



SRI VENKATESWARAA UNIVERSITY

**(Established by the Government of Tamil Nadu under
Tamil Nadu Private Universities Act No: 14 of 2019)**

FIRST STATUTES

Under Clause 31 of the Aforesaid Act

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CHAPTER I – PRELIMINARY

1. SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) These Statutes may be called First Statutes of the Sri Vankateswaraa University, 2019, under section 31 of the Tamilnadu Private Universities Act, 2019.
- (2) These Statutes have been approved by the Executive Council in its resolution passed in its 1st meeting held on 28-06-2023 and come into force from the date of approval and published by the university.
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2. DEFINITIONS

In these Statutes, unless the context otherwise requires:

- (a) “Act” means the Tamilnadu Private Universities Act, 2019 (T.N. Act No 14 of 2019);
- (b) “Academic Calendar”, means the calendar of academic activities of the University;
- (c) “Academic Council” means the Academic Council of the University;
- (d) “Admission Committee” means the Admission Committee of the University in terms of section 30 of the Act;
- (e) “Authorities” of the University shall mean all authorities of the University stated in Chapter 3 of this Statutes;
- (f) “Board” means, the Board of Studies or the Planning Board, or any other Board of the University;
- (g) “Chancellor” shall mean the Chancellor of the University;
- (h) “Vice Chancellor” shall mean the Vice Chancellor of the University;
- (i) “Chief Finance Officer” or “Finance Officer” shall mean the Chief Financial Officer of the University;
- (j) “Controller of Examinations”, means the Controller of Examination of the University;
- (k) “Deans of Schools, Dean Academic Affairs, Dean Research and Development” means the Deans of Schools, Deans Academic Affairs, Dean Research and Development of the University;

- (l) “Degree / Diploma” shall mean the Degrees / Diplomas as specified by the UGC and / or any other regulatory body;
- (m) “Department” means a Department of Studies and includes a Centre of Studies and Research of the University;
- (n) “Director” means the Head of an “Institute”, “Centre” or “School”, or “Function” or the person appointed for the purpose to act as such in his absence of the University;
- (o) “Employee” means Employee of the University, and includes a teacher or any other member of the staff of the University;
- (p) “Executive Council” means the Executive Council of the University;
- (q) “Fee” means the fee charged by the University from the students, by whatever name it may be called;
- (r) “Governing Council” means a committee constituted by the Sponsoring Body;
- (s) “Officers of the University” or “Officers” shall mean all Officers of the University stated in Chapter 2 of this Statutes.
- (t) “Prescribed” means prescribed by this Statutes;
- (u) “Pro Chancellor” shall mean the “Pro-Chancellor” of the University;
- (v) “Pro Vice Chancellor” shall mean the “Pro-Vice-Chancellor” of the University;
- (w) “Registrar”, “Controller of Examinations”, “Librarian” or, “Chief Proctor” means respectively the “Registrar”, the “Controller of Examinations”, the “Librarian” or the “Chief Proctor” of the University;
- (x) “Regulatory Body” means the statutory bodies as defined in section 2 of the Act;
- (y) “School/College” means a School/College of study established by the University in accordance with the Act and approved by the Governing Council;
- (z) “Sponsoring Body” in relation to the Sri Vankateswaraa University established under the Act means: ARR Charitable Trust registered under The Indian Trust Act 1882;
- (aa) “Statutes”, “Ordinances” and “Regulations” means respectively, the Statutes, the Ordinances and the Regulations of the University for the time being in force;
- (bb) “University” means the Sri Vankateswaraa University, incorporated under the Act;
- (cc) “UGC” means University Grants Commission established under section 4 of the University Grant Commission Act, 1956; and

(dd) "Words and Expressions" used but not defined in these Statutes, shall have the same meaning as assigned to them in the Act.

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

- (a) 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.
- (b) 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

- (a) 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.
- (b) The University shall publish its Academic Calendar on its website.
- (c) 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. OBJECTIVES OF THE UNIVERSITY

The objectives of the University shall be to disseminate and advance education, knowledge and skill by providing instructional, research and extension of facilities in such branches of learning as it may deem fit and the University shall endeavour to provide to students and teachers the necessary atmosphere and facilities for the promotion of,-

- (a) Innovations in education leading to restructuring of courses, new methods of teaching, training and learning including on-line learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality;

- (b) Studies in various disciplines;
- (c) Inter-disciplinary studies;
- (d) National integration, secularism, social equity and engineering of international understanding and ethics;
- (e) Educational programmes for diplomas, degrees and post-graduate courses, doctorate degrees and postdoctoral programmes and to maintain high standards of education;
- (f) Collaboration with national and global institutions, and creation of capabilities for upgrading programmes to the global standards, subject to the guidelines of the UGC and other regulatory bodies.

CHAPTER – II

UNIVERSITY

6. ESTABLISHMENT OF UNIVERSITY

- a. The University shall be a Greenfield University and shall also be a multidisciplinary University. Its location shall be within the State of Tamil Nadu.
- b. The University may establish constituent colleges, regional centres, additional campuses and study centres at such places in the State as it deems fit.
- c. The powers conferred on the University under the Act shall be exercised by the Chancellor, Management Committee, Officers and the Authorities of Sri Venkateswaraa University, as laid down in the Statutes and the Ordinances of the university.
- d. "Board" means the Curriculum Committee, the Board of Studies, the Planning Board, or any other Board of the University;
- e. The Governing Council, the Management Committee, the Executive Council, the Academic Council and the Chancellor, the Vice Chancellor, the Registrar, the Chief Finance & Accounts Officer and such other officers and authorities so long as they continue to hold such office or membership of University, hereby constitute a body corporate by the name of "Sri Venkateswaraa University".
- f. The University shall be a body corporate by the name "Sri Venkateswaraa University" and shall have perpetual succession and common seal with power, subject to the provisions of the Act, to acquire and hold the property to contract and shall by the said name, sue and be sued.

7. GOALS & OBJECTS OF THE UNIVERSITY

The objects of the University shall to be disseminate and advance education, knowledge and skill by providing instructional, research and extension of facilities in such branches of learning as it may deem fit and Private University shall endeavor to provide to students and teachers the necessary environment and facilities for the promotion of -

- a. Innovations in education leading to restructuring of courses, new methods of teaching, training and learning including on-line learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality.

- b. Studies in various disciplines.
- c. Inter-disciplinary studies.
- d. National Integration, secularism, social equity and engineering of International understanding and ethics.
- e. Educational programmes for diplomas, degrees and post graduate courses, doctorate degrees and post – doctoral programmes and to maintain high standards of education.
- f. Collaboration with National and Global Institutions and creation of capabilities for upgrading programmes to global standards subject to guidelines of UGC and other regulatory bodies.

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8. POWERS AND FUNCTIONS OF THE UNIVERSITY

- a. To provide for instructions in such branches of learning as the Private University may, from time to time, determine and to make provisions for research and for the advancement and dissemination and application of knowledge and skills;
- b. To impart and promote the study of humanities and social sciences, science, engineering and technology, management, law, medical and allied sciences and any other professional courses through in-campus, off-campus, and satellite centres or by distance educational programmes;
- c. To honour educational stalwarts and persons of academic eminence with the decoration of professor Emeritus;
- d. To grant, subject to such conditions as the Private University may determine, diplomas or certificates to and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- e. To confer honorary degrees or other distinctions in the manner prescribed;
- f. To provide education and training including correspondence and such other courses, to such persons who are not members of the Private University, as it may determine;
- g. To institute Directorships, Professorships, Associate Professorships, Readerships, Assistant Professorships, Lecturerships and other teaching or academic posts required by the Private University and to make appointments for the same;

- h. To create administrative, ministerial and other posts and to make appointments thereto;
- i. To appoint or engage persons of eminence working in any other University or Organisation permanently or for a specified period;
- j. To co-operate, collaborate or associate with any other University or Authority or Institution in India and abroad in such manner and for such purpose as the Private University may determine;
- k. To establish and maintain Colleges, centres, specialised laboratories or other units for research and instructions as are in the opinion of the Private University, necessary for the furtherance of its objects;
- l. To institute and award fellowships, scholarships, studentships, medals and prizes;
- m. To establish and maintain and supervise residences, hostels within the Private University and promote the health and general welfare activities for students and staff;
- n. To make provisions for research and consultancy, and for that purpose to enter into such arrangements with other institutions or bodies as the Private University may deem necessary;
- o. To declare a centre, an institution, a department, or College, as the case may be, in accordance with the statutes;
- p. To determine standards for admission into the Private University, which may include examination, evaluation or any other method of testing;
- q. To prescribe, demand and receive payment of tuition fees and other charges;
- r. To make such arrangements in respect of the residence, discipline and teaching of women and other disadvantaged students as the Private University may deem fit;
- s. To regulate and enforce discipline amongst the employees and students of the Private University and take such disciplinary measures in this regard as may deem necessary by the Private University;
- t. To make arrangements for promoting the health and general welfare of the employees of the Private University;

- u. To receive donations and to acquire, hold, manage and dispose through sale or lease or rent of any property, movable or immovable for the welfare of the Private University;
- v. To borrow without security or by way of hypothecation or mortgage against the property of the Private University with the approval of the sponsoring body;
- w. To appoint either on contract or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course writers and such other persons who may contribute to the advancement of the objects of the Private University;
- x. To organise and to undertake extra-mural studies and extension service;
- y. To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Private University.

9. OFFICERS OF THE UNIVERSITY

The following shall be the Officers of the University. The University may appoint all or any of the Officers, as per the list below

- (a) The Chancellor
- (b) The Pro Chancellor
- (c) The Vice Chancellor
- (d) The Pro Vice Chancellor
- (e) The Registrar
- (f) The Dean of Schools
- (g) The Director
- (h) The Controller of Examinations
- (i) The Chief Proctor
- (j) The Chief Finance Officer or Finance Officer
- (k) The Chief Executive Officer
- (l) The Director of Academic Affairs

- (m) The Dean of Research and Development
- (n) The Head of Departments
- (o) The Chief Human Resource Officer
- (p) Such other Officers as may be declared by this Statutes to be the Officers of the University.

10. CHANCELLOR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) A person of eminence shall be appointed as the Chancellor by the management Committee of the University for a period of three years, on such terms and conditions and in the manner decided by the Sponsoring Body.
- (2) The Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body. The Sponsoring Body shall alone have the power to reappoint the Chancellor for the second or successive terms, as the Sponsoring Body deems fit.
- (3) The Chancellor shall, by virtue of his office, be the Head of the University and shall constitute an interim Executive Council. The interim Executive Council so constituted shall cease to exist on the constitution of the Executive Council under section 26 of the Act; Provided he shall preside over the meetings of the Governing Council and the Annual Convocation.
- (4) The Chancellor shall have the power to himself to 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.
- (5) The Chancellor shall have the 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.
- (6) The Chancellor shall have power to conduct inspection of a School of Study, a Hostel, an Office or any other department of the University, on his own or direct any Officer or Authority of the University to do so on his behalf. He also shall have powers to order an inquiry in respect of any of these establishments or in any other matter connected with the University administration and financial management.

(7) The Chancellor may address the Vice Chancellor with reference to the result of such an inspection / inquiry, together with his views and advice to the Vice Chancellor on the follow up action. The Vice Chancellor shall communicate forthwith to the authority concerned the result of the inspection / inquiry, and the views / advice of the Chancellor thereon, and who shall take follow up action within a reasonable time.

(8) If the Chancellor is of the opinion that the Vice Chancellor wilfully abuses the powers vested in him and / or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or it appears to the Chancellor that the continuance of the Vice Chancellor in office is detrimental to the interests of the University, the Chancellor may place the Vice Chancellor under suspension.

(9) 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.

(10) The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice Chancellor from his office; Provided that the Vice Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.

(11) 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 and any extension thereafter may be allowed only with the approval of the Governing Body.

(12) The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority / Officer(s) at his discretion and may have the right to modify or recall his order of delegation of such power.

(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) Notwithstanding anything contained in the Statutes to the contrary, 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.

- (15) The Chancellor may in writing under his hand addressed to the Management Committee, resign his 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.
- (16) Decisions taken by the Chancellor shall be placed before the Governing Body, for information, in its next meeting.
- (17) The Chancellor shall exercise 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.

11. PRO CHANCELLOR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Pro Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body for a period of five years and upon expiry of his / her term, the Sponsoring Body shall alone have the power to reappoint the Pro Chancellor for the second or successive terms, as the Sponsoring Body deems fit.
- (2) The Pro Chancellor shall assist the Chancellor in discharging his / her duties / exercise such powers as may be delegated to him /her by the Chancellor.
- (3) The Pro Chancellor may by writing under his / her hand addressed to the Chancellor, resign his / her office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason.
- (4) If, at any point of time and upon receipt of a representation or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuation of Pro Chancellor is not in the interest of University, the Chancellor with the approval of Governing Body and by an order in writing stating the reasons thereof, may ask the Pro Chancellor to relinquish his office before expiration of his term, from such date as may be specified in the order; Provided that before taking an action under this sub section, the Pro Chancellor / Vice-Chancellor shall be given an opportunity of being heard.
- (5) The Sponsoring body shall determine the salary of the Pro Chancellor which shall be less than that of the Chancellor of the University.

12. EXECUTIVE DIRECTOR: APPOINTMENT AND POWERS

The Executive Director shall be appointed by the Management Committee and shall exercise all administrative and financial powers as has been delegated to him/her by the Management Committee/Chancellor.

13. VICE CHANCELLOR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Vice Chancellor shall be selected by a Search Committee to be constituted by the Chancellor.
- (2) The Search Committee shall comprise of the 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, and;
- (3) The Search Committee shall recommend a panel of three names to the Governing Council through Chancellor within the period stipulated by the Chancellor in his order constituting the Search Committee.
- (4) In case, none of the recommended names are found suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
- (5) The Governing Council shall after the 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) The Vice Chancellor shall be appointed by the Chancellor with the approval of the Governing Council, based on the recommendations of a Search Committee and shall hold the office for a period of three years or until he / she attains the age of sixty five years whichever is earlier and shall be eligible for reappointment after the expiry of his / her term.
- (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 Council, and as amended from time to time, in writing.

(8) The Vice Chancellor may by writing addressed to the Chancellor, resign his office with three month's notice or three month's salary in lieu of notice, without assigning any reason.

(9) After the expiration of the term of three years, the Vice Chancellor shall continue to hold his / her office for a period of not exceeding six months or till regularly appointed Vice Chancellor takes over his / her office, whichever is earlier, provided further that if no Vice Chancellor could be appointed by the Governing Council during the aforesaid period of six months the Governing Council shall have the power to further extend the term of office of the Vice Chancellor for a period of not beyond three months.

(10) The services of Vice Chancellor can be terminated by the Chancellor with the prior approval of the Governing Council, by giving him / her 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 Council, may, by an order in writing stating the reasons therefore, ask the Vice Chancellor to relinquish his / her office before expiration of his / her 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.

(11) 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 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.

(12) During the temporary absence of the Vice Chancellor by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of the Vice Chancellor.

(13) The Vice Chancellor, in addition to the powers vested in him / her, shall have the following additional powers and responsibilities:

- (a) The Vice Chancellor shall be entitled to be present at and to address any meeting of any authority 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, as applicable to 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 Officers of the University;
- (d) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various Authorities, of the University other than the Sponsoring Body, Governing Council, Executive Council, Finance Committee and the Planning Board;
- (e) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University be it the faculty / staff or student;
- (f) The Vice Chancellor shall preside over the annual convocation of the University in the absence of the Chancellor and the Pro Chancellor;
- (g) 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; and
- (h) The Vice Chancellor may delegate any of his powers to other Officers of the University with the prior written approval of the Chancellor.

14. PRO VICE CHANCELLOR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Pro Vice Chancellor shall be appointed by the Executive Council on the recommendations of Vice Chancellor, from amongst the Professors of the University and shall discharge his duties as prescribed by the Statutes and provided in the Ordinances and Regulations in addition to his duties as Professor of the University.
- (2) In the absence of the Vice Chancellor, the Pro Vice Chancellor nominated by the Vice Chancellor shall discharge the day to day duties of the office of the Vice Chancellor, unless otherwise directed by the Chancellor.
- (3) If the Vice Chancellor is of the opinion that the Pro Vice Chancellor willfully abuses the powers delegated to him and / or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice Chancellor that the continuance of the Pro Vice Chancellor in office is detrimental to the interests of the University, the Vice Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry.

- (4) The matter shall be reported to the Executive Council in its next meeting and the Council, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.
- (5) The appointment of Pro Vice Chancellor shall be for a period of three years and can be terminated by the Executive Council / Chancellor by without assigning any reason.

15. REGISTRAR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Registrar shall be appointed by the Executive Council of the University.
- (2) The Registrar shall be a whole time salaried officer of the University; the term of office, salary, allowances and other conditions of services, shall be such as decided by the Governing Council, and as amended from time to time, in writing.
- (3) The qualifications for recruitment to the post of Registrar shall be as prescribed by the University Grants Commission from time to time.
- (4) The Registrar shall be ex-officio secretary of the Executive Council, Governing Council, Academic Council, and the Admission Committee and unless specifically specified herein, of every other committee including selection committee for the appointment of teachers of the University, but will not have the right to vote on any matter placed before any of the committees.
- (5) The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University and shall exercise such other powers and perform such other functions 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.
- (6) The Registrar shall be assisted in his work by a number of other officials, including Deputy Registrars, Assistant Registrars, Directors and OSD level Officers, whose work and conduct shall be supervised by him.
- (7) The Registrar may also be assisted, in discharge of his duties and responsibilities, by such other officials as may be assigned to him by the Vice Chancellor and the Chancellor.
- (8) 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 Deputy Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back;

(9) Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other important matters shall be taken by the Vice chancellor.

(10) 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.

(11) The services of Registrar can be terminated by the Chancellor by giving him three months' notice or three months alary in lieu of notice, without assigning any reason.

(12) The Executive Council, in a case of misconduct, may place the Registrar under suspension suo-moto, or on the recommendations of the Vice Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.

(13) If the Executive Council, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, the Executive Council may, by an order in writing stating the reasons therefore, ask the Registrar to relinquish his office from such date as may be specified in the order. Provided that before taking an action, the Registrar shall be given an opportunity of being heard.

(14) The Power, Functions and responsibilities of the Registrar shall be as may be determined by the Governing Council and may include,

- (a) Registrar shall work directly under the superintendence, and directions of the Vice Chancellor and / or the 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) Conduct the external official correspondence of the University on behalf of all or any of its Authorities;
- (d) As secretary to said Authorities, as above, he shall issue notices conveying the dates of meeting of the University authorities to the 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 etc. 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 the Deans, Schools, Finance and any other officers of the University for submission to the State Government and other external agencies / Regulatory Bodies;
- (n) Perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or as may be required, from time to time, by the Chancellor, Executive Council or the Vice Chancellor.

16. DEAN OF SCHOOL: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Dean of every School 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 for a period of three years or a period as may be specified; Provided that the Dean of

School(s) may be re-appointed for further term(s) as decided by the Executive Council.

- (2) The Dean shall preside over the meeting of the Board of Studies of Schools and be a special invitee to other Board of Studies of the departments of the schools.
- (3) 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 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;
- (4) The Executive Council may remove a Dean from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and / or place him under suspension till completion of an inquiry.
- (5) 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.
- (6) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations. Further, The Dean of School shall have following functions, roles / powers,
 - (a) He / she shall work directly under the superintendence, direction and control of the Vice Chancellor. In case of administrative and service matters they will report to the Registrar.
 - (b) Be responsible for the 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 School;
 - (c) Recommend to the Academic Council, offering of new programs or discontinuation of existing ones;
 - (d) To facilitate the creation of a learner centric environment conducive for quality education;
 - (e) 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;

- (f) To organize inter-institutional and intra-institutional workshops, seminars, conferences etc. on quality related themes and promotion of quality circles;
- (g) Be responsible for development of quality culture in the School;
- (h) Control, regulate and co-ordinate research activities in the School;
- (i) Be empowered to ask the Controller of Examinations to withhold the Hall Ticket of student for examination for valid reasons as per policy;
- (j) 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);
- (k) Render necessary assistance for redressal of grievances / address academic queries of the students / parents / stakeholders in the School; and
- (l) To exercise such other powers and perform such other functions, as may be delegated or assigned by the Vice Chancellor.

17. DIRECTOR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Director shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Professors of the concerned School / Centre or as direct recruitment as per the procedure laid down by the Executive Council and / or as specified by the Ordinances of the University; Provided that such Director shall work under the direct supervision of the Dean of the School.
- (2) The qualification, term of office, conditions of service and procedure of appointment of the Director(s), shall be determined by the Executive Council.

18. HEAD OF DEPARTMENT: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Head of Department shall be appointed by the Executive Council, based on the recommendations of the Vice Chancellor, from amongst a panel of three names of the senior teachers of the Department received from the Dean of the School or as a direct recruitment as per the procedure laid down by the Executive Council and / or as specified by the Ordinances of the University, and in addition he / she shall continue to perform his / her teaching duties.
- (2) The appointment of Head of Department shall be for a period of five years from the date of such appointment.

- (3) The Head of Department shall preside over the meetings of the Board of Studies.
- (4) The Executive Council shall have power to remove the Head of Department, if he / she is found guilty of any misconduct or if he / she fails to perform the duties of his / her office, after seeking a report or being provided a report by the Vice Chancellor and revert him / her to his / her substantive post and / or place him under suspension till completion of an inquiry.
- (5) The appointment of the Head of Department, can be withdrawn by the Chancellor, without assigning any reason.
- (6) The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations and may include,
 - (a) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department;
 - (b) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - (c) Maintain discipline in the classrooms and Laboratories through teachers of the Department;
 - (d) Be responsible for the coordination and supervision of teaching and research in the Department both for students and faculty;
 - (e) Be responsible for monitoring and mentoring the academic progression and reaching learning of the students, including identifying weak students and providing requisite guidance;
 - (f) 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;
 - (g) Inculcate the good academic practices;
 - (h) Recommend / approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
 - (i) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
 - (j) Operate the Budget of the Department in consultation with the Dean of School; and

(k) 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 School concerned.

19. DEAN/DIRECTOR ACADEMIC AFFAIRS: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Dean/Director Academic Affairs shall be appointed by the Executive Council, on the recommendations of a committee constituted under the chairmanship of the Vice Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University; for a period of three years or a period as may be specified; Provided that the Director Academic Affairs may be re-appointed for further term(s) as decided by the Executive Council.
- (2) A teacher having a minimum of 10 year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean / Director or above, will be eligible for appointment as Director Academic Affairs.
- (3) The Dean/ Director Academic Affairs may submit his resignation to the Vice Chancellor and shall cease to hold his office on acceptance by the Executive Council.
- (4) The Vice Chancellor, based upon a complaint received against the Director Academic Affairs or on his own, if arrives at a conclusion that continuance of the Director Academic Affairs is detrimental to the interests of the University, may recommend to the Executive Council in writing regarding the removal of the Director Academic Affairs from his office from such date as may be specified; Provided that before taking an action under this sub section, the Director Academic Affairs shall be given an opportunity of being heard.
- (5) The Dean/Director Academic Affairs shall,
 - (a) Assist the Vice Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
 - (b) Ensure that the decisions of the Academic Council are followed in letter and spirit;
 - (c) Advise the Vice Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute; and

(d) Scrutinize the academic proposals emanating from the schools before these are forwarded for consideration of the Vice Chancellor or the Academic Council.

20. DEAN STUDENT AFFAIRS: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Dean Student Affairs 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 Ordinances of the University. The Dean Student Affairs shall discharge his duties in addition to his duties as a Professor.
- (2) The Dean Student Affairs 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 / her by the Vice Chancellor from time to time.
- (3) The Dean Student Affairs shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.
- (4) The Dean Student Affairs may delegate any part of the duties / responsibilities to Student Development Officer or any other person, with approval of the Vice Chancellor.
- (5) The appointment of Dean Student Affairs 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.
- (6) The scope of Dean Student Affairs shall generally encompass non-academic aspects of student life. The Dean Student Affairs shall plan and direct the University activities related to student services and campus life. The Dean Student Affairs shall generally be responsible for serving as a point of information for students and responding to student's needs. He / she shall look after the general welfare of the students and implement initiatives to obtain a harmonious blend of intellectual and social life for the students. The Dean Student Affairs shall attend to all aspects of the University life which fall outside the classroom and which contribute to the student's development as mature, ethical and responsible human beings.

(7) The Dean Student Affairs 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) Organization and development of student's bodies;
- (h) Counselling and guidance facilities for student's;
- (i) Promotion of student's participation in co-curricular and social activities;
- (j) Recommend financial aid to the students as per policies in effect from time to time;
- (k) Foster healthy relationships between the students and academic faculty as well as with the administration staff members;
- (l) Maintain close liaison with Career advice services and guide students accordingly;
- (m) Health and Medical Services for the students;
- (n) Residential life of the students;
- (o) Arrange facilities for the student's Educational Tours and Excursions, other than those prescribed as part of academic curricula;
- (p) 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;

- (q) 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;
- (r) Maintain the register of Alumni and foster communication;
- (s) Securing facilities for students for further studies in the country and / or abroad, and career advancement;
- (t) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Academic Council / Vice Chancellor from time to time;

21. DEAN RESEARCH AND DEVELOPMENT: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Dean Research and Development shall be appointed by the Executive Council, on the recommendations of a committee constituted under the chairmanship of the Vice Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University; for a period of three years or a period as may be specified; Provided that the Dean Research and Development may be re-appointed for further term(s) as decided by the Executive Council.
- (2) A teacher having a minimum of 10 year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean / Director or above, will be eligible for appointment as Dean Research and Development.
- (3) The Dean Research and Development may submit his resignation to the Vice Chancellor and shall cease to hold his office on acceptance by the Executive Council.
- (4) The Vice Chancellor, based upon a complaint received against the Dean Research and Development or on his own, if arrives at a conclusion that continuance of the Dean Research and Development is detrimental to the interests of the University, may recommend to the Executive Council in writing regarding the removal of the Dean Research and Development from his office from such date as may be specified; Provided that before taking an action under this sub section, the Dean Research and Development shall be given an opportunity of being heard.

(5) The Dean Research and Development shall,

- (a) Be the ex-officio secretary of the Research Advisory Board and as such will give effect to its decisions;
- (b) Be overall in-charge of the Ph.D. programme and shall ensure that the topic of research selected has relevance to the present day requirement;
- (c) Ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;
- (d) Help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry; and
- (e) Mobilize funds for research.

22. CONTROLLER OF EXAMINATIONS: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Controller of Examinations shall be a whole time salaried officer of the University having a teaching experience of at least 10 years at a University / Institution of repute.
- (2) The Controller of Examination (“COE”) shall be appointed by the Executive Council. Provided that the Executive Council may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University.
- (3) The Controller of Examination 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 discharge his functions under the, direction guidance of the Vice Chancellor.
- (5) 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.

- (6) The Controller of Examination shall be ex-officio member in the meetings of Academic Council and Executive Council in case not included as Professor or other designation.
- (7) During the temporary absence of the Controller of Examinations by reason of leave, illness or any other cause, the Vice Chancellor may make such arrangements as he deems fit for carrying on the duties of the Controller of Examinations.
- (8) The Controller of Examinations may resign his office after giving a three months' notice to the Vice Chancellor and shall cease to hold his office on the acceptance of his resignation on acceptance by the Executive Council or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice Chancellor at his discretion.
- (9) If, at any point of time and based upon a complaint received by the Vice Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examination under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Executive Council the removal of the Controller of Examinations from his office from such date as may be specified; provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.
- (10) The appointment of the COE, 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.
- (11) The Vice Chancellor, in order to strengthen the Examination system, may appoint a Deputy Controller of Examination(s), Assistant Registrar from amongst the employees of the University, on such terms and conditions as a may be decided by the Vice Chancellor.
- (12) The Controller of Examination shall perform such other functions as prescribed by the Ordinances and approved by the Executive Council from time to time. The functions shall include all, but not restricted to,
 - (a) Prepare and announce the Calendar of Examinations;
 - (b) 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;

- (c) Issue of Date sheets for conducting different programmes, theory as well as practical examinations based on the Academic Calendar of the University;
- (d) 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.;
- (e) Coordination of paper-setting work, including printing, sealing and safe custody;
- (f) Issue of Invigilation Plan and duties, examiners etc;
- (g) Preparation of seating plan / Hall preparation;
- (h) 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;
- (i) 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;
- (j) To arrange for the answer books and their safe custody;
- (k) Manage conduct of examinations on daily basis;
- (l) To arrange to evaluation and to process the timely publication of results and declaration of same to the students;
- (m) In case of reported incident of Unfair means initiate necessary action including calling for meeting of UFM committee to investigate the incident as per the rules on UFM and promulgate the orders based on the report / findings;
- (n) 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;
- (o) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;

- (p) Provide to Registrar the hard copy of signed results and after same are uploaded / locked on the ERP system to enable issue of grade sheets and Transcripts;
- (q) To submit report regarding examination(s) and results review to the Vice Chancellor and to the University Examination Committee;
- (r) The Controller of Examination 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;
- (s) 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
- (t) 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.

23. CHIEF EXECUTIVE OFFICER: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Chief Executive Officer shall be appointed by the Executive Council, based on recommendations of the Governing Council and / or as specified in the Ordinances of the University. The Chief Executive Officer shall assist the Vice Chancellor in all non-academic and corporate functions of the University and report to the Chancellor / Vice Chancellor.
- (2) The Chief Executive Officer shall be a whole time salaried officer of the University; the salary and allowances and other conditions of services of the Chief Executive Officer at the time of appointment shall be such as decided by the Governing Body, based on recommendations of the Chancellor, and as amended from time to time.
- (3) During the temporary absence of the Chief Executive Officer by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of Chief Executive Officer.
- (4) The Chief Executive Officer shall attend the meetings of all authorities of the University including but not limited to the Governing Body, Executive Council, Academic Council, Admission Committee, Planning Board and Finance Committee, etc.

- (5) The Chief Executive Officer may by writing under his hand addressed to the Vice Chancellor, resign his office with a notice period of three months or three months 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) 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 Chief Executive Officer is not in the interest of the University, the Chancellor, after taking approval from the Governing Body, may, by an order in writing stating the reasons therefore, ask the Chief Executive Officer to relinquish his office from such date as may be specified in the order.
- (7) Subject to the powers, roles and responsibilities of the Chief Executive Officer shall include overseeing all the non-academic and corporate functions of the University (under supervision and control of the Vice Chancellor) including but not limited to,
 - (a) Marketing & Brand Building;
 - (b) Admissions/ Enrolments;
 - (c) Placements and Corporate Relations;
 - (d) Project Management;
 - (e) Information Technology; and
 - (f) Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice Chancellor, in consultation with the Chancellor / Pro Chancellor.

24. CHIEF PROCTOR: APPOINTMENT, POWERS AND FUNCTIONS

- (1) The Chief Proctor shall be appointed by the Executive Council and / or as specified by the Ordinances of the University from the Professors of the University. The Chief Proctor shall discharge his duties in addition to his duties as a Professor.
- (2) The Chief Proctor shall assist the Vice Chancellor and the Registrar in maintaining discipline among the students of the University.

- (3) The Vice Chancellor may appoint Associate / Assistant Proctor(s), to strengthen the proctorial system, from amongst the Associate / Assistant professors of the University; Provided that at least one female teacher of the University is appointed as Associate / Assistant Proctor, if the Proctor is a male teacher.
- (4) There shall be a Proctorial Committee consisting of all the Proctors; Provided that the Vice Chancellor, in consultation with the Chief Proctor, may nominate a senior employee of the University to the Proctorial committee for a period as may be specified.
- (5) The Executive Council upon the recommendations of the Vice Chancellor and the Registrar may remove the Chief Proctor from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and / or place him under suspension till completion of an inquiry; Provided further that the Vice Chancellor shall be the competent to take similar action against an Associate / Assistant Proctor.
- (6) Any violation of the Students Code of Conduct and Ethics shall treated as a misconduct and shall attract penal action as decided by the Vice Chancellor on the record of the Chief Proctor / Proctorial Committee.
- (7) Any student indulging in an act of misconduct or indiscipline is liable to be suspended from the University by the Vice Chancellor on recommendations of the Chief Proctor pending an inquiry; Provided in exigencies of the situation, the Dean of the School may issue suspension order on specific recommendation of the Chief Proctor, subject to its ratification by the Vice Chancellor.
- (8) The Chief proctor shall exercise such powers and perform such duties with regards to maintenance of discipline amongst the students as may be prescribed in the Ordinances or as decided by the Vice Chancellor from time to time. 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 Registrar for issue of orders relating to disciplinary proceedings against students.

(9) 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. Further, He / she may:

- (a) Institute proceedings, in cases of breach of discipline, referred to him / her by the Vice Chancellor or reported to him / her by any other person or noticed the same by himself / herself;
- (b) Suspend or gate any student up to a maximum period of one week; 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;
- (d) In all cases of disciplinary action, where the Chief Proctor dealing with the matter considers that a higher punishment than he / she has power to impose is required, he / she shall report the same to the Vice Chancellor for suitable action.

25. CHIEF HUMAN RESOURCE OFFICER: APPOINTMENT, POWERS AND FUNCTIONS

(1) The roles and responsibilities, qualification, term of office, conditions of service and procedure of appointment of the Chief Human Resource Officer shall be approved by the Chancellor and / or as specified by the Ordinances of the University. He will report to the Registrar.

26. CHIEF FINANCIAL OFFICER/FINANCE OFFICER : APPOINTMENT, POWERS AND FUNCTIONS

- (1) The qualifications and procedure for selection for the post of Chief Financial Officer (“CFO”) (or) the Finance Officer (FO) shall be as per the law and /or as specified in the Ordinances of the University.
- (2) The CFO/FO, shall be appointed by the Executive Council of the University on the advice of the Governing Body. He/she will report to the Chancellor.
- (3) The CFO/FO shall be a whole time salaried officer of the University. The term of office and conditions of service of the Chief Financial Officer shall be determined by the Governing Body.
- (4) The power and functions of the CFO/FO shall be as may be determined by the Governing Body.
- (5) The CFO/FO shall be the ex-officio secretary of the Finance Committee and shall not have right to vote.
- (6) The CFO/FO may by writing under his hand addressed to the Vice Chancellor, resign his office with a notice period of three months or three months 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.
- (7) When the CFO/FO is vacant or if he/she is on account of illness or any other reason is unable to perform the duties of his Office, the duties of the office of Chief Financial Officer shall be performed by such person as the Chancellor may decide.
- (8) The services of the CFO/FO can be terminated by the Chancellor on his own by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (9) 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 FO/CFO 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 therefore, ask the Chief Financial Officer to relinquish his office from such date as may be specified in the order; Provided that before taking an action, the Chief Financial Officer shall be given an opportunity of being heard.
- (10) Subject to the supervision and directions of the Finance Committee, the Chief Financial Officer/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) Maintain and update the registers of buildings, land and equipment and conduct of the Physical verification of the Stores and other facilities/departments and also the consumable materials;
- (h) Have the account of the University regularly audited by the auditors as may be appointed for the purpose;
- (i) Call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities;
- (j) The CFO/FO responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other financial related matter; and
- (k) Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Ordinances, Rules and the Regulations.

CHAPTER III – AUTHORITIES OF THE UNIVERSITY

The following shall be the authorities of a Private University, namely:-

- (a) The Governing Council
- (b) The Executive Council.
- (c) The academic Council.
- (d) The Finance Committee.
- (e) The Planning Board and
- (f) Any such other authorities as may be declared by the statutes to be the authorities of the University, as advised by the Governing Council, in consultation and advice from the Sponsoring Body/Chancellor.

27. GOVERNING COUNCIL

- a. The Governing Council shall consist of following members,
 - i. The Chancellor - Chairperson;
 - ii. The Pro Chancellor;
 - iii. Executive Director
 - iv. The Vice Chancellor;
 - v. The Registrar – ex officio Secretary who shall have right to speak at the meeting, but not the right to vote;
 - vi. One eminent educationist nominated by the Management committee – Member;
 - vii. One legal expert to be nominated by the Sponsoring Body;
 - viii. One financial expert to be nominated by the Sponsoring Body;
 - ix. Finance Officer – member who shall have right to speak at the meeting, but not the right to vote.
 - x. Director IQAC – member who shall have right to speak at the meeting, but not the right to vote.
 - xi. The Sponsoring body shall have the power to nominate up to six additional persons as members to the Governing Council, provided that the number of members of the Governing body shall not be less than nine and more than fifteen.

- b. The term of nominated members shall be three years or as decided.
- c. The ex-officio members shall continue to be the members of the Governing Body so long as they hold the office by virtue of which they are the members of the Governing Body.
- d. The trust shall have powers to remove a member of the Governing Council.
- e. A member nominated/co-opted member of the Governing Body not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Body and the vacancy will be duly filled in.
- f. The other terms and conditions of nomination of the members to the Governing Council, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Council shall have the right to review and modify any of the nominations made by it.
- g. Meetings of the Governing Council shall be convened by the Chancellor either on his own initiative or on a requisition from a minimum one fourth of the members of the Governing Body and it shall meet at least once in each Academic year
- h. The quorum of the meeting shall be one third of the total membership of the Governing Body.
- i. The Chancellor shall preside over the meetings of the Governing Body and in his absence; the Pro-Chancellor/Executive Director/Vice Chancellor shall preside over the meeting.
- j. The written notice of the meeting shall be issued by the Registrar at least two weeks before the date of the meeting;
 Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- k. The notice of the meeting may be sent through email or delivered by hand or sent by registered post at the address of each member as recorded in the office of the Registrar and the same shall be deemed to have been duly delivered within the time.
- l. The agenda shall be circulated by the Registrar at least one week before the date of the meeting.
- m. 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.

n. The ruling of the Chairman in regard to all the questions of procedure shall be final.

28. POWERS AND FUNCTIONS OF GOVERNING COUNCIL

Subject to the provisions of this Act, the Governing Council shall have the following powers and functions, namely:—

- (a) to review from time to time, the broad policies and programmes of the Private University and suggest measures for the working, improvement and development of the Private University;
- (b) to consider and pass resolutions on the annual report and annual accounts of the Private University and audit report of such accounts;
- (c) to advise the Chancellor In respect of any matter which may be referred to it for advice; and;
- (d) to perform such other functions as may be prescribed.

29. EXECUTIVE COUNCIL

The Executive Council shall be the principal Executive Authority of the University and shall meet at least once in each Academic year.

The Chancellor shall be the Chairperson of the Executive Council, which shall consist of the following other members, namely:-

- i. Chancellor - Chairperson
- ii. Two members to be nominated by the Governing Council;
- iii. Vice-Chancellor
- iv. Two eminent educationists nominated by the Chancellor;
- v. The Secretary to State Government Higher Education department, ex-officio
- vi. The Director of Collegiate Education., ex-officio.
- vii. The Registrar who shall be ex-officio Member Secretary; and
- xi. The Finance Officer shall have the right to speak in and otherwise to take part in the proceedings of the Executive Council but shall not be entitled to vote;

The ex-officio members shall continue to be the members as long as they hold the office by virtue of which they are the members of the Executive Council.

However, the members, other than the ex-officio members, shall have a term of 3 years. *

- c. A member of the Executive Council, other than the state nominees, may be removed by the Governing Body.
- d. A nominated member, other than the State nominees, not attending three consecutive meetings without prior notice, shall cease to be a member of the Executive Council and the vacancy will be filled for the remaining period in accordance with the laid down procedure.
- e. Meetings of the Executive Council may be convened by the Vice- Chancellor sue motto or on a requisition signed by not less than one third of the total members. The quorum of the meeting shall be not less than six members of the Executive Council.
- f. Decision on all the matters placed for consideration of the Executive Council shall be made through simple majority, in case of a tie the matter shall be decided by the casting vote of the Chairman.
- g. Notice of the meeting shall be issued by the Registrar and sent to the members through email or delivered by hand or sent by the registered post, at least two week prior to the date of the meeting, stating clearly the venue, date and time of the meeting;
provided that the Vice-Chancellor may call an emergent meeting of the Executive Council at short notice.
- h. The agenda of the meeting shall be circulated by the Registrar at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two week before the meeting. The Vice-Chancellor may, however, permit inclusion of any item for which due notice has not been received.
- i. The ruling of the Chairperson of EC in regard to all questions of procedure shall be final.
- j. The decisions taken by the Executive Council shall be placed before the Governing Council for information.
- k. The Executive Council, may authorize the Vice-Chancellor to make such decisions and exercise such powers as deemed necessary for timely discharge of the matters placed under its charge;

Provided that, the decisions taken shall be placed before in the next meeting of the Executive Council for ratification.

30. POWERS AND FUNCTIONS OF EXECUTIVE COUNCIL

- (a) the constitution, powers and functions of the authorities of the University, as may be constituted from time to time;
- (b) the appointment and continuance in office of the members of the said authorities, filling up of vacancies of members and all other matters relating to those authorities for which it may be necessary to provide;
- (c) the appointment, powers and duties of the officers of the University and their emoluments;
- (d) the appointment of teachers of the University and other academic and administrative staff and their emoluments;
- (e) the appointment of teachers and other academic and administrative staff working in the Private University or Institution for specific period for undertaking a joint project;
- (f) the conditions of service of employees including provisions for retirement benefits, insurance and provident fund, the manner of termination of service and disciplinary actions;
- (g) the principles governing seniority of service of employees; Procedure for settlement of disputes between employees or students and the Private University;
- (h) Appointments of various committees as and when required for specific purposes.
- (i) the procedure for appeal to the Executive Council by any employee or students against the action of any officer or other authority of the University;
- (j) the conferment of honorary degrees;
- (k) the withdrawal of degree, diploma, certificate and other academic distinction;
- (l) the institution of fellowships, scholarships, studentships, medals and prizes;
- (m) the maintenance of discipline among the students;
- (n) the establishment and abolition of Department, Centres and other institutions;
- (o) the recommendation of the fee committee on the tuition fee and other charges will be approved by the Executive Council. The Executive Council will also have to powers for providing a built-in provision for a reasonable yearly escalation of fees.
- (o) the delegation of powers vested in the authorities or officers of the University; and;

(p) all other matters, which may by these statutes are to be or may be prescribed.

The Executive Council shall not make, amend or repeal any statute affecting the powers or constitution of any authority of the Private University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

(1) The Executive Council may, from time to time, make statutes and amend or repeal the statutes in the manner hereinafter provided in this section.

(2) Approval of Budget.

(3) A statute or an amendment to, or repeal of, a statute passed by the Executive Council shall be submitted to the Management Committee who may assent thereto or withhold its assent. A statute or an amendment to, or repeal of, a statute passed by the Executive Council shall have no validity unless it has been assented to by the Management Committee. A copy of the statutes shall be sent to the Government for information.

Subject to the provisions of this Act and the statutes, the ordinances shall be made by the Executive Council, subject to the approval of the Management Committee, which may provide for all or any of the following matters, namely:—

- (a) the admission of students to the Private University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the Private University;
- (c) the medium of instruction and examination;
- (d) the award of degree, diploma, certificate and other academic distinctions, the qualification for the same and the matters to be taken relating to the granting and obtaining of the same;
- (e) the Executive Council will approve the fees to be charged for courses of study in the University and to also approve the fees/charges applicable for conduct of examinations, practical, conferences, charges for degrees, diplomas and certificates to be awarded by the university.
- (f) the conditions for the award of fellowships, Scholarships, studentships, medals and prizes;
- (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (h) the conditions of residence of the students of the University;

- (i) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and prescribing of special courses of studies for them within the Private University;
- (j) the appointment and emoluments of employees other than those for whom provision has been made in the statutes;
- (k) the establishment of Centre of Studies, Boards of Studies, Inter- disciplinary Studies, Special Centres, Specialized Laboratories and other Committee;
- (l) the manner of co-operation and collaboration with other Universities and authorities including learned bodies or association;
- (m) the creation, composition and functions of any other body which is considered necessary for improving the academic mileage of the Private University;
- (n) the remuneration to be paid to the examiners, moderators, invigilators and tabulators;
- (o) such other terms and conditions of service of teachers and other academic staff as are not prescribed by the statutes.

In making ordinances, the Executive Council shall consult the Management Committee.

All ordinances made by the Executive Council shall have effect from such date as it may direct.

- (1) The annual report of University shall be prepared under the direction of the Executive Council and shall be submitted to the Governing Council on or after such date as may be prescribed and the Governing Council shall consider the report in its annual meeting.
- (2) The Governing Council shall submit the annual report to the Chancellor along with its comments, if any.
- (3) The annual accounts and balance sheet of a Private 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 Accountant.
- (4) A copy of the annual accounts, together with the audit report thereon, shall be submitted to the Governing Council and the Chancellor along with the observations of the Executive Council for their approval.

31. THE ACADEMIC COUNCIL

The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.

The Academic Council shall be constituted as under:

- i. The Vice-Chancellor -Chairperson
- ii. The Pro-Vice-Chancellor
- iii. All Deans of the Colleges/Schools of Studies;
- iv. Dean Academic Affairs;
- v. Dean Research and Development;
- vi. All Heads of Department;
- vii. Two Assoc. Professors by rotation once in two years
- viii. Two Asst. Professor by rotation once in two years
- ix. Three distinguished professionals representing academia & industry,
- x. The Registrar- ex-officio Secretary.
- xi. The term of office of the ex-officio members shall be co-terminus with the term of their offices. While members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years,
- xii. the meetings of the Academic Council shall be convened by the Vice-Chancellor sue motto whenever necessitated.
- xiii. The quorum of the meeting shall be one third of the total strength of the Academic Council.
- xiv. The written notice of meetings shall be issued by the Registrar and sent through email or delivered by hand or through registered post to every member at least two weeks before the date of the meeting;

Provided that the Vice-Chancellor may call a special meeting of the Academic Council at short notice.

- xv. The agenda of the meeting shall be issued by the Registrar at least one week before the meeting.

xvi. All questions considered at the meetings of the Academic Council shall be decided by a majority vote of the members present and voting;

Provided that the Chairperson shall have a casting vote in case of a tie.

xvii. The Academic Council may authorise the Vice-Chancellor to exercise the powers vested in the Academic Council in an emergent situation by a circulation note for approval of any urgent matter.

Provided that the emergency decision(s) taken shall be placed in the next meeting of the Academic Council for ratification.

xviii. The recommendations of the Academic Council in matters falling under the jurisdiction of the Executive Council shall be placed before the Executive Council for approval, in the next meeting.

xix. Subject to the provisions as laid down in the University Act, the Academic Council shall have the following powers and perform the following functions:

- i. consider and approve the proposals received from the Colleges of Studies with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the College;
- ii. exercise general control over the academic policies of the University, issue direction on methods of instruction, quality of question paper, co-ordination of teaching amongst various colleges, maintenance and improvement of academic standards and evaluation of research undertaken at the colleges of Studies.;
- iii. make proposals to Executive Council for establishment of new colleges, Departments, Specialised Centres and Laboratories;
- iv. recommend to the Executive Council institution of the Degrees, Diploma, Certificates and other academic distinctions, to be awarded by the University; and
- v. recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalence with degree and diplomas offered by the University;
- vi. The Academic Council shall be the principal academic body of University and shall subject to the provisions of the statutes, the ordinances and the applicable regulations, co-ordinate and exercise general supervision over the academic policies of the University.

32. THE FINANCE COMMITTEE

The Finance Committee shall be the principal financial body of the University.

The Finance Committee shall be constituted as under:

- a. Chancellor: Chairman
- b. The Vice-Chancellor
- c. The Pro-Vice-Chancellor
- d. The Registrar;
- e. A Professor of the University nominated by the Governing Council;
- f. One financial expert nominated by the Trust;
- vii. The Finance Officer- Member Secretary.

The Vice-Chancellor shall be authorised to invite an expert in financial matters, to any meeting of the Finance Committee as a special invitees.

The term of the ex-officio members shall be coterminous with the office they hold and by virtue of which they are members of the Finance Committee. The term of office of a nominated member shall be two years.

In the absence of the Vice-Chancellor, a member from amongst the members present may preside over the meeting.

The Finance Committee shall meet at least twice in an academic year and shall be convened by the Chairman.

Provided that the Vice-Chancellor shall be authorised to call a special meeting of the Finance Committee at short notice.

The quorum of the meeting shall be one third of the total strength of the Finance Committee.

Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The notice of the meeting shall be sent by the Finance Officer at least two weeks before the date of the meeting, through email or delivered by hand or sent by registered post.

The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.

The Finance Committee shall have the following powers and functions:

- a. The Annual Accounts and Annual Budgets prepared by the Finance Officer shall be considered by the Finance Committee for its recommendations to the Executive Council for approval.
- b. The Finance Committee may, after scrutiny of the proposal for expenditure, recommend limits on total recurring and non- recurring expenditure for the year, based on income and resources of the University.
- c. To give its views on any financial matter solicited by an ‘Authority’ or an ‘Officer’ of the University.

The recommendations of the Finance Committee shall be implemented with the approval of the Executive Council.

33. THE PLANNING BOARD

The Planning Board shall consist of the following:

- a. The Vice-Chancellor- Chairperson
- b. The Pro-Vice-Chancellor
- c. Two nominees of the Trust;
- d. Manager Infrastructure
- e. Dean of Students’ Welfare;
- f. The Finance Officer;
- g. The Registrar- Member Secretary.

The term of office of ex-officio members shall be coterminous with their term in office they hold and by virtue of which they are members of the Planning Board. The term of office of nominated members shall be for a period of two years.

The quorum of the meeting shall be one third of the total strength of the Planning Board.

The decisions on all the matters considered by the Planning Board shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The Planning Board may advise the Executive Council on necessary infrastructure and academic support systems required as per the norms of the State Government/ UGC/ or a Regulatory authority;

Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such Infrastructure/ the academic support system.

The Planning Board shall have at least one meetings in a year and the minutes thereof shall be reported to the Executive Council in its next meeting.

The Planning Board shall be the principal planning body of a Private University. The Planning Board shall ensure that the infrastructure and academic support system meets the norms prescribed by the regulatory bodies.

34. THE RESEARCH ADVISORY BOARD

- a. The Research Advisory Board shall be constituted as under:
 - i. Vice – Chancellor - Chairperson
 - ii. The Pro-Vice-Chancellor;
 - iii. Dean, Academic Affairs;
 - iv. Two Deans of Colleges nominated by the Vice-Chancellor;
 - v. Out-side experts, not exceeding two, nominated by the Chancellor;
 - vi. The Vice-Chancellor may co-opt one distinguished Scientist/ Professor from within or outside to any meeting of the Research Advisory Board, as and when necessary; and
 - vii. Dean, Research and Development - Member Secretary.
- b. All the members of the Research Advisory Board, other than the ex- officio members, shall hold membership for a term of two years.
- c. The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.
- d. The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
- e. The Board will develop and house other knowledge capabilities that may include

referral and participatory networks of scholars and industry experts.

f. The Board may select e-resources such as e-journals, e-books, on-line lectures reference material and reference websites for students and faculty.

g. The Board, shall develop, sustain and manage:

- (1) incubation/Innovation Centre, basic workshop for entrepreneurs;
- (2) develop business models and field test products and services; and
- (3) development of start-up ventures.

(4) The Board shall advise the Deans of Schools/Colleges in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.

- (5) The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
- (6) The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.
- (7) The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.
- (8) The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.
- (9) The recommendations made by the Research Advisory Board shall be reported to the Executive Council.

35. CURRICULUM COMMITTEE/ACADEMIC ADVISORY COMMITTEE

The curriculum committee of each of the School/College of study shall be constituted as under:

- i. The Dean of Schools/ Colleges- Chairperson;
- ii. All the Heads of the Departments;
- iii. All the Professors of the School/College concerned;

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

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

- iv. Two outside experts nominated by the Vice-Chancellor;
- v. Special Invitees may be invited to the curriculum committee meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.

36. POWERS & FUNCTIONS OF THE CURRICULUM COMMITTEE:

- i. The curriculum committee shall control and guide the Academic, Research and other activities of the various Departments of the College and shall:
 - 1. consider and approve the decisions taken by the Board of Studies of a Department;
 - 2. approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and
 - 3. consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.
- ii. In case it is not possible to convene the meeting of the Faculty Board for any reason, the Dean of the College shall have emergency powers to take a decision on behalf of the curriculum committee.
- iii. All the emergent decisions taken by the Dean shall be placed before the next meeting of the curriculum committee for ratification.

37. THE BOARD OF STUDIES

The Board of Studies shall normally be constituted for each of the Departments of a School/College;

Provided the Dean of the School/College, with the approval of the Vice- Chancellor may club one or more than one Department to constitute their Board of Study.

The Board of Studies shall comprise as under:

Dean/the Head of 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 Chairman of the Board of Studies by the Dean of the College.

- ii. Professors relating to the Faculties
- iii. provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;
- iv. Two Associate professors on rotation
- v. Two Assistant professors by rotation
- vi. Two experts from another University/Institution, nominated by Vice-Chancellor.
- vii. Controller of Examination shall be called as a special invitee.
- e. The Board of Studies shall be authorized to:-
 - i. examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;
 - ii. propose names of the examiners both internal and external;
 - iii. ensure quality of teaching and research undertaken by the Department; and
 - iv. make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.
- f. All the decisions of the Board of Studies shall be placed before the Academic Council for approval / recommendations to the Academic Council,

38. THE ADMISSION COMMITTEE

- a. The Admission Committee shall be constituted as under:
 - i. The Vice -Chancellor - Chairperson;
 - ii. The Pro-Vice-Chancellor(s);
 - iii. The Registrar;
 - iv. Dean Academic Affairs;
 - v. All the Deans of Schools/Colleges;
 - vi. Any other official of the University co-opted by the Vice- Chancellor; and
 - vii. Head of the Admission Cell - Member Secretary.
- b. The Admission Committee may appoint such other sub-committee(s) as it may deem necessary. The meeting of the admission committee will be held twice in a year.
- c. Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, admissions of students (following binary method in case of programmes where binary admission method is allowed as per the UGC norms) and following the norms as stipulated by the councils for the programmes regulated by the concerned councils, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process;

Provided that in Council based courses, the decision of the Council concerned shall be final and binding.
- d. The admission made each academic year shall be reported to the Academic Council.

39. THE EXAMINATION COMMITTEE

- a. The Examination Committee shall be constituted as under:
 - i. The Vice Chancellor – Chairperson
 - ii. The Pro-Vice-Chancellor(s);
 - iii. The Registrar;
 - iv. All the Deans of Schools/Colleges;
 - v. Dean Academic affairs;

- vi. Three members nominated by the Vice-Chancellor;
- vii. The Controller of Examinations - Member-Secretary;

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

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

40. INTERNAL QUALITY ASSURANCE CELL (IQAC)

- a. The University shall constitute an Internal Quality Assurance Cell consisting of the following members:
 - i. The Vice-Chancellor- Chairperson
 - ii. The Pro-Vice-Chancellor(s);
 - iii. The Registrar;
 - iv. Dean, Academic Affairs;
 - v. Deans of all the Colleges;
 - vi. Dean of Students' Welfare;
 - vii. Controller of Examinations;
 - viii. Two experts nominated by the Chancellor;
 - ix. Up to two faculty members to be nominated by the Vice- Chancellor;
 - x. Director, IQAC - Convener
- b. It shall be ensured that there are woman members nominated under various categories.

Role and functions of the IQAC:

- i. Development and application of quality benchmarks/parameters for various academic and administrative activities of the University.
- ii. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning process.
- iii. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes and analysis thereof.
- iv. Dissemination of information on various quality parameters of higher education.
- v. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- vi. Documentation of the various programmes/activities leading to quality improvement.

- d. i. Acting as a nodal agency of the University for quality-related activities, including adoption and dissemination of best practices.

- ii. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- iii. Development of Quality Culture in the University.
- iv. Preparation of the Annual Quality Assurance Report for submission to NAAC.
- e. The IQAC shall develop a mechanism for its robust functioning by optimising on the strength and contribution by the members.
- f. The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
- g. Each member of the IQAC, except the ex-officio members, shall have a term of two years;

Provided the membership may be extended by another year to a maximum of total three years.

41. THE STUDENTS' COUNCIL

- a. The Students Council shall be constituted each Academic year as below:
 - i. The Dean of Students' Welfare - Chairperson;
 - ii. Associate/ Assistant Dean Students Welfare;
 - iii. One student representative from each of the College of Studies nominated by the Dean on merit provided that the Colleges having more than 500 students, may nominate one additional student for every block of 500 students or a fraction thereof;
 - iv. five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare, keeping in view their participation and involvement in sports, co-curricular and extra-curricular activities;
 - v. Ombudsperson nominated by the University as per the UGC Regulations on Students' Grievances, 2023.
- provided that no student shall be nominated more than twice during the entire period of his studies in the university.
- v. Associate Dean Students' Welfare - Member Secretary;
- b. A student shall be nominated to the Students' Council only if:

- i. he has a minimum of 75 per cent attendance in all courses taken by him during the previous semester(s), except those who are in the first semester;
- ii. he must not have any academic arrear, i.e., he must have successfully completed all the courses in the previous semester;
- iii. he must not have any fee arrears; and
- iv. his conduct in the University must have been exemplary and he must not have been subjected to any disciplinary action.

c. The Council shall meet at least twice in an academic year and shall recommend to the appropriate authorities on matters related with students' welfare and other matters of importance to them with regards to the cultural, social and recreational interests of students.

d. Any student of the University may bring up any matter concerning the students welfare before the Students' Council, however he will be required to submit his proposal to the Chairman of the Council at least two weeks before the date of the meeting and if permitted by the Chairman, shall have the right to participate in discussions in the meeting when the said matter is taken up for consideration.

CHAPTER IV (TEACHERS AND EMPLOYEES OF THE UNIVERSITY)

42. MINIMUM QUALIFICATIONS OF TEACHERS

- a. The minimum eligibility for Appointment and Career advancement of teachers in the University shall be as approved by the Executive Council in line with the guidelines of the UGC/relevant Regulatory Authorities/Councils.
- b. The minimum qualification of teachers shall be those as may be prescribed by UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018, as amended from time to time.

43. THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC AND ADMINISTRATIVE STAFF AND THEIR EMOLUMENTS

- a. All regular/contractual appointments of teachers and other academic and non-teaching staff shall be made on the recommendation of a duly constituted selection committee.

- b. The Selection committee for the posts of Professors, Associate Professors and Assistant Professors shall be constituted as below:

- i. The Vice-Chancellor— Chairman;

- ii. One nominee of the Chancellor;

- iii. One outside subject expert nominated by the Vice-Chancellor, out of a panel of names approved by the Chancellor;

- iv. Dean of the College;

Provide if no subject expert is available within the University; the Vice-Chancellor may nominate experts from outside;

- v. Head of the Department;

Provided that a Head not holding the rank of a Professor shall not be a member of the selection committee for selection of a Professor; and

- vi. The Registrar – ex-officio secretary.

- c. 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;

Provided further that the Executive Council may authorise the Vice- Chancellor to approve the minutes of the Selection committees and place them before the Executive Council in its next meeting.

- d. The University shall advertise it's vacancies on the University website and as per the norms prescribed by the UGC or any other regulatory body.
- e. The University shall be authorised to appoint a selected person for a fixed tenure on such terms and conditions as may be determined by the University.
- f. The selection process of non-teaching positions, not included in these Statutes, shall be governed by the Recruitment Rules/Regulations for the non-teaching employees framed by the University and approved by the Executive Council.

44. THE CONDITIONS OF SERVICE OF EMPLOYEES

- a. Every salaried officer, teacher and other employees shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University and a copy thereof shall be made available to the officer, teacher or the employee concerned
- b. The terms and conditions of service of all the employees of the University shall be provided in the Regulations as approved by the Executive Council. The Regulations may specify the conditions service as would be applicable to an employee and would generally include, but not be restricted to following:
 - i. Recruitment Rules
 - ii. Faculty Development Policy
 - iii. Consultancy Policy
 - iv. Employee Welfare Policy
 - v. Employee Benefits
 - vi. Career Progression Policy

- vii. SOP for creating New positions
- viii. Staff Development Policy
- ix. Performance Management
- x. Pay & Allowances
- xi. Vacation, leave and holidays
- xii. Code of Conduct
- xiii. Code of ethics
- xiv. Exit Policy and Procedure
- xv. Superannuation Policy
- xvi. Grievance Redressal Committee
- xvii. Medical & Accidental Insurance
- xviii. Entitlement to the Class of Travel
- xix. Policy relating to sexual harassment at workplace

45. DISCIPLINARY ACTION AGAINST TEACHERS AND OFFICERS OF THE UNIVERSITY

- a. 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.
- b. The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct.
- c. A teacher of the University may be removed or his services terminated on one or more of the following grounds: -
 - i. wilful neglect of duty;
 - ii. misconduct;
 - iii. breach of any of the terms of contract of service;

- iv. dishonestly connected with University Examination;
- v. scandalous conduct or conviction for an offence involving moral turpitude;
- vi. physical or mental unfitness;
- vii. incompetence;
- viii. abolition of the post;

d. No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him/her an opportunity to;

- i. submit a written statement in his defence;
- ii. present his case in person; and
- iii. producing a witness or witnesses in his defence as he may wish; provided that the Executive Council or an Officer authorized by it to conduct the inquiry, may, for sufficient reasons to be recorded in writing, refuse to call a witness(s);

provided further that the inquiry process shall be completed within a period of three weeks.

e. The Chancellor in his capacity as the Chairman of the Executive Council may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination.

f. The decision shall forthwith be communicated to the teacher concerned.

g. The Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.

h. The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Executive Council, shall be reported to the Executive Council in its next meeting for ratification.

i. A teacher of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;

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

46. DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEES

- a. In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the Registrar may place the employee under suspension with the approval of Chancellor by an order in writing and institute an Inquiry to inquire into the alleged charge(s).
- b. Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned with the approval of the Chancellor.
- c. No disciplinary action shall be taken and penalties imposed, until the employee has been given a reasonable opportunity to show cause against the action proposed to be taken against him.
- d. The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
- e. An appeal against the order of the Registrar shall lie with the Vice- Chancellor
- f. Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, Joint Registrars, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action; provided that an appeal against the order of the Vice-Chancellor shall lie with the Executive Council.
- g. Notwithstanding anything contained in the terms of his contract of appointment, a non-teaching employee of the University below the rank of Deputy Registrar may be removed from his services by the Registrar with the approval of the Chancellor if the employee;
 - i. is of unsound mind and is an undercharged insolvent;
 - ii. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
 - iii. is otherwise guilty of misconduct;

Provided that for action against the employees at the level of Deputy Registrar and above, prior approval of the Vice-Chancellor will be needed;

Provided further that no employee of the University shall be removed or terminated from his service unless the employee has been given a reasonable opportunity to defend himself.

CHAPTER V

(MISCELLANEOUS PROVISIONS)

47. WITHDRAWAL OF DEGREE, DIPLOMA, CERTIFICATE AND OTHER ACADEMIC DISTINCTIONS

- a. The Executive Council, on the recommendation of the Academic Council and by a special resolution passed by not less than two-third of the members present and voting, may consider withdrawal of a degree or an Academic distinction conferred by the University, or any Certificate, Diploma or a Degree awarded by it;

Provided that the Academic Council shall not make such a recommendation until a show cause notice has been issued calling upon the charged person to show cause, within such time as may be specified in the notice, and until his reply and the evidence produced by him in his defence have been duly considered by the Academic Council;

Provided further that in case no reply is received within the time specified, the Academic Council may make its recommendations, based on the available material.

- b. The decision stating the reasons there for shall be communicated to the person concerned.
- c. 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.

48. INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

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

49. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS

- a. All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-Chancellor.
- b. Without prejudice to the generality of his powers relating to the maintaining of discipline amongst the students of the University and taking desired action in the interest of maintaining discipline, the Vice- Chancellor shall be guided by the recommendations of the Chief Proctor or the Proctorial Committee and the provisions as laid down in the 'Students Code of Conduct and Ethics'.

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

50. ESTABLISHMENT AND ABOLITION OF SCHOOLS/COLLEGES, DEPARTMENTS AND SPECIAL CENTRES

- a. The Executive Council based on the recommendations of the Academic Council may approve establishment of a College, Department or a Special Centres of the University
- b. The University shall be authorised to offer such programmes, through its Colleges and Departments, as the Executive Council may decide from time to time and as recommended by the Academic Council;

Provided that the programmes offered have no conflict with the guidelines issued by UGC;

Provided further that in Council-based Courses, the decision of the relevant Councils shall prevail.

- c. The Executive Council shall be authorised to reconstitute a College, a Department or a Special Centre on the recommendations of the Academic Council.
- d. The Executive Council, based on the recommendations of the Academic Council, may discontinue a Colleges, a Department or a Special Centre when;
 - i. the programmes offered become obsolete;
 - ii. the programmes offered become untenable to continue; or
 - iii. alternate and better programmes become available.

Provided that while approving such discontinuation, the Executive Council shall ensure that the existing registered students in the programme are allowed to completion of the requirements of award of a degree.

51. THE DELEGATION OF POWERS VESTED IN AUTHORITIES OR OFFICERS OF THE UNIVERSITY

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.

52. QUORUM

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

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

53. PROVISION FOR DIVERSITY IN NOMINATION ON THE VARIOUS BODIES OF THE UNIVERSITY

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

54. CONFERMENT OF HONORARY DEGREES AND OTHER DISTINCTIONS

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

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