

# THE FIRST STATUTES OF THE JAYPEE UNIVERSITY, ANOOPSHAHR

(Under Section 34 of the Uttar Pradesh Private Universities Act, 2019)

**(Approved by the Executive Council in its meeting held on 22.08.2024)**



Jaypee University, Anoopshahr-Aligarh Road, Anoopshahr,  
Bulandshahr, Uttar Pradesh-203390, India.

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Established by Government of Uttar Pradesh under U.P. Act No. 8 of 2014 and Incorporated as a Private University under Uttar Pradesh Private Universities Act, 2019 (U.P. Act No. 12 of 2019).

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## **CHAPTER – I**

### **PRELIMINARY**

#### **1. SHORT TITLE, SCOPE AND COMMENCEMENT.**

- (1) These Statutes may be called First Statutes of the Jaypee University, Anoopshahr, under section 34 the Uttar Pradesh Private Universities Act, 2019.
- (2) These first Statutes shall come into force with effect from the date of publication by the University either by displaying it on its website or through newspaper or by both. Upon coming into force of this First Statutes, the existing Statutes of the University shall stand repealed and (a) notwithstanding anything to the contrary, all actions taken, decision made, rights and liabilities created and exhausted shall deem to be saved, valid and binding on the University; and (b) save as otherwise provided herein above, all other earlier Statues of the University shall stand modified accordingly to this Statutes.

#### **2. DEFINITIONS.**

In these Statutes, unless the context otherwise requires:-

- (1) "Act" means the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No 12 of 2019);
- (2) "Academic Council" means the Academic Council of the University;
- (3) "Authorities" of the University shall mean all authorities of the University stated in Chapter-III of this Statutes;
- (4) "Board" means the Faculty Board, the Board of Studies or the Planning Board, or any other Board of the University;

- (5) "Chancellor", "Pro-Chancellor", "Vice-Chancellor", "Pro-Vice-Chancellor" means respectively the "Chancellor", the "Pro-Chancellor", the "Vice-Chancellor", the "Pro-Vice-Chancellor" of the University;
- (6) "College" means a college 'affiliated' or 'associated' to a University established under a State Act.
- (7) "Council" means the Uttar Pradesh State Council of Higher Education established under the Uttar Pradesh State Council of Higher Education Act, 1995 (U.P. Act no. 22 of 1995)"
- (8) "Controller of Examinations", means the person who has been put in charge to conduct the examination(s) of the University;
- (9) "Dean/s of Faculty/Schools", "Dean of Students' Welfare" "Dean of Academic Affairs", "Dean of Research and Consultancy", means respectively the "Dean/s of Faculty/Schools", the "Dean of Students' Welfare", the "Dean of Academic Affairs", the "Dean of Research and Consultancy" of the University;
- (10) "Degree/Diploma/Certificate" means the Degrees/Diplomas/Certificate as specified by the UGC and/or any other regulatory body;
- (11) "Department" means a Department of Studies and includes a Centre of Studies and Research of the University;
- (12) "Director" means the Head of an "Institution", a "Centre" or a "School" of the University, or the person appointed for the purpose to act as such in his absence;
- (13) "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;
- (14) "Executive Council" means the Executive Council of the University;

- (15) "Fee" means the fee charged by the University from the students, by whatever name it may be called;
- (16) "Faculty" means a Faculty of the University;
- (17) "Governing Body" means a committee constituted by the Sponsoring Body;
- (18) "Institute/School/Centre" means an Institute or School or Centre established by the University in accordance with the Act and the Statutes;
- (19) "NAAC" means National Assessment and Accreditation Council;
- (20) "NCC" means National Cadet Corps;
- (21) "NSS" means National Service Scheme;
- (22) "Officers of the University" or "Officers" shall mean all Officers of the University stated in Chapter-II of this Statutes.
- (23) "Off-campus Centre" means a centre of a private University established by it outside the main campus within the State operated and maintained as its constituent unit, having the University's compliment of facilities, faculty and staff.
- (24) "Ordinances" and "Regulations" means respectively, the "Ordinances" and the "Regulations" of the University made under the Act and this Statutes or the Ordinances for the time being in force;
- (25) "Prescribed" means prescribed by this Statutes;
- (26) "Records and Publications" means the Records and Publications of the University;
- (27) "Registrar", "Librarian", "Proctor" or "Chief Proctor", "Chief Finance Officer" or "Finance Officer" means respectively the "Registrar", the "Librarian", the "Proctor" or "Chief Proctor", the "Chief Finance Officer" or "Finance Officer" of the University;
- (28) "Regulatory Body" means the statutory bodies as defined under section 2 of the Uttar Pradesh Private Universities Act, 2019;

- (29) "Sponsoring Body" in relation to the Jaypee University, Anoopshahr established under the Act means Jaiprakash Sewa Sansthan (JSS), a 'not for profit' Trust registered under the Income Tax Act, 1961.
- (30) "State Government" means the Government of Uttar Pradesh;
- (31) "Statutes" means the Statutes of the Jaypee University, Anoopshahr, framed under section 34 the Uttar Pradesh Private Universities Act, 2019.
- (32) "Student" means a student enrolled with the University;
- (33) "Teacher of the University" means Professors, Associate Professors, Assistant Professors, 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;
- (34) "Trust" means the Jaiprakash Sewa Sansthan (JSS), a 'not for profit' Trust registered under the Income Tax Act, 1961.
- (35) "UGC" means University Grants Commission established under section 4 of the University Grants Commission Act, 1956; and
- (36) "University" means the Jaypee University, Anoopshahr, incorporated under the Uttar Pradesh Private Universities Act, 2019;
- (37) "Words and Expressions" used but not defined in these Statutes, shall have the same meaning as assigned to them in the Uttar Pradesh Private Universities Act, 2019.

### **3. SEAL, FLAG, ANTHEM, INSIGNIA, ETC. OF THE UNIVERSITY.**

- (1) 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, subject to further changes or amendments, in writing, as deemed necessary from time to time.



- (2) 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.**

- (1) Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines, if any, issued by the State Government and other Regulatory Bodies from time to time.
- (2) The University shall publish its Academic Calendar on its website.
- (3) In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances of the University.

#### **5. OBJECTS OF THE UNIVERSITY.**

The objects of the University shall be to disseminate and ensure advancement of knowledge and skill for providing instructional, research and extension facilities in such branches of learning as it may deem fit and the University shall endeavor to provide to students and teachers the necessary atmosphere and facilities for the promotion of: -

- (1) Innovations in education, leading to restructuring of courses, new methods of teaching, training and learning including online learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality;
- (2) Studies in various disciplines;
- (3) Interdisciplinary studies;
- (4) National integration, patriotism, secularism, social equity and inculcation of international understanding and ethics.

**CHAPTER – II**  
**OFFICERS OF THE UNIVERSITY**

**6. OFFICERS OF THE UNIVERSITY.**

The following shall be the Officers of the University. The University may appoint all or any of the Officers (considering the limitations), from the list below:

- (1) the Chancellor;
- (2) the Pro-Chancellor;
- (3) the Vice-Chancellor;
- (4) the Pro-Vice-Chancellor;
- (5) the Registrar;
- (6) the Dean/s of Faculty;
- (7) the Dean of Students' Welfare;
- (8) the Director/s;
- (9) the Controller of Examinations;
- (10) the Chief Proctor;
- (11) the Finance Officer;
- (12) the Dean of Academic Affairs;
- (13) the Dean of Research and Consultancy;
- (14) the Head/s of Departments (Academic);
- (15) the Head of Human Resource; and
- (16) such other Officers as may be declared by this Statutes to be the Officers of the University.

**7. APPOINTMENT, POWERS AND FUNCTIONS OF THE CHANCELLOR.**

- (1) A person of eminence shall be appointed as the Chancellor by the Governing Body of the University for a period of five years.
- (2) The Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body. Sponsoring Body shall have the power to reappoint the Chancellor for the second or successive terms.
- (3) Subject to the provisions of the Act, the Sponsoring Body shall determine the salary of the Chancellor.
- (4) The Chancellor shall draw salary not exceeding double the amount of salary of the Pro-Chancellor of the University;
- (5) The Chancellor shall be the Head of the University.
- (6) The Chancellor shall preside over the meetings of the Governing Body and convocation of the University.
- (7) 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, this Statute or the Ordinances of the University.
- (8) The Chancellor shall have power to himself issue cheques and authorize payments or he may delegate this power to any other Officer/ Officers or member/s of the Finance Committee of the University.
- (9) The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Officer and /or Authority at his discretion and have right to modify or recall his order of delegation of such power.
- (10) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions 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.

- (11) The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from office, without assigning any reasons. 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.
- (12) Decisions taken by the Chancellor shall be placed before the Governing Body, for information.
- (13) The Chancellor shall be authorized to issue directions to any Officers/ Authorities of the University from time to time, as necessary in the interest of the University, such directions shall be complied by the Officers/ Authorities of the University.
- (14) The Chancellor shall have the power to conduct inspection of a Faculty, a Department, a Hostel, and an Office of the University, on his own or direct any Officer or Authority of the University to do so on his behalf. The Chancellor shall have the powers to order an inquiry in respect of these establishments or in any other matter connected with University's administration and financial management.
- (15) If the Chancellor is of the opinion that that Pro-Chancellor or/and the Vice-Chancellor have fully abused 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 this Statutes or it appears to the Chancellor that the continuance of the Pro-Chancellor or/and the Vice-Chancellor in office is detrimental to the interest of the University, the Chancellor may place the Pro-Chancellor or the Vice-Chancellor under suspension.
- (16) 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.

- (17) The Chancellor may appoint an enquiry committee (if deemed necessary), and based on its recommendation and by an order in writing under his signatures, may remove the Pro-Chancellor or/and Vice-Chancellor from his Office.
- Provided that the Pro-Chancellor or/and Vice-Chancellor will be given an opportunity of being heard by the Chancellor before arriving at a decision.
- (18) If any vacancy arises in the office of the Vice-Chancellor and it is not being possible to appoint a regular Vice-Chancellor by following the procedure prescribed for appointing of such Vice-Chancellor, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of not beyond six months.
- (19) The Chancellor shall have the following other powers, namely:
- (a) to appoint the Pro-Chancellor or the Vice-Chancellor under the provisions of the Act and this Statutes;
  - (b) to remove the Pro-Chancellor or the Vice-Chancellor in accordance with the provisions of the Act and this Statutes;
  - (c) such other powers as may be prescribed under the Act, and/or by any Regulatory Body, and/or by recommended by any authority of the University or by this Statutes or the Ordinance of the University or take any actions in the interest of the University.
- (20) 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 Chancellor is not in the interest of the University, Governing body, may, by majority decision ask the Chancellor by an order in writing stating the reasons therefor, to relinquish his office before expiration of his tenure from such date as may be specified in the order. In such case, the Pro-chancellor shall preside over the meeting of the Governing Body. Provided that before taking an action under this sub-section, the Chancellor shall be given an opportunity of being heard.

**8. APPOINTMENT, POWERS AND FUNCTIONS OF THE PRO-CHANCELLOR.**

- (1) The Pro-Chancellor shall be appointed in accordance with Section 16 of the Act by the Chancellor, with the prior approval of the Governing Body for a period of five years, and upon the expiry of the term he shall be eligible for re-appointment.
- (2) The Pro-Chancellor shall assist the Chancellor in discharging his duties/ exercise such powers as may be delegated to him in writing by the Chancellor and preside over the convocation in his absence.
- (3) In the absence of the Chancellor, the Pro-Chancellor shall discharge the duties and responsibilities as associated with the Office of the Chancellor.
- (4) The Pro-Chancellor may by writing under his hand addressed to the Chancellor, resign from his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason.
- (5) 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 Pro-Chancellor is not in the interest of the University, the Chancellor with the prior approval of the Governing Body, may, by an order in writing stating the reasons therefor, ask the Pro-Chancellor to relinquish his office before expiration of his tenure 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.
- (6) The Pro-Chancellor shall draw salary which shall be less than that of the Chancellor of the University.

**9. APPOINTMENT, POWERS AND FUNCTIONS OF THE VICE-CHANCELLOR.**

- (1) The Vice-Chancellor shall be appointed by the Chancellor with the prior approval of the Governing Body:

Provided that a Vice-Chancellor shall be eligible for re-appointment after the expiry of his term.

- (2) The Vice-Chancellor shall be selected by a Search Committee to be constituted by the Chancellor.

- (3) 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.

- (4) 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.

- (5) 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.

- (6) In case, none of the recommended names are found suitable, the Chancellor shall advise the search committee to suggest a fresh panel.

- (7) The Vice-Chancellor shall be a whole-time salaried officer of the University; the salary, allowances and other conditions of services, shall be such as decided by the Governing Body, and as amended from time to time, in writing.

- (8) The Vice-Chancellor shall hold office for a period of five years or until he/she attains the age of seventy years whichever is earlier.

- (9) The Vice-Chancellor may by writing addressed to the Chancellor, resign his office and his resignation shall be effective from the date of acceptance by the Governing Body.
- (10) After the expiration of term of five years, the Vice-Chancellor shall continue to hold his office for a period not exceeding six months or till regularly appointed Vice-Chancellor takes over his office, whichever is earlier,  
Provided further that if no Vice-Chancellor could be appointed by the Governing Body during the aforesaid period of six months the Governing Body shall have the power to further extend the term of office of the Vice-Chancellor for a period of not beyond three months.
- (11) Subject to the provisions of section 17(3) of the Act, the services of Vice-Chancellor can be terminated by the Chancellor with the prior approval of the Governing Body, by giving him three months' notice or three months' salary in lieu of notice. 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 Vice-Chancellor is not in the interest of the University, the Governing Body, may, by an order in writing stating the reasons therefor, ask the Vice -Chancellor to relinquish his office before expiration of his tenure from such date as may be specified in the order:  
Provided that before taking an action under this sub-section, the Vice -Chancellor shall be given an opportunity of being heard.
- (12) The Vice-Chancellor shall be the principle executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall be the chairperson of the Executive Council and execute the decisions of the Executive Council and other competent bodies and the State Government made under the provisions of the Act and Statutes, Ordinances and Regulations made thereunder.



- (13) During the temporary absence of the Vice-Chancellor by reason of leave, illness or any other cause, the Chancellor or the Pro-Chancellor may make such arrangements as he deems fit for carrying on the duties of the Vice-Chancellor.
- (14) 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;
  - (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 the 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 meetings of the various bodies/ committees of the University other than the Sponsoring Body, Governing Body, Finance Committee and the Planning Board;
  - (e) The Vice-Chancellor shall preside over the convocation of the University in the absence of the Chancellor and the Pro-Chancellor;
  - (f) The Vice-Chancellor shall have the powers to enter into agreements on behalf of the University, as approved by the respective and relevant statutory committees or as approved by the Chancellor;
  - (g) The Vice-Chancellor may delegate any of his powers to other Officer or Officers of the University with the prior written approval of the Chancellor;

(h) If in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter, in the interest of the University, for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter within a period of thirty days;

Provided that if in the opinion of the concerned Officer or Authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

(15) The Vice-Chancellor shall exercise such powers and perform such duties as may be provided under the Act and the Statutes, Ordinances and Regulations made thereunder.

#### **10. APPOINTMENT, POWERS AND FUNCTIONS OF THE PRO-VICE-CHANCELLOR.**

(1) The Executive Council shall appoint the Pro-Vice-Chancellor from amongst the Professors of the University on the advice of the Vice-Chancellor and shall exercise such powers and perform such functions as may be prescribed in the terms of reference in regard to his appointment, by the Statutes and provided in the Ordinances and Regulations.

(2) The Pro-Vice-Chancellor appointed under sub-section (1) of section 18 of the Act, shall discharge his duties in addition to his duties as a Professor.

(3) The Pro-Vice-Chancellor shall be eligible for re-appointment after the expiry of his term.

(4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required/assigned by the Vice-Chancellor.

- (5) Unless otherwise directed by the Vice-Chancellor and/or the 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.
- (6) The Pro-Vice-Chancellor shall get honorarium of such an amount as may be determined by the Sponsoring Body.
- (7) The appointment of Pro-Vice-Chancellor shall be for a period of three (3) years and can be terminated by the Executive Council / Chancellor without assigning any reason.
- (8) Being the Pro-Vice-Chancellor an internal person, if his appointment as Pro-Vice-Chancellor is terminated, he shall continue to perform his duties as Professor.

#### **11. APPOINTMENT, POWERS AND FUNCTIONS OF THE REGISTRAR.**

- (1) The qualification and procedure for selection for the post of Registrar shall be decided and approved by the Executive Council in accordance with law/regulatory bodies and/or as specified in the Statutes/ Ordinances of the University.
- (2) The Registrar shall be appointed by the Executive Council of the University.
- (3) The term of office and conditions of service of the Registrar shall be determined by the Governing Body.
- (4) The Registrar shall be the ex-officio Secretary of the Governing Body, the Executive Council, the Academic Council, the Admission Committee, and every Selection Committee for appointment of teachers of the University, and shall be bound to place before these authorities all such information as may be necessary for transaction of their business. He shall also perform such other duties as may be prescribed by the Statutes, Ordinances and Regulations, and required, from time to time, by the Executive Council or the Vice-Chancellor but he shall not by virtue of this sub-section, be entitled to vote.

- (5) In addition to above, the duties and responsibilities of the Registrar shall be as may be determined by the Governing Body and shall include:
- (a) The Registrar shall work directly under the superintendence, and directions of the Vice-Chancellor and/or the Pro-Chancellor/ Chancellor;
  - (b) The Registrar shall be the custodian of records and common seal of the University and have the power to authenticate records on behalf of the University;
  - (c) The Registrar shall have the authority to conduct the external official correspondence of the University on behalf of all or any of its Authorities;
  - (d) As a Secretary to various Authorities, the Registrar shall issue notices conveying the dates of meeting to the respective members and make necessary arrangements for the conduct of such meetings. Further, he shall supply to the Chancellor or Chairman of various Authorities/statutory committees, copies of the agenda and minutes of meetings, as soon as they are issued;
  - (e) In an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith, and take its directions for carrying on the work of the University;
  - (f) Represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
  - (g) Responsible for implementation of admission/scholarship policies of the University, issue of admission offers to the candidates and registration of all new and returning students as per Academic Calendar and announced schedule;

- (h) Shall be key coordinator for conduct of Convocation, obtaining approvals for award of Degrees, preparation and maintaining scroll of Degrees;
- (i) Maintaining academic archives/records and issue of academic credentials/ certificates or relevant documents to the students;
- (j) Arranging the issue of medals and prizes to the students as per defined Policies;
- (k) Update the Handbook of the Statutes, Ordinances and Regulations approved by the relevant Authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University;
- (l) Shall be responsible for preparation of Annual Report of the University;
- (m) Have the power to seek information in regard to any matter of the University, from any Faculty/ Department or any other Officers of the University for submission to the State Government and other External Agencies/ Regulatory Bodies;
- (n) 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 resumes his duties;

Provided that such officiating Registrar shall discharge only the routine duties and responsibilities of the Registrar and any decision on policy and other important matters shall be taken by the Vice-Chancellor.

- (o) The Registrar may by writing addressed to the Vice-Chancellor, resign his office, and his resignation shall be effective from the date of acceptance by the Executive Council.

- (p) The services of Registrar can be terminated by the Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (q) Provided that 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 Executive Council may, by an order in writing stating the reasons therefor, ask the Registrar to relinquish his office from such date as may be specified in the order. Provided that before taking an action, the Registrar shall be given an opportunity of being heard.

## **12. APPOINTMENT, POWERS AND FUNCTIONS OF THE DEAN/S OF FACULTIES.**

- (1) The Dean of every Faculty shall be appointed by the Executive Council from amongst the Professors of the concerned Faculty/ or as a Direct recruitment as specified in the Ordinances of the University, subject to fulfilling the eligibility criteria as Professor.
- (2) The Executive 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.
- (3) The Dean shall preside over the meeting of the Faculty Board and be a special invitee to other Board of Studies of the Departments of the concerned Faculty.
- (4) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Statutes or Ordinances or Regulations. Further, The Dean of Faculty shall have following power and functions:
  - (a) The Dean shall be the head of concerned Faculty and shall work directly under the direction and control of the Vice-Chancellor;

- (b) be responsible for academic planning, conduct of the programs and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education, standards of teaching and research and training of teachers within his faculty;
- (c) be responsible to co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
- (d) recommend to Academic Council, offering of new programs or discontinuation of existing ones;
- (e) facilitate the creation of a learner-centric environment conducive for quality education;
- (f) ensure implementations of measures decided, based on feedback from students or take remedial measures to address the points given by Internal Quality Assurance Cell (IQAC);
- (g) organize inter-institutional and intra-institutional workshops, seminars, conferences etc. on quality related themes and promotion of quality circles;
- (h) be responsible for development of quality culture in the Faculty and bringing the academic, financial and other requirements of the Faculty to the notice of the Vice-Chancellor;
- (i) be responsible for taking necessary measures for proper maintenance of libraries, laboratories and all other assets of the Departments comprising the Faculty.

- (j) control, regulate and co-ordinate research activities in the Faculty;
  - (k) be empowered to ask Controller of Examination to withhold the Hall Ticket of student for examination for valid reasons as per policy;
  - (l) render necessary assistance for redressal of grievances /address academic queries of the students/parents/stakeholders in the faculty; and
  - (m) exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice-Chancellor.
- (5) The Dean shall hold his office for a period three years or for a period as specified by the Executive Council and may be re-appointed at the end of term;
- 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;
- (6) The appointment of Dean can be terminated by the Executive Council or Chancellor on recommendation of the Vice-Chancellor, by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (7) If the Dean is internal person, and if his appointment as Dean is terminated, he shall continue to perform his duties as Professor.
- (8) The Dean shall work directly under the direction and control of the Vice-Chancellor.



- (9) Considering the administrative load, the Vice-Chancellor, in consultation with the respective Dean, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean respectively, in addition to their existing duties as teacher of the University.
- (10) The Dean and/or Associate/ Assistant Dean (appointed from amongst the teachers with additional responsibilities) may be given honorarium of such an amount as may be determined by the Executive Council.

**13. APPOINTMENT, POWERS AND FUNCTIONS OF THE DEAN OF STUDENTS' WELFARE.**

- (1) Dean of Students' Welfare (DSW) shall be appointed by the Executive Council, based on recommendations of the Vice-Chancellor from amongst the faculty members, but not below the rank of Professor and as specified in the Statutes / Ordinances of the University. The Dean appointed under section 22 of the Act, shall discharge his duties in addition to his duties as a teacher.
- (2) The Dean of Students' Welfare shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations or such duties as may be delegated/assigned to him by the Vice-Chancellor.
- (3) The scope of work of Dean of Students' Welfare (DSW) shall generally encompass non-academic aspects of student life.
- (4) The Dean of Students' Welfare (DSW) shall plan and direct University activities related to student services and campus life. He shall generally be responsible for serving as a point of information for students and responding to students' needs and look after the general welfare of the students; and implement initiatives to obtain a harmonious blend of intellectual and social life for the students.

- (5) The Dean of Students' Welfare (DSW) shall attend to all aspects of the University life which fall outside the classroom and which contribute to the students' development as mature, ethical and responsible human beings.
- (6) The Dean of Students' Welfare (DSW) shall have following general functions, roles and powers:
  - (a) Strengthen the value-added services for student welfare on campus;
  - (b) Campus life including all extracurricular pursuits and student discipline not covered under roles of Chief Proctor;
  - (c) Hostel administration
  - (d) Promote student personality grooming through various Clubs, student Forum, Sports etc.
  - (e) Create social consciousness and responsibility through avenues such as NSS, Red Cross, NCC, and through working with NGOs.
  - (f) Oversee campus cafeteria & eateries, their modernization, upkeep and quality delivery
  - (g) Oversee functioning of Jaypee Youth Club (JYC)
- (7) Further, Dean of Students' Welfare (DSW) shall guide the students of the University in matters relating to the following:
  - (a) Organisation and development of students' bodies;
  - (b) Counselling and guidance facilities for students;
  - (c) Promotion of students' participation in co-curricular and social activities;
  - (d) Recommend financial aid to the students as per policies in effect from time to time;
  - (e) Foster healthy relationships between the students and academic faculty as well as with the administration staff members;

- (f) Maintain close liaison with Career advice services and guide students accordingly;
  - (g) Health and Medical Services for the students;
  - (h) Residential life of the students;
  - (i) Arrange facilities for the students' Educational Tours and Excursions, other than those prescribed as part of academic curricula;
  - (j) Securing facilities for students for further studies in the country and/or abroad, and career advancement; and
  - (k) Any other problems of the students relating to the University.
- (8) In addition, Dean of Students' Welfare (DSW) shall:
- (a) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary;
  - (b) Make arrangements with the Railway and Airlines for the issue of concessional tickets to students during vacations, for educational tours and for students' participation in extracurricular activities and sports;
  - (c) Maintain the register of Alumni and foster communication;
  - (d) May communicate with Parents and Guardians, as and when required.
  - (e) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Executive Council/ Vice-Chancellor from time to time;
- (9) The Dean of Students' Welfare (DSW) shall hold office for a period of three years or for a period as specified by the Executive Council and may be re-appointed at the end of term.

- (10) The Dean of Students' Welfare (DSW) may delegate any part of the duties/responsibilities to Student Welfare Officer or any other person, with approval of the Vice-Chancellor.
- (11) The appointment of Dean of Students' Welfare (DSW) can be terminated by the Executive Council/ Chancellor in consultation with the Vice-Chancellor, by giving him three months' notice or three months' salary in lieu of notice, in case of direct recruit, or withdrawn if selected amongst existing professors, without assigning any reason.
- (12) If the Dean is internal person, and if his appointment as Dean is terminated, he shall continue to perform his duties as teacher.
- (13) The Dean shall work directly under the direction and control of the Vice-Chancellor.
- (14) Considering the administrative load, the Vice-Chancellor, in consultation with the Dean, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean respectively, in addition to their existing duties as teacher of the University.
- (15) The Dean and/or Associate/ Assistant Dean (appointed from amongst the teachers with additional responsibilities) may be given honorarium of such an amount as may be determined by the Executive Council.

#### **14. APPOINTMENT, POWERS AND FUNCTIONS OF THE DIRECTOR/S.**

- (1) The Director shall be appointed by the Executive Council from amongst the Professors of the concerned Unit/ Centre/ Cell or as direct recruitment as per the procedure laid down by the Executive Council and/or as specified by the Statutes/ Ordinances of the University, on the recommendations of the Vice-Chancellor.

- (2) The Director may also be appointed by the Executive Council as direct recruitment in order to perform a specific Academic/ Administrative task associated with the University as per the procedure laid down by the Executive Council and/or as specified by the Statutes/ Ordinances of the University, on the recommendations of the Vice-Chancellor.
- (3) The qualification, term of office, conditions of service and procedure of appointment of the Director/(s), shall be determined by the Executive Council.

**15. APPOINTMENT, POWERS AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS.**

- (1) The Controller of Examinations ("COE") shall be appointed by the Executive Council based on recommendations of the Vice-Chancellor from amongst the faculty members, but not below the rank of Associate Professor (in his absence the Assistant Professor) or as direct recruitment as specified in the Statutes / Ordinances of the University.
- (2) The qualification, conditions of service and procedure of appointment of the Controller of Examinations shall be determined by the Executive Council and/or as specified by the Law/ Statutes / Ordinances of the University as modified from time to time.
- (3) The Controller of Examinations shall be the Principal Officer in-charge and without prejudice to generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding free and fair examinations maintaining highest integrity and ensuring compliance to the rules and procedures as per Ordinances related to examinations, besides declaration of results.

- (4) He shall be the Member-Secretary of the "University Examination Committee" appointed by Executive Council and perform all such functions as part of the committee as specified in Ordinances and evolve and implement the, processes for proper and smooth conduct of examinations and evaluation;
- (5) He shall discharge his functions under the, direction guidance of the Vice-Chancellor.
- (6) The Controller of Examinations shall perform such other functions as prescribed by the Ordinances and approved by the Executive Council. The functions shall include all, but not restricted to:
  - (a) Monitor examination schedule as per the Announced Academic Calendar of University. He may postpone or cancel examination in part or in whole, in the event, where such need arises, with prior approval from the Vice-Chancellor;
  - (b) Issue suitable guidelines and notices to all concerned, on impending examinations of all nature including supplementary examination or examination of additional semesters or Internships etc.;
  - (c) Issue of Date sheets for conducting different programmes, theory as well as practical examinations based on academic calendar;
  - (d) Coordination of paper-setting work, including printing, sealing and safe custody;
  - (e) Issue of Invigilation Plan and duties, examiners etc;
  - (f) Preparation of seating plan/Hall preparation;
  - (g) Finalize the students list eligible to take examinations in coordination with Schools/ERP system, announce the list and where required declare list of students who shall not be provided hall ticket due to shortage of attendance or any disciplinary action;

- (h) Nomination of flying squads or such like committees to ensure smooth and fair conduct of exams, it may involve appointing external agency(s)/ observer(s) for conducting and monitoring the examinations;
- (i) To arrange for the answer books and their safe custody;
- (j) Manage conduct of examinations on daily basis;
- (k) To arrange to evaluation and to process the timely publication of results and declaration of same to the students;
- (l) In case of reported incident of Unfair means initiate necessary action including calling for meeting of UFM committee to investigate the incident per the rules on UFM and promulgate the orders based on the report/findings;
- (m) Recommend disciplinary action where necessary, against the students, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;
- (n) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;
- (o) Provide to Registrar hard copy of signed results and after same are uploaded/locked on the ERP system to enable issue of grade sheets and Transcripts;
- (p) To submit report regarding examination(s) and results review to the Vice-Chancellor and to the University Examination Committee;
- (q) The Controller of Examinations may initiate proposal to the Vice-Chancellor to carry out suitable changes in the Ordinance of the University dealing with Examination and Processes there to;

- (r) To carry out all other duties and functions assigned to him by the University Examination Committee, undertake any other task assigned to him/her by the University authorities to carry out the objectives of the Examinations and Evaluation, and to ensure that the objects of the University are accomplished; and
  - (s) Exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.
- (7) 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, but not beyond for a period of one year.
- (8) The Controller of Examinations shall hold office for a period of three years from the date of appointment and may be re-appointed at the end of term.
- (9) The Controller of Examinations may be given honorarium of such an amount as may be determined by the Executive Council.
- (10) The appointment of Controller of Examinations can be terminated by the Executive Council/ Chancellor in consultation with the Vice-Chancellor, by giving him three months' notice or three months' salary in lieu of notice, in case of direct recruit, or withdrawn if selected amongst existing teachers, without assigning any reason.
- (11) If the Controller of Examinations is internal person, and if his appointment as Controller of Examinations is terminated, he shall continue to perform his duties as teacher.



- (12) Considering the substantially higher number of students/ administrative load, the Vice-Chancellor, in consultation with the Controller of Examinations, may appoint an Associate Professor / Assistant Professor as Deputy / Assistant Controller of Examinations respectively, in addition to their existing duties as teacher of the University.

**16. APPOINTMENT, POWERS AND FUNCTIONS OF THE CHIEF PROCTOR.**

- (1) The Chief Proctor shall be appointed by the Executive Council based on recommendations of the Vice-Chancellor from amongst the faculty members, but not below the rank of Associate Professor or as direct recruitment as specified in the Statutes / Ordinances of the University. The Chief Proctor shall discharge his duties in addition to his duties as a teacher.
- (2) The Chief Proctor shall assist the Vice-Chancellor in maintaining discipline among the students of the University.
- (3) The Vice-Chancellor may nominate as many Deputy Proctors and Assistant Proctors as he deems proper to assist the Chief Proctor. Further Vice-Chancellor may constitute a Proctorial Committee to assist Chief Proctor in fulfilling his assigned responsibilities.
- (4) The Chief Proctor shall exercise such powers as may be delegated/assigned to him by the Executive Council.
- (5) In addition, the Chief Proctor shall:
- (a) Formulate, Update, and implement the discipline rules and orders as per Ordinances or rules of the University.
  - (b) Monitor the disciplinary climate prevailing in the student community;

- (c) Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
  - (d) Shall be responsible for liaison with the district administration in matters related to law and order in the campus;
  - (e) Collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary and in case of serious breach of discipline, the Chief Proctor shall place the relevant information before the Vice-Chancellor for his decision; and
  - (f) Provide all relevant details like investigation reports and directions on same, to the competent authority for issue of orders relating to disciplinary proceedings against students.
- (6) The Chief Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in case of minor offences or in case of serious breach of discipline refer the case to proctorial committee, for investigation and/or seek directions from the Vice-Chancellor.
- (7) Further, the Chief Proctor may:
- (a) institute proceedings, in cases of breach of discipline, referred to him by the Vice-Chancellor or reported to him by any other person or noticed the same by himself;
  - (b) suspend or gate any student up to a maximum period of one weeks; suspension beyond which shall be approved by the Vice-Chancellor;
  - (c) impose a monetary fine up to Rs 1000/-, beyond which approval of Vice-Chancellor shall be required;

- (8) When the office of the Chief Proctor is vacant or when the he 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, but not beyond for a period of one year.
- (9) The Chief Proctor shall hold office for a period of three years from the date of appointment and may be re-appointed at the end of term.
- (10) The Chief Proctor may be given honorarium of such an amount as may be determined by the Executive Council.
- (11) The appointment of Chief Proctor can be terminated by the Executive Council/ Chancellor in consultation with the Vice-Chancellor, by giving him three months' notice or three months' salary in lieu of notice, in case of direct recruit, or withdrawn if selected amongst existing professors, without assigning any reason.
- (12) If the Chief Proctor/ Deputy Proctor / Assistant Proctor is an internal person, and if his appointment as Chief Proctor/ Deputy Proctor / Assistant Proctor is terminated, he shall continue to perform his duties as teacher.

**17. APPOINTMENT, POWERS AND FUNCTIONS OF THE FINANCE OFFICER.**

- (1) The Finance Officer shall be appointed by the Executive Council of the University on the advice of the Governing Body.
- (2) The qualification, term of office, condition of service and procedure of appointment of Finance Officer shall be determined by the Governing Body.
- (3) The Finance Officer shall be a whole time salaried officer of the University; and shall be the ex-officio secretary of the Finance Committee and shall not have right to vote.

- (4) The Finance Officer shall –
- (a) exercise general supervision of the funds of the University and advise it as regards its financial policy;
  - (b) Supervise and manage the property and investments including endowed property for furthering any of the objects of the University;
  - (c) Subject to the powers of the Officers of the University, see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure, for one year are not exceeded, and that all moneys are expended on the purposes for which they are granted or allotted;
  - (d) be responsible for the preparation of the 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 state of the cash and bank balances and on the state of investments, if any;
  - (f) watch the progress of collection of revenue and advise on the methods collection employed;
  - (g) have the account of the University regularly audited by the auditors as may appointed for the purpose;
  - (h) call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities;
  - (i) The Finance Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other financial related matter.

- (5) The Finance Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- (6) The services of the Finance Officer can be terminated by the Chancellor on his own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (7) Provided that 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 Executive Council may, on advice of the Governing Body, by an order in writing stating the reasons therefor, ask the Finance Officer to relinquish his office from such date as may be specified in the order.  
  
Provided that before taking an action, the Finance Officer shall be given an opportunity of being heard.
- (8) When the office of the Finance Officer is vacant or when the he 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, but not beyond for a period of one year.
- (9) The other power and functions of the Finance Officer shall be as may be determined by the Finance Committee, Executive Council and Governing Body of the University from time to time.

**18. APPOINTMENT, POWERS AND FUNCTIONS OF THE HEAD/S OF DEPARTMENTS (ACADEMIC)**

- (1) The Head of Department shall be appointed by the Executive Council, based on recommendations of the Vice-Chancellor, from amongst the Professors (in his absence, the Associate Professor) of the concerned Department.
- (2) 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, after seeking report or being provided report by the Vice-Chancellor.
- (3) The appointment of Head of Department shall be for a period of three years from the date of such appointment and may be re-appointed at the end of term.
- (4) The Head of Department may be given honorarium of such an amount as may be determined by the Executive Council.
- (5) The Head of Department shall preside over the meetings of the Board of Studies.
- (6) The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations in addition to following:
  - (a) Maintain discipline in the classrooms and Laboratories through teachers of the Department;
  - (b) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
  - (c) Be responsible for the coordination and supervision of teaching and research in the Department both for students and faculty;
  - (d) Be responsible for monitoring and mentoring the academic progression and reaching learning of the students, including identifying weak students and providing requisite guidance;

- (e) Ensure that the academic rules are fully implemented and complied by the faculty and students of the department in all spheres of the academics from conduct of classes, evaluation and assessment;
  - (f) Inculcate the good academic practices;
  - (g) Recommend /approve leave application of the members and other staff of the Department to the Dean of the Faculty according to the rules framed for the purpose;
  - (h) Be responsible for the records, and equipment of the Department and the books of the Library pertaining to the Department;
  - (i) Operate the Budget of the Department in consultation with the Dean of Faculty; and
  - (j) Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice-Chancellor or the Dean of the Faculty concerned.
- (7) The appointment of Head of Department (Academics), can be withdrawn by the Chancellor, without assigning any reason.

**19. APPOINTMENT, POWERS AND FUNCTIONS OF THE DEAN OF ACADEMIC AFFAIRS.**

- (1) The Dean of Academic Affairs shall be appointed by the Executive Council from amongst the Professors or as a Direct recruitment as specified in the Ordinances of the University, subject to fulfilling the eligibility criteria as Professor.
- (2) The Executive 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.
- (3) The Dean shall be the ex-officio member of the meeting of the Faculty Board and be a special invitee to other Board of Studies of the Departments.

- (4) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Statutes or Ordinances or Regulations.
- (5) The Dean shall work directly under the direction and control of the Vice-Chancellor shall have following power and functions;
  - (a) be responsible for overseeing various aspects of academic programs and policies;
  - (b) be responsible to ensure that curricula are up-to-date, relevant and aligned with the university's educational goals and standards;
  - (c) be responsible for long-term academic planning, which may involve setting academic priorities, identifying areas for growth or improvement, and developing strategies to achieve academic goals;
  - (d) Shall oversee academic advising services for students, ensuring that they receive guidance and support in meeting their educational goals. They may also be involved in addressing student concerns or issues related to academic matters;
  - (e) Be responsible for developing and implementing academic policies and procedures. This may include policies related to grading, academic integrity, credit transfer and academic standing etc.;
  - (f) Shall oversee processes related to accreditation and program assessment, ensuring that academic programs meet the standards set by accrediting bodies and that ongoing assessment efforts inform program improvement;
  - (g) Shall serve as a liaison between academic departments, administrative offices, and external stakeholders. This may involve collaborating with other university administrators, faculty members, students, and community partners to advance academic goals and priorities;



- (h) May represent the university on academic matters to external organizations, professional associations, and government agencies. This could involve participating in conferences, serving on committees, and advocating for the university's interests.
- (i) ensure implementations of measures decided, based on feedback from students or take remedial measures to address the points given by Internal Quality Assurance Cell (IQAC);
- (j) Assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the Faculty of the University;
- (k) Ensure that the decisions of the Academic Council are followed in letter and spirit;
- (l) 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;
- (m) scrutinise the academic proposals emanating from the Faculty before these are forwarded for consideration of the Vice-Chancellor or the Academic Council; and
- (n) exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor.

- (6) The Dean shall hold his office for a period three years or for a period as specified by the Executive Council and may be re-appointed at the end of term;

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;

- (7) The appointment of Dean can be terminated by the Executive Council or Chancellor on recommendation of the Vice-Chancellor, by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (8) Considering the administrative load, the Vice-Chancellor, in consultation with the Dean, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean respectively, in addition to their existing duties as teacher of the University.
- (9) The Dean and/or Associate/Assistant Dean (appointed from amongst the teachers with additional responsibilities) may be given honorarium of such an amount as may be determined by the Executive Council.
- (10) If the Dean and/or Associate/Assistant Dean is internal person, and if his appointment as Dean/ Associate/Assistant Dean is terminated, he shall continue to perform his duties as teacher.

**20. APPOINTMENT, POWERS AND FUNCTIONS OF THE DEAN OF RESEARCH AND CONSULTANCY - DEAN (R&C).**

- (1) The Dean of Research and Consultancy (R&C) shall be appointed by the Executive Council from amongst the Professors or as a Direct recruitment as specified in the Ordinances of the University, subject to fulfilling the eligibility criteria as Professor.
- (2) The Executive 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.
- (3) The Dean (R&C) shall be the ex-officio member of the meeting of the Faculty Board and be a special invitee to other Board of Studies of the Departments.

- (4) The Dean (R&C) shall exercise such other powers and discharge such other functions as may be laid down by the Statutes or Ordinances or Regulations. Further, The Dean (R&C) shall have following power and functions:
- (a) The Dean (R&C) shall work directly under the direction and control of the Vice-Chancellor;
  - (b) be responsible for overseeing research activities as well as facilitating consultancy services, advancing the research agenda of the University, promoting innovation and knowledge exchange, contributing to the broader academic and societal impact of research activities; and making of policies related thereto;
  - (c) Develop and implement strategic plans for research and consultancy activities in alignment with the university's mission and goals;
  - (d) Oversee the administration of research activities, including proposal submission, grant management, and compliance with regulatory requirements;
  - (e) Identify and pursue funding opportunities for research projects through grants, contracts, and partnerships with external agencies and organizations;
  - (f) Provide support services to faculty, researchers, and students, including assistance with research proposal development, budgeting, and compliance with funding agency guidelines;
  - (g) Ensure compliance with ethical standards and guidelines for research involving human subjects, animals and other sensitive areas;
  - (h) Develop and promote consultancy services provided by faculty members and researchers to external organizations, businesses and government agencies;

- (i) Foster collaboration between the university and industry partners to facilitate technology transfer, applied research and consultancy projects;
- (j) Oversee intellectual property (IP) management and technology transfer activities, including patents, copyrights and licensing agreements arising from research and consultancy projects;
- (k) Allocate resources for research infrastructure, facilities, and equipment necessary to support research activities across various disciplines;
- (l) Recognize and promote excellence in research and consultancy activities through awards, honors and other forms of recognition;
- (m) Develop policies and procedures for the management, storage, and sharing of research data in compliance with institutional and funding agency requirements;
- (n) Prepare reports on research and consultancy activities for internal stakeholders, external funding agencies, and accreditation bodies. Conduct periodic evaluations to assess the impact and effectiveness of research programs and initiatives;
- (o) Support the professional development of faculty members and researchers through training, workshops and other educational opportunities related to research and consultancy;
- (p) Encourage interdisciplinary collaboration and interdisciplinary research initiatives to address complex societal challenges and advance knowledge in emerging areas;
- (q) Represent the university in relevant professional associations, consortia, and networks related to research and consultancy;
- (r) be the ex-officio secretary of the Research Advisory Board and as such will give effect to its decisions;

- (s) be overall in-charge of the Ph.D. programme and shall ensure that the topic of research selected has relevance to the present day requirement;
  - (t) ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;
  - (u) help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry;
  - (v) mobilise funds for research; and exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor.
- (5) The Dean (R&C) shall hold his office for a period three years or for a period as specified by the Executive Council and may be re-appointed at the end of term; Provided that when the office of the Dean (R&C) is vacant or when the Dean (R&C), by reason of illness or absence or any other reason, is unable to perform his duties, the duties of the Office of Dean (R&C) may be performed by the Associate/ Assistant Dean (R&C), and if there is no Associate/ Assistant Dean (R&C) by such other Dean or Professor, as the Vice-Chancellor may decide; Provided further that no person shall continue to be a Dean (R&C) after he ceases to hold the post by virtue of which he was appointed to the Office of Dean (R&C);
- (6) The appointment of Dean (R&C) can be terminated by the Executive Council or Chancellor on recommendation of the Vice-Chancellor, by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (7) Considering the administrative load, the Vice-Chancellor, in consultation with the Dean (R&C), may appoint a Professor/ Associate Professor as Associate/ Assistant Dean respectively, in addition to their existing duties as teacher of the University.

- (8) The Dean and/or Associate/Assistant Dean (appointed from amongst the teachers with additional responsibilities) may be given honorarium of such an amount as may be determined by the Executive Council.
- (9) If the Dean and/or Associate/Assistant Dean is internal person, and if his appointment as Dean/ Associate/Assistant Dean is terminated, he shall continue to perform his duties as teacher.

**21. APPOINTMENT, POWERS AND FUNCTIONS OF THE HEAD, HUMAN RESOURCE (HR).**

The roles and responsibilities qualification, conditions of service and procedure of appointment of the Head, Human Resource shall be approved by the Chancellor and/or as specified by the Ordinances of the University.

- (1) The Head (HR) shall be appointed by the Executive Council.
- (2) The Executive Council shall have power to remove the Head (HR), if he is found guilty of any misconduct or if he fails to perform the duties of his office, after seeking report or being provided report by the Vice-Chancellor.
- (3) The Head (HR) shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations in addition to following:
  - (a) Develop and implement strategic plans for human resource management in alignment with the University's mission, vision, and goals.
  - (b) Oversee recruitment and selection processes for faculty, staff, and administrative positions within the university. This involves developing job descriptions, advertising vacancies, screening applications, and conducting interviews.

- (c) Develop strategies for attracting and retaining talented individuals to fulfill the university's staffing needs. This may involve collaborating with academic departments and conducting outreach efforts to identify potential candidates.
- (d) Manage employee relations by addressing grievances, conflicts, and disciplinary matters in accordance with university policies and applicable laws. Promote a positive work environment and foster effective communication between employees and management.
- (e) Implement performance management systems to evaluate employee performance, provide feedback and support professional development. This may include conducting performance appraisals, setting goals and identifying training needs.
- (f) Administer compensation and benefits programs for faculty and staff, ensuring compliance with relevant regulations and competitive positioning within the industry. This includes salary administration, employee benefits, and incentive programs.
- (g) Develop and enforce HR policies and procedures that promote fairness, equity, and compliance with legal requirements. Keep policies updated and communicate changes effectively to employees.
- (h) Develop and enforce service rules as to be approved by the Executive Council which would cover all the conditions as would be applicable to an employee, as per guidelines laid down by the Central Government/ State Government/ regulating bodies/ authorities.
- (i) Coordinate training and development programs to enhance the skills and competencies of employees. This may involve organizing workshops, seminars and professional development opportunities.

- (j) Analyze staffing needs and trends to develop workforce plans that align with the university's strategic objectives. Anticipate future staffing requirements and develop strategies to address potential gaps.
- (k) Promote diversity and inclusion initiatives within the university to create a welcoming and inclusive environment for all employees. Develop programs and initiatives aimed at fostering diversity, equity, and inclusion in recruitment, retention, and promotion practices.
- (l) Manage relationships with labor unions and negotiate collective bargaining agreements, if applicable. Ensure compliance with labor laws and regulations governing employee rights and obligations.
- (m) Oversee the implementation and maintenance of HR information systems to streamline HR processes, maintain accurate employee records, and generate reports for decision-making purposes.
- (n) Ensure compliance with all relevant employment laws, regulations, and university policies. Stay informed about changes in legislation and proactively address legal risks and issues.
- (o) Develop programs and initiatives to support employee wellness, work-life balance, and employee assistance programs. Promote initiatives that prioritize employee health and well-being.
- (p) Collaborate with other university departments and external stakeholders to support the university's overall strategic objectives. This may involve working closely with academic departments, administrative units, and external partners to address HR-related needs and challenges.
- (q) Be responsible for maintain and updating all records pertaining to the HR;



- (r) Operate the Budget of the Department in consultation with the Vice-Chancellor; and
  - (s) Have such other powers and perform such other functions, as may be assigned to him by the Executive Council or the Vice-Chancellor.
- (4) The Head (HR) shall hold his office for a period three years or for a period as specified by the Executive Council **and may be re-appointed at the end of term;**
- Provided that when the office of the Head (HR) is vacant or when the Head (HR), by reason of illness or absence or any other reason, is unable to perform his duties, the duties of the Office of Head (HR) may be performed, as the Executive Council may decide;
- Provided further that no person shall continue to be a Head (HR) after he ceases to hold the post by virtue of which he was appointed to the Office of Head (HR);
- (5) The Head (HR) may be given honorarium of such an amount as may be determined by the Executive Council.
- (6) The appointment of Head (HR) can be terminated by the Executive Council or Chancellor, by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.

## **CHAPTER – III**

### **AUTHORITIES OF THE UNIVERSITY**

#### **22. AUTHORITIES OF THE UNIVERSITY.**

The following shall be the Authorities of the University:-

- (1) the Sponsoring University;
- (2) the Governing Body;
- (3) the Executive Council;
- (4) the Academic Council;
- (5) the Finance Committee;
- (6) the Planning Board;
- (7) the Board of Faculties;
- (8) the Board of Studies;
- (9) the Admissions Committee;
- (10) the Examinations Committee; and
- (11) such other authorities as may be required in the interest of the University, as approved by the Executive Council.

#### **23. THE SPONSORING BODY.**

- (1) The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.
- (2) The Sponsoring Body of the University shall power to determine the limits of the financial powers of any officer, authority, teacher or employee of the University from time to time.
- (3) The Sponsoring Body shall powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University.

**24. THE GOVERNING BODY.**

- (1) 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 as ex-officio Secretary who shall have right to speak at the meeting, but not the right to vote.
  - (j) The Sponsoring body shall have the power to nominate up to six additional persons as members to the Governing Body.

Provided that the number of members of the Governing body shall not be less than nine and more than fifteen.

- (2) The term of nominated members shall be three years or till they hold their office, unless the nomination is withdrawn by the Sponsoring Body.
- (3) The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- (4) The Sponsoring Body shall have power to remove any member of the Governing Body for reasons to be recorded in writing.

- (5) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final. The Governing Body shall have the right to review and modify nominations made by it.
- (6) The Governing Body shall meet at least once a year on the date to be fixed by the Chancellor and such meeting shall be called the annual meeting of the Governing Body:  
  
Provided that the Chancellor may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than one fourth of the total membership of the Governing Body, convene a special meeting of the Governing Body.
- (7) Meetings of the Governing Body shall be convened by the Chairman (Chancellor) either on his own initiative or on a requisition signed by not less than four members of the Governing Body. Seven members of the Governing Body, including the Chairman shall form a quorum for a meeting of the Governing Body. The presence of Chancellor or the Pro-Chancellor, and any one member nominated by Sponsoring Body are mandatory.
- (8) Decisions on all issues considered in the meetings of the Governing Body shall be taken by 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.
- (9) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his absence, the Chancellor may nominate Pro Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting respectively.

- (10) 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.
- (11) Provided that the Chairman (Chancellor) may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- (12) 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 and if so sent, 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.
- (13) Agenda shall be circulated by the Registrar to the members at least 10 days before the meeting except in case of emergent meeting.
- (14) 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.
- (15) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (16) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Governing Body. 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.
- (17) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Governing Body unless the Chairman desires otherwise.

- (18) Subject to provisions of the Act, the Governing Body shall act as an advisory Body of the University and have the following powers and functions, as defined in section 24(3) of the Act, namely:
- (a) to review from time to time, the broad policies and programmes of the University and suggest measures for working, improvement and development of the University;
  - (b) to consider and pass resolution on the Annual Report and Annual accounts of the University and Audit Report of such accounts and furnish their view to the Executive Council;
  - (c) to advise the Chancellor in respect of any matter which may be referred to him for advice;
  - (d) to perform such other functions as may be prescribed.
- (19) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of officers, teachers and employees of the University to perform such functions or give directions to the Officers or Authorities of the University, as it deems necessary.
- (20) All orders and decisions of the Governing Body shall be authenticated by the signature of the Registrar or any other person authorized by the Governing Body in its behalf.
- (21) The minutes of the Executive Council shall be reported in meeting of the Governing Body.

## **25. THE EXECUTIVE COUNCIL.**

- (1) The Executive Council shall be the principal executive body of the University.
- (2) The administration, management and control of the University and the income thereof shall be vested with the Executive Council which shall control and administer the property and funds of the University.

- (3) The Vice- Chancellor shall be the Chairperson 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 on 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 in the proceedings of the Executive Council but shall not be entitled to vote.
- (4) The term of office of an ex-officio member shall continue so long as he/she holds the ex-officio office.
- (5) The term of nominated members shall be three years or till they hold their office, unless the nomination is withdrawn by the concerned authority.
- (6) The Executive Council shall meet as often as may be necessary but not less than twice during an academic year.
- (7) Meetings of the Executive Council shall be convened by the Vice-Chancellor suo-moto or on a requisition signed by not less than four members of the Executive Council.

- (8) The Vice-Chancellor, if present, shall preside at the meetings of the Executive Council however in his absence, the Vice-Chancellor may nominate Pro-Vice-Chancellor or a member of the Executive Council or the members present shall elect one from amongst themselves to preside over the meeting respectively.
- (9) 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.
- (10) Quorum of the meeting of the Executive Council shall not be less than six members.
- (11) Decisions at any meeting of the Executive Council shall be taken by majority of the members present at such meeting; provided that, in case of tie in any proposal the proposal having support of the Vice- Chancellor shall prevail.
- (12) 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.
- (13) The ruling of the Chairman in regard to all questions of procedure shall be final.
- (14) Agenda shall be circulated by the Registrar to the members at least one week before the meeting. 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.
- (15) 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 Executive Council.

- (16) The minutes of the Executive Council shall be placed before the Governing Body.
- (17) If a member of the Executive Council fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Executive Council, unless the Chairman desires otherwise.
- (18) The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor or Pro-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.
- (19) In emergent cases, the Chairman, Executive Council may exercise the powers of the Executive Council, after seeking approval from Chairman of Governing body (Chancellor). Further, in case of Chairman, exercising any of the powers on the Executive council, the members shall be informed through email, post facto, and the decision put up in next meeting of the Executive Council for ratification.
- (20) The Executive Council, subject to the provisions of this Act, have the following powers and duties:-
  - (a) to hold and control the property and funds of the University;
  - (b) to acquire any movable or immovable property on behalf of the University;
  - (c) to make, amend or repeal Statutes and Ordinances;
  - (d) to administer any funds placed at the disposal of the University for specific purposes;

- (e) to approve the budget of the University;
  - (f) to institute scholarships, fellowships, bursaries, medals and other rewards in accordance with the Statutes and Ordinances;
  - (g) to appoint Registrar, officers, teachers and employees of the University and define the duties and conditions of their service;
  - (h) to fix the honorarium, emoluments, travelling and other allowances of the examiners;
  - (i) to direct the form and use of the common seal of the University;
  - (j) to regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and Ordinances;
  - (k) to manage and regulate the finances, accounts, investments, property and all other administrative affairs of the University;
  - (l) to invest any money belonging to the University including endowed property;
  - (m) to provide the buildings, premises, furniture, equipments, apparatus and other means needed for carrying on the work of the University;
  - (n) to enter into, vary, carry out, and cancel contract on behalf of the University;
  - (o) to regulate and determine all other matters concerning the University in accordance with this Act, the Statutes, the Ordinances and the Regulations.
- (21) Every decision of the Executive Council shall be informed by the reasons therefor.

**26. THE ACADEMIC COUNCIL.**

- (1) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Statutes, the Ordinances and Regulations, coordinate and exercise general supervision over the academic policies of the University and give directions regarding methods of instructions, co-ordination of teaching among the faculty, departments and centres, research and improvement of academic standards.
- (2) It shall aim to bring about and promote inter-faculty /centre co- ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
- (3) It shall consider matters of general academic interest either on its own initiative, or on a reference by a Faculty, Centre, Department or the Executive Council, and to take appropriate action thereon;
- (4) It shall frame such regulations and rules consistent with the Act, Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, and attendance.
- (5) 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) All Directors - Ex-Officio
  - (e) All Heads of Departments - Ex-Officio
  - (f) All Professors

- (g) Two Associate Professors and two Assistant Professors - Members by rotation in order of seniority.
  - (h) Two distinguished academicians from outside the University to be nominated as members by the Chancellor.
  - (i) The Registrar - Secretary (Ex-Officio).
- (6) The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years.
- (7) The Vice-Chancellor, if present, shall preside at the meetings of the Academic Council however in his absence, the Vice-Chancellor may nominate Pro-Vice-Chancellor or a member of the Academic Council or the members present shall elect one from amongst themselves to preside over the meeting respectively.
- (8) Quorum of the meeting of the Academic Council shall not be less than 50 % of its total members.
- (9) The procedure for the meetings 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. Meetings of the Academic Council shall be convened by the Chairman either suo-moto or on a requisition signed by not less than 20% members of the Academic Council.
  - (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 one week before the meeting.
  - (d) 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.
- (10) In emergent cases, the Chairman of the Academic Council may exercise the powers of the Academic Council. In case, the Chairman exercises 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.
- (11) 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 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.
- (12) The recommendations of the Academic Council shall be placed before the Executive Council for its decision.
- (13) Subject to the provisions of the Act and this Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions, in the interest of the University;
- (a) to consider the proposals submitted by the Board of Faculties of the University;

- (b) to ensure that the University becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;
- (c) to review achievements in research and consultancy and to ensure that the spirit of research and entrepreneurship percolates to all Faculty and Departments;
- (d) to report on any matter referred to it by the Chancellor or Governing body or Executive Council, as the case may be;
- (e) to make proposals to the Governing Body for the establishment of Faculty, Departments, Special Centre's, Specialized Laboratories Libraries and museums;
- (f) frame and revise curricula and syllabi for the courses of studies for the various Departments/Academic Centre's;
- (g) to promote research within the University and to requisition from time to time reports on such research;
- (h) 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;
- (i) appoint advisory committees or expert committees or both for the Faculty / Departments and the Academic Centre's of the University to make recommendation on academic matters connected with their working. The Head of the Faculty / Department concerned shall act as convener of such Committees;

- (j) appoint Committees from amongst the members of the Academic Council, other teachers of the University and experts from outside to advise on such specific academic matters as may be referred to any such Committee by the Academic Council;
- (k) consider the recommendations of the Advisory Committee attached to various Faculty / Departments and Academic Centre's and that of Expert and other committees and take such action (including the making of recommendations to the Executive Council) as circumstances of each may require;
- (l) make periodical review of the activities of the Faculty / Departments and take appropriate action (including the making of recommendations to Management);
- (m) supervise the working of the Library;
- (n) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;
- (o) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;
- (p) to recommend to the Management the draft Ordinances regarding examinations of the University and the conditions on which student should be admitted to such examinations;
- (q) to make recommendation to the Management in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- (r) to make recommendations for the conferment of honorary degrees and to confer degrees, academic distinction, honors, diplomas, licenses, title and marks of honor;

- (s) to make proposals to the Governing Body for the institutions of fellowships, Assistantship, studentships medals and prizes and to award the same;
- (t) provide for the inspection of the classes and the Halls of Residence/Hostels in respect of the instructions and discipline there in, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Management;
- (u) to promote the health and welfare of students and frame rules/constitute committees consisting of such number of teachers and students as may be necessary to advise the Academic Council on matters relating to the welfare of the students;
- (v) to ensure that the academic calendar of the University for the subsequent academic semester/ year as per the guidelines from the University Grants Commission and the State Government; and
- (w) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and Ordinances.

## **27. THE FINANCE COMMITTEE.**

- (1) The Finance Committee shall be the principal financial body of the University to take care of the financial matters.
- (2) The Finance Committee shall consist of the following:
  - (a) The Chairman 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 member.
  - (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.
- (3) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
- (4) The term of office of a nominated member shall be three years.
- (5) Four members of the Finance Committee, including the Chairman shall form a quorum for a meeting of the Finance Committee, the presence of one member amongst Chairman and one Financial Expert nominated by the Sponsoring Body is mandatory and he should be in agreement with all financial recommendations of the Finance committee. Any financial decision taken without their written consent will be treated as null and void.
- (6) In the event of absence of the Chairman, one financial expert nominated by the Sponsoring Body preside over the meeting or if the Chairman (one financial expert nominated by the Sponsoring Body) is unable to attend any meeting of the Finance Committee, the Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (7) The procedure for the meetings of the 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.
  - (d) All questions 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.
  - (e) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.
  - (f) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Executive Council.
- (8) In emergent cases, the Chairman of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairman exercises 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.
- (9) The Finance Committee shall have the following powers and functions:
- (a) to examine, scrutinize and recommend the annual budget of the University. The Finance Committee shall recommend limits for the total recurring expenditure and the total nonrecurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Executive Council, which shall then get the same approved from the Governing Body;

- (b) to give its views on any financial matter solicited from it by any officer or authority of the University, including exploring the possibilities of, and resort to, augmenting further the resources for the development of the University;
  - (c) to examine and recommend the budget for any purchase or construction exceeding rupees five lakh;
  - (d) to give its views and make its recommendations to the Executive Council, either on the initiative of the Executive Council or on its own initiative on any financial question affecting the University;
  - (e) the annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval with or without amendments;
  - (f) to consider and make its recommendations to the Executive Council on all such matters connected with the University, which have financial implications; and
  - (g) report to the Executive Council any lapse or irregularity in financial matters which comes to its notice.
- (10) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.

## **28. THE PLANNING BOARD.**

- (1) The Planning Board shall be the principal planning body of the University. The Board shall ensure that the infrastructure and academic support system meets the norms of the University Grants Commission and other Regulatory Bodies.
- (2) The Planning Board shall consist of the following:
  - (a) The Chairman shall be a nominee of the Sponsoring Body.

- (b) The Vice-Chancellor, Ex-Officio member.
  - (c) The Pro-Vice-Chancellor, Ex-Officio member.
  - (d) One Architect/Engineer to be nominated by the Chancellor.
  - (e) Such other persons from whom planning board needs any assistance.
  - (f) The Finance Officer - Ex-Officio member
  - (g) The Registrar - Ex-Officio member - Secretary
- (3) 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.
- (4) The term of office of nominated members shall be three years.
- (5) Four members of the Planning Board, including the Chairman shall form a quorum for the meeting, the presence of one member amongst Chairman and one member nominated by the Chancellor is mandatory and he should be in agreement with all recommendations of the Planning Board. Any decision taken without their written consent will be treated as null and void.
- (6) In the event of absence of the Chairman, one member nominated by the Sponsoring Body preside over the meeting or if the Chairman (one member nominated by the Sponsoring Body) is unable to attend any meeting of the Planning Board, the Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (7) The procedure for the meetings of the Planning Board shall be as follows:
- (a) The Planning Board shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Planning Board shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than three members of the Planning Committee.

- (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 Planning Board at short notice to consider urgent matters.
  - (c) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
  - (d) All questions considered at the meetings of the Planning Board 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.
  - (e) Provided that every recommendation of the Planning Board shall be placed before the Executive Council for its decision.
  - (f) A copy of the minutes of every meeting of the Planning Board shall be sent to the Executive Council.
- (8) In emergent cases, the Chairman of the Planning Board may exercise the powers of the Planning Board. In case, the Chairman exercises any of the powers of the Planning Board, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Planning Board for its ratification.
- (9) The Planning Board shall advise the Executive Council to ensure that the necessary infrastructure and academic support systems are available to the University as per the norms of the Regulatory Bodies; Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems together with its advice tendered to the Executive Council.

## 29. THE BOARD OF FACULTIES:

(1) The Board of each of the Faculty of study / Centre shall be constituted as under:

- (a) The Dean of the Faculty / Head or Director of Centre - Chairperson;
- (b) Dean (Academic Affairs)
- (c) Dean (R&C)
- (d) All the Heads of the Departments under the concerned Faculty / Centre;
- (e) All the Professors of the Faculty / Centre;

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

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

- (f) Two outside experts nominated by the Vice-Chancellor (one from academia and one from industry);
- (g) Special Invitees may be invited to the Faculty Board meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.

(2) Powers & Functions of the Board of Faculty:

- (a) The Board shall control and guide the Academic, Research and other activities of the various Departments of the Faculty 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;

- (iii) consider and approve the research proposals received from the Department before their submission to the Research Advisory Board/ Committee;
  - (iv) to review the existing curricula and suggest changes which can then be taken up with Board of studies or implement same, if no approvals are needed;
  - (v) to review, propose and organize Lectures, Seminars, Symposia, conferences etc. from time to time.
  - (vi) the Board shall also discuss points from individual faculty members or those received from Dean or reverted for consideration by Academic Council/ Board of studies;
  - (vii) The Board of Faculty shall have such other powers and shall perform such duties as prescribed by the Academic Council / Executive Council or given in the Ordinances;
  - (viii) The Board 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.
- (b) In case it is not possible to convene the meeting of the Board of Faculty for any reason, the Dean of the Faculty shall have emergency powers to take a decision on behalf of the Faculty Board.
- Provided, all the emergent decisions taken by the Dean shall be placed before the next meeting of the Board of Faculty for ratification.
- (3) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
  - (4) The term of office of nominated members shall be three years.

- (5) 50% members of the Board of Faculty, including the Chairman shall form a quorum for a meeting of the Board of Faculty, the presence of Chairman is mandatory. Any decision taken without his written consent will be treated as null and void.
- (6) In the event of absence of the Chairman, the Vice-Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (7) The procedure for the meetings of the Board of Faculty shall be as follows:
  - (a) The Board of Faculty shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Board of Faculty shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than three members of the Board of Faculty.
  - (b) A written notice of every meeting shall be sent by the Chairman to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Board at short notice to consider urgent matters.
  - (c) Agenda shall be circulated by the Chairman to the members at least one week before the meeting.
  - (d) All questions considered at the meetings of the Board of Faculty 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.
  - (e) Provided that every recommendation of the Board of Faculty shall be placed before the Academic Council for its decision.
  - (f) A copy of the minutes of every meeting of the Board of Faculty shall be sent to the Academic Council.



- (8) In emergent cases, the Chairman of the Board of Faculty may exercise the powers of the Board. In case, the Chairman exercises any of the powers of the Board of Faculty, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Board of Faculty.

**30. THE BOARD OF STUDIES:**

- (1) The Board of Studies shall normally be constituted for each of the Departments of a Faculty;

Provided the Dean of the Faculty, with the approval of the Vice-chancellor may club one or more than one Department to constitute their Board of Studies.

- (2) The Board of Studies shall comprise as under:

- (a) Head of the Department – Chairperson

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 the Chairman of the Board of Studies by the Dean of the concerned Faculty.

- (b) Three members of the Department, one each from the categories of Professor, Associate Professor and Assistant Professor (by rotation according to seniority);

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 external members (one from academia and one from industry) nominated by the Vice-Chancellor for their special knowledge in any subject assigned to the Department or in any allied branch of knowledge, based on recommendations made by the Faculty/departments.
  - (d) Dean (Academic Affairs) – Special Invitee
  - (e) Dean (R&C) – Special Invitee
  - (f) Dean of concerned Faculty – Special Invitee
- (3) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
  - (4) The term of office of a nominated member shall be three years.
  - (5) 50% members of the Board of Studies, including the Chairman shall form a quorum for a meeting of the Board of Studies, the presence of Chairman is mandatory. Any decision taken without his written consent will be treated as null and void.
  - (6) In the event of absence of the Chairman, the Vice-Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
  - (7) The procedure for the meetings of the Board of Studies shall be as follows:
    - (a) The Board of Studies shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Board of Studies shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than three members of the Board of Studies.

- (b) A written notice of every meeting shall be sent by the Chairman to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Board at short notice to consider urgent matters.
  - (c) Agenda shall be circulated by the Chairman to the members at least one week before the meeting.
  - (d) All questions considered at the meetings of the Board of Studies 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.
  - (e) Provided that every recommendation of the Board of Studies shall be placed before the Board of concerned Faculty for its decision.
  - (f) A copy of the minutes of every meeting of the Board of Studies shall be sent to the Board of Faculty.
- (8) In emergent cases, the Chairman of the Board of Studies may exercise the powers of the Board. In case, the Chairman exercises any of the powers of the Board of Studies, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Board of Studies.
- (9) Every Board of Studies shall have such powers and perform such duties as:
- (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) contents of the syllabi shall be revised and updated by the Board of Studies from time to time and submitted to the Board of Faculty for its decision;
  - (c) propose names of the examiners both internal and external;

- (d) ensure quality of teaching and research undertaken by the Department; and make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University;
  - (e) consider and make recommendation to the Dean of Faculty and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
  - (f) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;
  - (g) recommend introduction, alteration and modification of courses in the Program;
  - (h) recommend introduction of new degree or diploma programs or discontinuation of existing ones in the Faculty/Department;
  - (i) to suggest to the Dean of the Faculty concerned, organization of orientation and refresher courses in the subject; and
  - (j) recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs.
- (10) All the decisions of the Board of Studies shall be placed before the concerned Board of the Faculty for its recommendations to the Academic Council.

**31. THE ADMISSION COMMITTEE:**

- (1) The University shall have an Admission Committee which shall responsible to plan, organize and control the admissions to various programs conducted by the University.
- (2) The Admission Committee shall comprise;

- (a) The Vice-Chancellor – Ex-Officio – Chairperson;
  - (b) The Pro-Vice-Chancellor;
  - (c) The Deans of Faculties;
  - (d) The Finance Officer;
  - (e) Any other official of the University nominated by the Vice-Chancellor; and
  - (f) The Head of Admissions/ Marketing
  - (g) The Registrar – Member Secretary
- (3) The Admission Committee shall also be responsible for ensuring:
- (a) Subject to the superintendence of the Academic Council, the Admission Committee shall establish admission criteria and standards based on the university's policies, academic requirements and program-specific prerequisites.
  - (b) The committee shall evaluate applicants based on predetermined criteria and selects candidates who best fit the university's academic standards, mission, and values. This involves comparing applicants' qualifications, achievements and potential to succeed in the academic environment.
  - (c) The committee reviews all applications received from prospective students. This involves assessing academic records, standardized test scores, letters of recommendation, personal statements and other relevant materials submitted by applicants.
  - (d) In some cases, the committee may conduct interviews with shortlisted candidates to assess their suitability for admission. Interviews provide an opportunity to evaluate applicants' communication skills, motivation and alignment with the university's culture.

- (e) After thorough review and deliberation, the committee shall make final decisions regarding admission, including acceptance, rejection or placement on a waitlist.
  - (f) At the end of admission cycle, the committee shall prepare list of admitted students and will submit to the Vice-Chancellor.
  - (g) The committee shall also present its marketing strategies; and annual budget to submit the same to Finance Committee for further approval; before start of each admission year.
  - (h) The admission reports, data for each session / academic year shall be reported the Academic Council / Executive Council;
  - (i) The committee shall ensure compliance to all regulatory requirements in respect of admissions to various programs;
  - (j) The committee shall review and dispose any representations from candidates;
  - (k) The committee shall ensure that admissions policies, if any, approved by the Executive Council are complied;
  - (l) The committee shall assist to the management in getting maximum admissions in various courses;
  - (m) The committee shall act as a coordinator with other committees and faculty/staff to receive and to give suggestions regarding admissions;
- (4) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
  - (5) The term of office of a nominated member shall be three years.

- (6) 50% members of the Admission Committee, including the Chairman shall form a quorum for a meeting in that the presence of Chairman is mandatory. Any decision taken without his written consent will be treated as null and void.
- (7) In the event of absence of the Chairman, the Vice-Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (8) The procedure for the meetings of the Admission Committee shall be as follows:
  - (a) The Admission Committee shall meet as often as may be necessary but not less than one time during an academic year. Meetings of the Admission 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 Admission Committee.
  - (b) A written notice of every meeting shall be sent by the Secretary to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting at short notice to consider urgent matters.
  - (c) Agenda shall be circulated by the Secretary to the members at least one week before the meeting.
  - (d) All questions considered at the meetings of the Admission 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.
  - (e) Provided that every recommendation of the Admission Committee shall be placed before the Academic Council for its decision.
  - (f) A copy of the minutes of every meeting of the Admission Committee shall be sent to the Academic Council.

- (9) In emergent cases, the Chairman of the Admission Committee may exercise the powers of the Committee. In case, the Chairman exercises any of the powers of the Committee, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Admission Committee.

## **32. THE EXAMINATIONS COMMITTEE:**

- (1) The Examinations Committee shall be the authority to deal with all matters relating to examinations and evaluation and shall be assisted by Controller of Examinations.
- (2) It shall comprise the following members:
- (a) the Vice-Chancellor – Chairperson;
  - (b) the Pro-Vice-Chancellor;
  - (c) the Deans of Faculties;
  - (d) one external expert in the field of evaluation nominated by the Vice-Chancellor;
  - (e) Any other member as nominated by the Vice-Chancellor as deemed fit;
  - (f) the Registrar; and
  - (g) Controller of Examinations (Member Secretary)
- (3) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
- (4) The term of office of a nominated member shall be three years.
- (5) 50% members of the Examinations, including the Chairman shall form a quorum for a meeting in that the presence of Chairman is mandatory. Any decision taken without his written consent will be treated as null and void.



- (6) In the event of absence of the Chairman, the Vice-Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (7) The procedure for the meetings of the Examinations Committee shall be as follows:
  - (a) The Examinations Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Examinations 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 Examinations Committee.
  - (b) A written notice of every meeting shall be sent by the Secretary to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting at short notice to consider urgent matters.
  - (c) Agenda shall be circulated by the Secretary to the members at least one week before the meeting.
  - (d) All questions considered at the meetings of the Examinations 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.
  - (e) Provided that every recommendation of the Examinations Committee shall be placed before the Academic Council for its decision.
  - (f) A copy of the minutes of every meeting of the Examinations Committee shall be sent to the Academic Council.

- (8) In emergent cases, the Chairman of the Examinations Committee may exercise the powers of the Committee. In case, the Chairman exercises any of the powers of the Committee, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Examinations Committee.
- (9) It shall have following roles and powers:
- (a) to establish and review examination policies and procedures, including rules governing conduct of examinations, scheduling, grading standards and academic integrity. These policies ensure fairness, consistency and compliance with University and regulatory requirements;
  - (b) to design examination formats such as multiple-choice tests, essay questions, practical assessments or oral examinations, depending on the nature of the course or program. They may also approve the use of alternative assessment methods to accommodate diverse learning styles and objectives;
  - (c) to appoint and train examination invigilators or proctors responsible for supervising exam sessions, enforcing exam rules and maintaining exam security. They may also establish protocols for addressing incidents of misconduct or irregularities during exams;
  - (d) to review examination results and ensures the accuracy and consistency of grading processes. They may establish quality assurance mechanisms, such as double-blind marking, moderation or standardization of grading criteria to maintain fairness and reliability in assessment outcomes;

- (e) to oversee the examination appeals process, providing students with a mechanism to challenge examination results or decisions based on valid grounds, such as procedural errors, grading discrepancies, or extenuating circumstances. They review appeals, conduct investigations if necessary, and render decisions in accordance with established policies and regulations;
- (f) to monitor examination performance trends, including pass rates, grade distributions and student feedback to identify areas for improvement in teaching, curriculum design or assessment practices. They may recommend adjustments to examination policies or practices based on data analysis and feedback from stakeholders;
- (g) to ensure compliance with University policies, accreditation standards and legal requirements related to examinations and academic assessments. They may conduct audits, reviews or evaluations to assess the effectiveness of examination processes and promote continuous improvement in educational outcomes;
- (h) to advise university officers / authorities, academic departments and faculty on matters related to educational policies, assessment strategies and academic standards as they contribute to the development of University's policies and initiatives aimed at enhancing the quality and integrity of academic programs and student learning experiences.
- (i) to ensure proper organization of examinations and tests of the University, including moderation, tabulation, evaluation and timely declaration of results;

- (j) to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the University and shall submit the same to the Finance Committee;
- (k) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors;
- (l) to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;

**33. OTHER AUTHORITIES OF THE UNIVERSITY.**

- (1) Any other authorities as may be required in the interest of the University (e.g. Research Advisory Board (RAC), Internal Quality Assurance Cell (IQAC), The Students' Council, the University Academic Monitoring Committee (UAMC), etc.) may be approved by the Executive Council, in consultation and recommendations from the Vice-Chancellor.
- (2) The constitution, powers and functions of such other authorities of the University which may be declared by the Executive Council to be the authorities of the University, shall be as may be laid down by the Executive Council / the Ordinances of the University.

**CHAPTER – IV**  
**TEACHERS AND EMPLOYEES OF THE UNIVERSITY**

**34. MINIMUM QUALIFICATIONS OF TEACHERS.**

- (1) The minimum eligibility for appointment and career advancement of teachers in the University shall be such, as may be prescribed by the Executive Council, in conformity with the guidelines of the relevant Regulatory Bodies.
- (2) 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 the universities and colleges and other measures for the maintenance of standards in higher education, 2018, as amended from time to time.

**35. THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY AND OTHER ACADEMICS AND ADMINISTRATIVE STAFF AND THEIR EMOLUMENTS.**

- (1) All regular/contractual appointments of teachers and other Academic and Administrative staff shall be made on the recommendation of a duly constituted selection committee.
- (2) The Selection Committee for Professors, Associate Professors and Assistant Professors will comprise of the following:
  - (a) The Vice-Chancellor or his/her nominee, who has at least ten years of experience as Professor — Chairperson;
  - (b) An academician not below the rank of Professor to be nominated by the Chancellor;
  - (c) Three subject experts to be nominated by the Vice-Chancellor out of the panel of names as approved by the Executive Council;

- (d) Dean/Director of the concerned Faculty / Centre;
  - (e) Head of the concerned Department;
  - (f) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
  - (g) The Registrar – Ex-officio secretary
- (3) At least four members, including two outside subject experts, shall constitute the quorum.
  - (4) The members in the selection committee should not be below the rank of recruited academician.
  - (5) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
  - (6) The term of office of a nominated member shall be three years.
  - (7) Recommendations of Selection Committees will be placed before the Executive Council for its approval.

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.

- (8) 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 for wide circulation at least one month before the last date for application.

- (9) The salary and allowances shall be paid to the teachers and employees online into their bank accounts.
- (10) For non- teaching staff, the constitution of the selection committees shall be decided by the Executive Council, as per guidelines of UGC or other regulatory bodies.

### **36. THE CONDITIONS OF SERVICE OF EMPLOYEES.**

- (1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes 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 furnished to the officer or teacher or employee concerned.
- (2) Subject to the conditions laid down in the Ordinances, the terms and conditions of service shall be made in the form of service rules and approved by the Executive Council. It would cover all the conditions as would be applicable to an employee, as per guidelines laid down by the Central Government/State Government/ regulating bodies/authorities and would generally include, but not be restricted to following:
  - (a) Categories and positions of the teaching / non-teaching employees
  - (b) Recruitment norms
  - (c) Personnel policies
  - (d) Pay & Allowances
  - (e) Travel Rules
  - (f) Leave Rules
  - (g) Faculty / Staff Development Policy
  - (h) Incentive Policy

- (i) Promotion / Career Growth policy
- (j) Employee welfare policy including Health and wellbeing/ medical/ Insurance
- (k) Policy on Loans and Advances
- (l) Dependent's Policy
- (m) Appraisal and Career Progression
- (n) Ethics policy and code of conduct
- (o) Policy on Sponsored Projects and Consultancy
- (p) Policy on dealing with cases of sexual harassment at work places
- (q) Discipline Policy
- (r) Exit policy and procedure
- (s) Superannuation policy
- (t) Gratuity, Provident fund
- (u) Grievance redressal mechanism and committee
- (v) Honorarium rates and rules

**37. DISCIPLINARY ACTION AGAINST TEACHERS OF THE UNIVERSITY.**

- (1) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- (2) A breach of any of the provisions of the Code of Professional Ethics prescribed by the Regulatory Bodies shall be deemed to be misconduct.



- (3) A teacher of the University may be removed, or his services terminated on one or more of the following grounds: -
- (a) Willful 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;
- (4) No order of dismissal, removal or termination of the services of a teacher of the University on any ground mentioned in clauses (3) (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity of hearing.
- (a) of submitting a written statement of his defence;
  - (b) of being heard in person, if he so chooses; and
  - (c) of calling and examining such witnesses in his defence as he 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.
- (5) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall institute an inquiry committee for the purpose.

- (6) 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 Executive Council whose decision will be final.
- (7) An appeal against any action can be made to the Executive Council within 30 days from the date of receiving of the communication of such order.
- (8) The Executive Council may, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the teacher concerned from service or terminating his services mentioning the ground of such dismissal, removal or termination.
- (9) The resolution shall forthwith be communicated to the teacher concerned.
- (10) The Executive Council may instead of dismissing, removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding three years and or by stopping increments of his salary for a specified period or may deprive the teacher of his pay during the period of his suspension, if any.
- (11) A teacher of the University shall be deemed to have been placed under suspension:
  - (a) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
  - (b) In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

**38. DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEES.**

- (1) 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, by order in writing, place the employee under suspension.
- (2) 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 services of the employee concerned.
- (3) 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.
- (4) The removal of an employee shall take effect from the date on which the order of removal is made.
- (5) 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.

- (6) An appeal against any action can be made to the Executive Council within 30 days from the date of passing such order.

**39. THE PRINCIPLES GOVERNING SENIORITY OF SERVICE OF EMPLOYEES.**

- (1) Subject to the provisions of the Act, following shall be the principals governing the seniority of the employees. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining, and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the Central/State Government, as applicable shall apply, for all other matters of seniority.
- (2) The seniority of teachers appointed or promoted under the merit promotion scheme shall be determined from the date of their appointment (joining) or promotion to the post:
  - (a) Provided that if the date of appointment/promotion of two or more teachers is the same, their seniority shall be determined on the basis of their length of continuous service in the University in the lower post of Associate Professor or Assistant Professors, as the case may be;
  - (b) Provided further that if both the date of appointment/promotion and the length of service in the lower post happen to be the same, the seniority in age shall be given priority.
  - (c) The seniority of the teachers whose services are obtained on deputation will be counted from the date they are permanently absorbed in the service of the University.
  - (d) The period of appointment of teachers on adhoc basis shall not be counted for the purpose of seniority unless such appointment had been made on the recommendations of a Selection Committee and is followed without break by a regular appointment to the same post.

- (e) The period of appointment under various projects in the University sponsored by outside agencies shall not be taken into account for determining their seniority.

**40. THE PROCEDURE FOR SETTLEMENT OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND THE UNIVERSITY.**

- (1) Subject to provisions of section 38 of the Act, the University shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment/rules/grievance with the University. An employee who has a grievance shall present the same in person or in writing to the Vice-Chancellor; who shall decide the dispute after affording an opportunity to the employee within three months from the date of receipt of its reference, or wherever necessary, the Vice-Chancellor will constitute a grievance hearing committee; members of which will be appointed by him. Based on the report of the grievance hearing committee, the Vice-Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor. The decision of the authorities to whom case is finally referred in this regard will be final unless the Chancellor feels otherwise. Cases of such grievances dealt, shall be reported to the Executive Council for information.
- (2) Any dispute in respect of any employee engaged temporarily or on ad-hoc or part time or casual basis shall be heard and decided by the Vice-Chancellor.
- (3) The University shall adhere to grievance redressal guidelines for students, as issued by UGC.

**41. THE PROCEDURE FOR APPEAL BY ANY EMPLOYEE OR STUDENT AGAINST THE ACTION OF ANY OFFICER OR OTHER AUTHORITY OF THE UNIVERSITY.**

- (1) Once the decision has been given on any dispute arising between the University and any of its employees, the aggrieved party has the right to appeal against such decision to the Chancellor unless such a decision was taken by the Chancellor itself.
- (2) The aggrieved party should submit an appeal in writing addressed to Chancellor giving full details of the case and reasons for appeal.
- (3) Further, Subject to provisions at section 39 of the Act, an aggrieved person may prefer an appeal to the Chancellor against any decision of an officer or authority of the University within a period of three months from the date of receipt of such decision.

Provided that the Chancellor shall have power to condone the delay if he is satisfied that the appellant for sufficient reasons could not have preferred his appeal within the stipulated time.

- (4) Any decision taken by the Chancellor in such an appeal shall be final.
- (5) The University shall adhere to grievance redressal guidelines for students, as issued by UGC.

**CHAPTER – V**  
**MISCELLANEOUS PROVISIONS**

**42. WITHDRAWAL OF DEGREE, DIPLOMA, CERTIFICATE AND OTHER ACADEMIC DISTINCTIONS.**

- (1) 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 present 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, calling upon him 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 objections, if any, and any evidence he produces in support of them, have been considered by the Academic Council.

- (2) The decision stating the reasons there for shall be communicated to the person concerned.
- (3) 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.

**43. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS.**

- (1) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-Chancellor.
- (2) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order that any student be expelled from the University, or be

fined a sum that may be specified in the Ordinances, or be debarred from taking an examination or examinations for one or more years or that the results of the examination or examinations in which he has appeared be cancelled.

- (3) The Vice-chancellor may delegate all or such of his powers, as he deems proper, to the Chief Proctor, and to such other persons as he may specify in this behalf.

#### **44. THE ESTABLISHMENT AND ABOLITION OF FACULTIES, DEPARTMENTS, SCHOOLS, CENTRES ETC.**

- (1) The Executive Council based on the advice of the Academic Council, and with prior approval of the Governing Body, may establish Faculties, Departments, Schools, Centres in the Campus of the University.
- (2) The University shall offer such programs in the Faculties, Departments, Schools, Centres as the Executive Council may approve on the recommendation of the Academic Council, through Ordinances.
- (3) The Executive Council may reconstitute a Faculty, Department, Centre or School on recommendation of the Academic Council.
- (4) 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.



**45. THE DELEGATION OF POWERS VESTED IN THE AUTHORITIES OR OFFICERS OF THE UNIVERSITY.**

- (1) Subject to the provisions of the Act, any Officer or Authority of the University, may delegate his or its powers to any other officer or authority or person under 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.
- (2) Such delegation of power shall not exceed the powers and authorities of original Authority/ Officer.

**46. CONFERMENT OF HONORARY DEGREE AND OTHER DISTINCTIONS.**

Subject to the provision of sub-section (e) of section 11 of the Act, the Executive Council shall send recommendations to the State Government for approval for granting of honorary degrees and other distinctions. All proposals for the conferment of honorary degrees shall be made by the Academic Council and require the assent of the Executive Council before processing with the State Government.

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

**47. ALL OTHER MATTERS, WHICH MAY BE, BY THE ACT, ARE TO BE OR MAY BE PRESCRIBED.**

- (1) **Admission of Students:**
  - (a) Admission process and intakes to various courses shall be as approved by the Executive Council.

- (b) 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.

(2) **Provision Regarding Fee to be charged from the Students:**

Subject to the provisions of the Act, the fee to be charged by the University shall be as defined in the relevant Ordinances of the University and approved by the Executive Council.

- (a) All the Programs in the University will be run in self-finance mode;
- (b) The types of fee which may be charged from the students shall be as per the Ordinance;
- (c) The University can introduce any other heads of fees from time to time. In addition, charges for duplicate mark sheets, certificates, issuance of degree, penalties and such other fee related to examinations or result, may be charged from the students, as prescribed in the Ordinance.

(3) **Administration of Endowments for award of Fellowships, Scholarships, Medals, Prizes etc.:**

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

- (a) The Executive Council may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc.
- (b) The Executive Council shall administer all such endowments.

- (c) The award shall be made out of the annualizing amount accruing from the Endowment. Any part of the income which is not so utilized shall be added to the endowment.
  - (d) The Executive Council shall prescribe the conditions of depositing the endowment in a bank.
  - (e) The value of endowment necessary for instituting an award shall be prescribed by the Executive Council.
  - (f) 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.
  - (g) 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.
- (4) **Annual Report:**
- (a) The Annual Report of the University shall be prepared under the direction of the Executive Council and shall be submitted to the Governing Body, on such date as may be prescribed and the Governing Body shall consider the report in its annual meeting.
  - (b) The Governing Body shall submit its comments on the Annual Report to the Executive Council for its consideration.
  - (c) The Annual Report shall be for the Academic Year (July to June).

(5) **Annual Accounts and Balance Sheet:**

- (a) The Annual Accounts and the Balance Sheet along with Income and Expenditure details of the University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by an experienced and qualified firm of Chartered Accountants of repute.
- (b) A copy of the Annual Accounts, together with the audit report thereon, shall be submitted to the Governing Body and the Chancellor along with the observations of the Executive Council.
- (c) Any observations made by the Chancellor on the annual accounts shall be brought to the notice of the Governing Body and the Executive Council and the observations, if any, shall, after review by the Executive Council, be submitted to the Chancellor and shall be put in the public domain.

(6) **Resignation:**

- (a) Resignation rendered by an employee shall be processed as per the regulations prescribed for the purpose and defined in the terms and conditions of service.
- (b) Any member of the Governing Body, the Executive Council, the Academic Council or any other authority of the University or Committee, may resign through a letter addressed in writing to Chairman of respective authority. Provided that such resignation shall take effect only on the date from which the same is accepted by the concerned Authority competent to fill the vacancy.

(7) **Rules and Regulations:**

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

(8) **Committees:**

The authorities or officers of the University may constitute such committees or sub-committees with such terms of reference, in conformity with the Act, Statutes, Ordinances and Regulations, as may be necessary for specific tasks to be performed by such committees. The constitution of such committee or sub-committees and their duties shall be such as may be determined by the authority or officer constituting the committee or sub-committee.

(9) **Disputes as to Membership:**

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.

(10) **Vacancies not to invalidate the proceedings of any authority or body of the University:**

No decision, Act or proceedings of any authority or body or committee of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

(11) **Disqualification for membership of a body:**

A person shall be disqualified for being member of any authorities or bodies or committees of the University, if he/she –

- (a) is of unsound mind and stands so declared by a competent court;
- (b) is an undischarged insolvent;
- (c) has been convicted of any offence including moral turpitude;
- (d) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere;

- (e) has any profit motive from University except salary or any other authorised emoluments;
- (f) applies University fund for his personal use.

(12) **Filling up of emergent vacancies:**

Any vacancy occurred in the membership of any authority or body or committee of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member;

Provided that the person appointed or nominated as a member of an authority or body or committee of the University on an emergent vacancy, shall remain member of such authority or body or committee, for only the remaining period of the member, in whose place he is appointed or nominated.

(13) **Elected Chairman to preside where no provision is made in the Statutes:**

Where by the Act, or by this Statute or by the Ordinances, where no provision is made for a Chairman of the respective Authorities of the University to preside over a meeting of any University Authority, Board or Committee or when the Chairman so provided for is absent, the members present shall elect the Chairman of the meeting in accordance with this Statute.

(14) **Provision for diversity in nomination on the various bodies of the University:**

While nominating or co-opting the members on various Statutory / Non-Statutory bodies, Committees, 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 or co-opted.

(15) **Quorum:**

The quorum for holding the meeting of various authorities of the University shall be as laid down in this Statutes.

However, the quorum (where the same has not been defined) for other committees of sub committees as appointed by any Authority or Officer of the University shall be minimum of 50% of their strength of members.

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

(16) **Convocation:**

(a) 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.

(b) 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.

(c) The Chancellor and in his absence Pro-Chancellor/ Vice-Chancellor shall preside over the Convocation function of the University.

(17) **The terms of appointment of any Officer of the University where no provisions have been made in the Act, Statutes and Ordinance of the University:**

In cases where the Act, Statutes and Ordinances do not specify provisions regarding the qualifications, term of office, conditions of service, and procedure of appointment of any Officer of the University, these matters shall be determined by the Executive Council and/or as specified by the Law/ as per guidelines of UGC or other regulatory bodies as modified from time to time.

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