any matter referred to it by the Chancellor or the Court, as the case may be.
9. The Academic Council shall exercise such other powers and perform such other duties as may be assigned to it by the Court/Executive Council from time to time.
 10. A copy of the minutes of every meeting of the Academic Council shall be reported to the Executive Council.

The Finance Committee and its Powers and Functions :

18.

1. The Finance Committee shall be an authority of the University within the meaning of Section 25 of the Act. It shall consist of the following:
 - a) The Vice-Chancellor - Ex-Officio
 - b) The Pro Vice-Chancellor - Ex-Officio
 - c) The Director(s) - Ex-Officio
 - d) One Dean by rotation - Member
 - e) The Treasurer - Ex-Officio
 - f) One nominee of Trust for a period of two years. - Member
 - g) Finance Officer - Ex-Officio Non-Member Secretary
2. The Vice-Chancellor shall be the Ex-Officio Chairman of the Finance Committee.

3.
 - (a) 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.
 - (b) The term of office of a nominated member under Statute [18(1(d)&(f))] shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.
4. The Finance Committee shall meet as often as may be necessary but at least twice a year.
5. Three members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
6. The provisions regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Executive Council shall, so far as may be, shall be applicable in connection with the meetings of the Finance Committee.
7. The Chairman if present shall preside at the meeting of the Finance Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.
8. The Finance Committee shall have the following powers and functions :
 - (a) Examine and scrutinize the annual budget of the University prepared by the Vice Chancellor and send its recommendation to the Executive Council.
 - (b) Give its views and make its recommendations to the Executive Council either on the initiative of the Executive Council or the Vice Chancellor or on its own initiative of any financial question affecting the University.

- (c) Consider and make its recommendations to the Executive Council on all such matters connected with the University which have financial implications.
- 9. A copy of the minutes of every meeting of the Finance Committee shall be sent to the Executive Council.
- 10. In emergent cases, the Chairman may exercise the powers of the Finance Committee and report the action taken by him in the next meeting of the Finance Committee for its approval.

The Planning Board :

19.

- 1. The Planning Board shall be an authority of the University within the meaning of Section 26 of the Act. It shall consist of the following:
 - a) The Vice-Chancellor - Ex-Officio
 - b) The Pro Vice-Chancellor - Ex-Officio
 - c) The Director(s) - Ex-Officio
 - d) Professor I/C Estate and Works - Ex-Officio
 - e) One nominee of the Trust
 - f) One Civil Engineer, not below the rank of GM nominated by the Executive Council.
 - g) One Electrical Engineer, not below the rank of GM, nominated by the Executive Council
 - h) Two Faculty Members of the University with relevant specialization, to be nominated by the Executive Council
 - i) The University Engineer - Ex-Officio
 - j) The Finance Officer - Ex-Officio
 - k) The Registrar - Ex-Officio Non-Member Secretary
- 2. The Vice-Chancellor shall be the Ex-Officio Chairman of the Planning Board.
- 3. (a) 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.
- (b) The term of office of a nominated member under clauses 1(e), 1(f), 1(g), 1(h) of Statute (19)

shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.

4. The Planning Board shall meet as often as is necessary, but not less than twice a year.
5. Four members shall form a quorum for a meeting of the Planning Board.
6. The provisions regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Executive Council shall, so far as may be, shall be applicable in connection with the meetings of the Planning Board.
7. The Planning Board shall have the following powers and functions :
 - (a) It shall be responsible under the direction of the Executive Council for planning and construction of all major infrastructure, academic support system and capital works after securing the necessary administrative approval and expenditure sanction from the Executive Council.
 - (b) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the expenditure limit approved by the Executive Council and within the allocated budget.
 - (c) It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like using the standard practices.
 - (d) It shall be responsible for making technical scrutiny of work proposed, as may be considered necessary by it.
 - (e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the

power to give direction for the University works where necessary;

(f) It shall have the powers to settle rates not covered by tender and settle claims and disputes with contractors.

8. The Planning Board shall perform such other functions in the matter of construction of buildings and development of infrastructure for the Institute as the Executive Council/the Court may entrust to it from time to time.

9. In emergent cases, the Chairman of the Planning Board may exercise the powers of the Planning Board. Such cases shall be reported in the Planning Board at its next meeting.

10. A copy of the minutes of every meeting of the Planning Board shall be reported to the Executive Council.

Faculties :

20.

1. The University shall include the following faculties:

(a) Faculty of Engineering

(b) Faculty of Management

(c) Faculty of Sciences

(d) Faculty of Art and Commerce

(e) Faculty of Mass Communication and Media

2. Such other faculties as may be approved by the Court on the recommendation of the Executive Council and Academic Council from time to time.

3. Each Faculty shall have such departments as may be assigned to it by the Court on the recommendation of the Academic Council and Executive Council.

**Constitution of
Faculties :**

21.

Each faculty shall consist of the following members, namely:

1. The Dean of the Faculty who shall be the Chairman.

2. The Heads of Department of Studies in the Faculty.

3. All Professors in the Faculty.

Powers and Functions of the Faculties :

4. One Assistant Professor and one Associate Professor, by rotation in order of seniority, from each Department in the Faculty.
- 22.
1. The Faculty shall have such powers and shall perform such duties as prescribed by the Executive Council or given in the Ordinances.
 2. The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

Board of Studies :

23. There shall be a Board of Studies for each department comprising of the following :
- (a) All Professors of the concerned department
 - (b) Two Associate Professors by rotation in order of seniority of the concerned department.
 - (c) Two Assistant Professors by rotation in order of seniority of the concerned department.
 - (d) Two members to be nominated by the Vice-Chancellor, from outside the University, from Academia/ Industry.
1. The Head of Department shall be the Chairman of the Board of Studies.
 2. The term of the nominated members of the Board of Studies shall be two years.
 3. The Vice-Chancellor can constitute an adhoc Board of Studies for the subjects to be started by the University as and when required.
 4. Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and submitted to the Academic Council for its approval.
 5. Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and submitted to the Academic Council for its approval.

**Appointment
of Teachers of
the University :**

24.

6. Board of Studies meeting shall be arranged atleast once in a year.
1. (a) All teaching post, namely those of Professors, Associate Professors, Assistant Professors and Lecturers, shall be created by the Court.
(b) Recommendations of Selection Committees will be forwarded by the Vice-Chancellor to the Chancellor for approval.
(c) All appointments to teaching posts approved by the Chancellor shall be reported to the Executive Council and the Court.
2. Teaching positions shall be advertised in at least two leading National Dailies and the University Website as per the norms prescribed by the UGC or any other Regulatory Body or Executive Council for wide circulation. The details of advertised post(s) shall be provided on the University Website.
3. A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the criteria as approved by the Executive Council and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall also be prepared separately giving the reasons for the rejection.
4. Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
5. The Selection Committee shall consist of the following members:
 - (a) The Vice-Chancellor - Chairman
 - (b) Three Subject experts shall be nominated by the Vice-Chancellor from a panel of five experts approved by the Chancellor
 - (c) An academician nominee of the Chancellor
 - (d) Dean of the Faculty concerned

- (e) Head of the Deptt. Concerned for positions below the rank of the Head of the Deptt.
- 6. The Selection Committee shall recommend to the Chancellor the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.
- 7. After the approval of Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the Registrar.
- 8. In addition to full-time teachers, the Executive Council/Vice-Chancellor may also decide to engage teachers for a fixed term/part time on contractual basis for short durations.
- 9. The terms and conditions such as service rules, honorarium, TA/DA, conveyance charges etc. of teachers will be decided by the Court, from time to time.
- 10. The period of probation shall be one year for regular positions of the teachers.

**Categories of
Non-teaching
Employees :**

25.

- 1. The following types of non-teaching employees will be employed by the University:
 - (a) Permanent/Probationary employees
 - (b) Contractual employees
 - (c) Casual employees
- 2. Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of one years.
- 3. Contractual employee means an employee who is appointed on contract for a specified period.
- 4. Casual employee means an employee who is engaged on the basis of a Muster Roll.
- 5. The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Executive Council.

**Other Officers of 26.
the University :**

1. The following shall be the other Officers of the University:
 - (a) Controller of Examinations:
 - (i) Controller of Examinations shall be appointed by the Vice-Chancellor from amongst the Registrar or Teachers of the University not below the rank of Associate Professor.
 - (ii) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness or absence or for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
 - (iii) The Controller of Examinations shall control the conduct and declaration of results of examinations and shall make all the arrangements necessary for the same.
 - (b) Librarian:

The Librarian shall be full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute (24) for the teachers.
 - (c) Dean Students Welfare:

The Dean Students Welfare shall be appointed by the Vice-Chancellor from amongst the teachers of the University, for the period of three years, not below the rank of Associate Professor in consultation with the Chancellor.
2. The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare shall be as specified in the statues/ordinances or as assigned by the Executive Council from time to time.

**Honorary
Degrees and
Academic
Distinctions :**

27.

Conferment of Honorary Degrees and Academic Distinctions:

All proposals for the conferment of honorary degrees shall be made by the Academic Council and require the assent of the Executive Council and the Court.

Provided that in case of urgency, the Chairman of the Court may approve the conferment of the Honorary Degrees and other Academic Distinctions on behalf of the Court.

**Provision
Regarding fee
to be charged
from the
Students :**

28.

All the programmes in the University will be run in self-finance mode.

The following types of fee may be charged from the students;

- | | | | |
|-----|--|---|--|
| (a) | Caution Money | - | Once in the whole
Period of
Study (Refundable) |
| (b) | Prospectus/Registration form fee- | | On purchase |
| (c) | Tuition fee | - | Semester wise |
| (d) | Hostel Fee | - | Semester wise |
| (e) | Development Fee | - | Once in a year |
| (f) | Student's Technical Club/
Cultural Club subscriptions | - | Once in a year |

The University can introduce any other heads of fees from time to time.

1. In addition, charges for duplicate mark sheets, issuance of degree and such other examinations or result, related fee may be charged from the students, as prescribed in the Ordinance.
2. The components of fee may vary from program to program and shall be decided by the Executive Council for each program.
3. The fee structure of various programs and provision of exemption from tuition fee will be decided by the Executive Council from time to time and will be made available to the students along with the prospectus for the concerning session.

4. The admission procedure and fixation of fees shall be determined in accordance with the norms and guidelines of the regulatory bodies/Executive Council.

Administration of Endowments : 29.

Administration of Endowments for the award of fellowships, Scholarships, Medals, Prizes etc. in the University-in addition to regular scholarships for Ph.D., M.Tech., Chancellor's Medals, Vice-Chancellor's Medals shall be as follows:

1. The Executive Council may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, Prizes etc.
2. The Executive Council shall administer all endowments.
3. The award shall be made out of the Annual Income accruing from the Endowment. Any part of the income which is not so utilized shall be added to the endowment.
4. (a) The Executive Council shall prescribe the conditions of depositing the Endowment in a Bank.
(b) The value of Endowment necessary for instituting an award shall be prescribed by the Executive Council.
5. In case any endowment is accepted by the Executive Council, the Executive Council shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
6. Approval of awardees of Fellowships, Scholarships, Medals, Prizes etc. as per the specific Regulation(s)/Ordinance(s) belonging to the specific endowment will be given by the Executive Council.

Convocation 30.

1. A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved.

2. The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
3. The Chancellor and in his absence Pro-Chancellor/ Vice-Chancellor shall preside over the Convocation function of the University.

Admission of Students :

31.

1. Admission process and intakes to various courses shall be as approved by the Executive Council.
2. The University may conduct its own entrance test for all the programs; if necessary, or may utilize the list of results of such examination/test conducted by different State/ National/ Professional Bodies/Boards.

Annual Report and the Balance Sheet :

32.

1. The Annual Report of the University and the Balance Sheet along with Income and Expenditure Accounts of the University, duly audited by the Chartered Accountant appointed by the University shall be got prepared by the Finance Committee. The Annual Report shall be for the academic year (July to June) whereas Annual audited accounts shall be for financial year (April to March).
2. The Report shall be placed before the Court, alongwith the comments of the Executive Council for approval.
3. A copy of the Annual Report and the annual accounts prepared under Sub-section (1) above shall be presented to the Trust after approval by the Court.

Resignation :

33.

Resignation rendered by an employee shall be processed as per the Regulations prescribed for the purpose.

Action Against Teachers : 34.

Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall institute an inquiry committee for the purpose.

1. Based on the inquiry committee report, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct, However, for taking actions to the extent of termination of the teacher concerned, the Vice-Chancellor shall take the approval of the Chancellor whose decision will be final.
2. An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

Action Against Non-Teaching Employees : 35.

1. Where there is an allegation of misconduct against a non-teaching employee, the Vice-Chancellor/Director shall constitute an inquiry committee for the purpose.
2. Based on the inquiry committee report, the Vice-Chancellor may decide course of action.
3. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

Conduct of Examinations : 36.

The rules, regulations and procedures of conduct of examinations and related matters shall be as prescribed in the Ordinances.

Rules and Regulations : 37.

Subject to the provisions of the Act, Statutes, and Ordinances, the Executive Council shall frame Rules and Regulation for effective functioning of the University.

Disputes as to Membership : 38.

If any question arises, whether any person has been duly nominated or appointed or is entitled to be a member of any authority or any

Committee of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.

Seniority List : 39.

1. Whenever in accordance with these Statutes any person is to hold an office or to be a member of an authority of the University by rotation in order of seniority, such seniority shall be determined according to the length of the continuous service of such person in a grade in the University in accordance with such other principles as the Executive Council may prescribe from time to time.
2. It shall be the duty of the Registrar to prepare and maintain in respect of each class / cadre of persons to whom the provisions of these Statutes apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
3. If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any persons is in doubt, the Registrar may on his own or on the request of any such person, submit the matter to the Vice-Chancellor whose decision shall be final and binding.

**Validation of
Certain Acts,
Decisions :**

40. No action or proceedings of any authority or anybody or any committee of the University shall be invalid merely by reason of any vacancy therein.