

भाग ४ (ग)**अंतिम नियम****उच्च शिक्षा विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 11th July 2012

No. – R-344/cc/2012/38 In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first Statute of the A.K.S. University Sherganj ,Panna Road, Satna (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statute of the University shall come in to force from the date of notification.

THE FIRST STATUTE

By order and in the name of the Governor of Madhya Pradesh,

C. B. PADWAR, Dy. Secy.

STATUTES NUMBER-01**SHORT TITLE, SCOPE AND COMMENCEMENT**

1. The "Statutes" means the Statutes of AKS University, Satna.
2. These Statutes shall come into force with effect from the date of the notification in official state Gazette.
3. The Statutes are in conjunction with the provision of Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 (No. 17 of 2007). If there be any difference in the provision of the Act or Rules and the Statutes, the provision of the Act or Rules will prevail.
4. Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended Statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

STATUTES NUMBER-02**DEFINITION**

In the statutes unless the context otherwise requires;

1. "Act" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007.
2. "University" means AKS University, Satna.
3. "Seal" means the Common Seal of the University.
4. "Ordinance" means the ordinances of the University made under the provisions of the Act.
5. "Rules & Regulation" means the Rules and Regulations of the University made under the provisions of the Act.
6. All the word and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.
7. "Decided by the University/ University may decide/ Decision of the University" means as decided by the Vice-Chancellor with the approval of the Chancellor.
8. "Executive Committee" means the Executive Committee of the Sponsoring Body.
9. "Board of Studies" means the Board of Studies of the University Teaching Departments/ Schools/ Centres/ Institutes/ Faculties of the University.
10. "Faculty" means Faculty of the University with a number of departments/centres/ schools/ institutes grouped together; some faculties could be single department faculty also located within the University main campus.
11. "Centre" means research centre, training centre, extension centre, or centre of excellence of the University located within the main campus.
12. "Schools" means the various schools of studies comprised within a faculty or may be a separate entity of the University located within the main campus.
13. "Institute" means the various Institutes of the University meant for the purpose of imparting education in any one specific stream or a group of stream/ discipline of sphere of knowledge, located within the main campus.
14. "Department" means the various University Teaching Departments of the Faculty/Institute/Centre of the University located within the main campus.

15. "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and/ or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
16. "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s)/programme(s) of the University.
17. "Examination" means the examinations of the various courses/ programmes of the studies conducted by the University.
18. "Teacher" means the persons appointed by the University for the purpose of imparting education and for other academic works to the students of the University.
19. "Student" means person who is registered and admitted in a course/programme of studies in the University.
20. "Regular Education" means and includes all traditional methods as well as the new innovative approaches for delivering instructions, teaching-learning, study & learning resources and all activities related to education directly by teacher or through the use of all latest technologies like, video conferencing, webinar, face-to-face, e-learning, Online etc. synchronously to students in the classes or otherwise; it also includes the various innovative & creative modes and approaches of imparting education by way of class room teaching, conducting practicals in labs, group discussions, presentations, seminars, workshops, field works, industrial visit, industrial training, project work, dissertation & thesis and other assignments and all other forms and means of imparting education by the University to the students.
21. "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "term" as stipulated in the Ordinances.
22. "Academic Calendar" means the academic calendar of the University.
23. "Convocation" means the convocation of the University.
24. "Officer" means the officer of the University.
25. "Employee" means any person appointed by the University and includes teachers and other staff of the University.
26. The term "he, him and his" includes the feminine gender also.

STATUTES NUMBER-03
SEAL OF THE UNIVERSITY

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 decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. Changes (if any) in the above, shall be communicated to the Regulatory Commission for information and record.

STATUTES NUMBER-04
OBJECT OF THE UNIVERSITY

Apart from the objectives of the University described in Section 3 of the Act, the University shall also have the following objectives;

1. To collaborate with other Universities, Academic & Research Institutions, Academic Associations, industries, Government and Non-Government Organisations in India/abroad, towards fulfillment of objectives of the University and its all kinds of stake holders spreading through out the world.
2. To pursue any other objectives as may be approved by the State Government based on the recommendations of the Regulatory Commission or by the University from time to time:-

STATUTES NUMBER-05
APPOINTMENT, TERM AND CONDITION AND POWER OF
THE CHANCELLOR

1. In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalise the name of the Chancellor. The Secretary or the Chairman of the sponsoring body shall send the name, along with a copy of bio-data of the proposed Chancellor, to the Visitor for approval. After Visitor's approval the Chancellor shall be appointed by the sponsoring body.
2. The Chancellor shall be the head of the University.
3. The Chancellor shall exercise powers as specified in Section 16 of the Act.
4. The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Private University for conferring degree, diploma or other academic distinctions.
5. The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under the clause (1) of this statute. Provided that the Chancellor shall not with standing the expiry his term may, continue to hold his office until of he/her is reappointed or his successor enter upon his office.
6. In case of the any emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
7. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
8. The Chancellor shall exercise general control over the affairs of the University and decision of the Chancellor shall be final for the University for all the administrative, financial, academic matters and any other matter herewith.
9. The Chancellor shall be entitled to receive honorarium, expenses, allowances and vehicle facility as may be decided by the Sponsoring Body.
10. The Chancellor shall have following Powers:
 - (a) To appoint and remove the Vice-Chancellor,
 - (b) To call for any information or record of the University,

(c) Such other power as may be enforced by the Statutes and Ordinances of the University.

11. In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two thirds majority, the Sponsoring Body shall remove the Chancellor with immediate effect and propose a new name to the Visitor as per clause (1) of this Statutes.
12. The Chancellor may by writing under his hand addressed to the Sponsoring body Chairman, resign his office. The Sponsoring body after due consideration shall accept his resignation and inform to the Visitor and start the proceeding to propose a new name of Chancellor to the Visitor as per clause (1) of this Statutes. However, the Sponsoring Body after accepting resignation of the Chancellor, to make the alternative arrangement may consider the name of any person within the University.

STATUTES NUMBER-06**APPOINTMENT, TERM AND CONDITION AND POWER OF
THE VICE-CHANCELLOR**

1. The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the selection committee constituted for the purpose.
2. The selection committee, referred to in clause (1), above shall consist of the following members, Namely:-
 - i. Two eminent person from academics/industry nominated by the Sponsoring Body;
and
 - ii. One eminent person nominated by the State Government.

3. The Chancellor shall appoint one of the members of the selection committee as Chairman if needed. Otherwise the Chancellor himself may be the Chairman.
4. The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor:

Provide that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.

5. Notwithstanding anything contained in the foregoing clause, the Chancellor may appoint the first Vice-Chancellor for a period of two year to conduct the affairs of the University.
6. The Vice-Chancellor shall, subject to the provision contained in clause (1) above, hold office for a term of four year according to the provisions of clause (6) of Section 17 of the Act.

Provided that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-Chancellor shall be considered by the Sponsoring Body atleast three month before the expiry of his term, and if approved by the Sponsoring Body, the proposal shall be sent to the chancellor for his approval. After Chancellor's approval the Vice-Chancellor will be reappointed by the Chancellor for another term. The age limit for the Vice-Chancellor shall be as per UGC norms.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice-Chancellor, the Chancellor shall assign the duties of the Vice-Chancellor to a senior Professor of the University. However this period of interim arrangement shall not exceed more than six months.

7. The Vice-Chancellor shall have power to constitute such committee as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Act/Statutes but not contrary to the committee/s appointed by Chancellor.
8. Apart from exercising all such power as described in Section 17 of the Act, the Vice-Chancellor shall also exercise power prescribed in the Statutes.
9. The emoluments and other conditions of services of the Vice-Chancellor shall be as decided by Sponsoring Body from time to time.
10. Vice-Chancellor shall be responsible to ensure that the Act or the Rules, the Statutes, the Ordinances and the regulations are faithfully observed.
11. To exercise such power as may be necessary or expedient to carrying into effect the order/instruction of the Governing Body/Board of Management or various authorities or bodies of the university and to discharge such other function as may be assigned to him from time to time by the chancellor to whom he shall be responsible for the same. To perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinance or Regulations.
12. The Vice-Chancellor shall cause the budget to be made by the board of management of the University. He may also decide to delegate his power to other officers of the University with the approval of Chancellor.
 - I. Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or order of all authorities of the University.
 - II. Vice-Chancellor have the power to grant leave, proper maintenance of discipline in the University, convene the meetings of different bodies constituted by University, to appoint on sanctioned and vacant post of teaching staff as per procedure.
 - III. Vice-Chancellor shall have the power to appoint persons as may be considered necessary by the academic council for the functioning of the University with the concurrence of the Board of Management.
 - IV. Vice-Chancellor have power to appoint such a persons for a short term not exceeding six months at a time, considered necessary for the functioning of University with the prior approval of Chancellor.
13. The Vice-Chancellor may by writing under his hand addressed to the chancellor resign his office at least one prior notice or by depositing the one month salary/ remuneration.
14. If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor :-

- (a) has made default in performing any duty imposed on him by or under this Act; or
- (b) has acted in a manner prejudicial to the interest of the University; or
- (c) has found to involve in any type of corruption, sexual harassment or deliberately harm the image of the University ; or
- (d) is incapable of managing the affairs of the University; or
- (e) his integrity shall be doubt full; or
- (f) is using/ promoting unethical work culture; or
- (g) has involved in any unsocial & immoral turpitude;

the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing, without assigning any reason (or stating the reasons therein, if necessary), require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

15. No order under clause (14) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
16. In absence of the Visitor and Chancellor shall preside over convocation of the University.

STATUTES NUMBER-07**APPOINTMENT, TERM AND CONDITION AND POWER OF
THE REGISTRAR**

1. The Registrar shall be a full time salaried officer of the university and shall discharge his duties under general superintendence and control of the Vice-Chancellor and Chancellor.
2. All contracts shall be signed and all documents and record shall be authenticated by the Registrar on the behalf of the University.
3. The Registrar shall be the member-secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to Vote.
4. The appointment of the Registrar shall be made by the Chancellor through Governing Body on the recommendation of the expert committee/ selection committee constituted for the purpose. However, the first registrar shall be appointed by sponsoring body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee/ selection committee. The Expert Committee/ selection committee shall consist of :
 - i. Vice-Chancellor (Chairman),
 - ii. Nominee of the Chancellor,
 - iii. Two Nominees of the Sponsoring Body,
 - iv. One expert member approved by the Chancellor.
 - v. One observer nominated by the Chairman, Regulatory Commission.

However the quorum for expert committee/ selection committee shall be minimum three.

5. The University shall follow the following procedure for the selection of the registrar :
 - i. The university shall invite application for the post, through the process of an advertisement in the University website/job portals or /and News papers.
 - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff members of the University, approved by the Chancellor for this purpose.
 - iii. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Governing Body for its approval.
 - iv. After the approval from the Governing Body the Chancellor shall issue the appointment letter.

- v. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
6. When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
7. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, for the following reasons:
- (a) has made default in performing any duty imposed on him by or under this Act; or
 - (b) has acted in a manner prejudicial to the interest of the University; or
 - (c) has found to involve in any type of corruption, sexual harassment or deliberately harm the image of the University ; or
 - (d) is incapable of managing the affairs of the University; or
 - (e) his integrity shall be doubt full; or
 - (f) is using/ promoting unethical work culture; or
 - (g) has involved in any unsocial & immoral turpitude;

Or if it appears to the Chancellor that the situation so warrants that continuance of the Registrar is not in the interest of the university, the Chancellor may instruct to Vice-Chancellor to issue the show cause notice to the Registrar to explain the matter, and there after if the authorities are not satisfied with the explanation submitted by the Registrar then Vice-Chancellor may request to the Chancellor for the removal of the Registrar. The Chancellor's decision shall be final in the matter.

Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard before the Chancellor.

8. The Registrar shall receive pay and other allowances as decided by the Sponsoring Body from time to time.
9. The age of retirement of Registrar shall be sixty five years/ as per the state Government/ UGC norms.
10. Duties of the Registrar shall include:
- i. To be the custodian of the records, properties and the Common Seal of the University, as the Governing Body may decide.

- ii. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and any other committee.
- iii. To issue notices conveying the date of meeting of the University authorities to the members and to make necessary arrangement for the conduction of the meeting and also for other assigned duties by the Governing Body/ board of Management/ Chancellor from time to time. He will render desired assistance.
- iv. The registrar shall provide the copies of the agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice-Chancellor, and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice-Chancellor may desire.
- v. To keep the minutes of all meeting of the Court, the Executive Council, the Academic Council, the Academics planning and Evaluation Board and any bodies or committee of the University appointed under the Act of which he is to act as Secretary.
- vi. To exercise all such power as may be necessary or expedient for carrying into effect the order of the Governing Body/Board of Management/Chancellor and the Vice-Chancellor or various authorities or bodies of the University and to discharge all such functions as assigned to him from time to time by the Chancellor/Vice-Chancellor to whom he shall be responsible for the same. To perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinance or Regulations.
- vii. Subject to the control of the Vice-Chancellor, the Registrar shall have the power to appoint the Class III and Class IV staff of the University after the approval of the chancellor and likewise shall exercise disciplinary control over them.
- viii. The Registrar shall have the power to take disciplinary action against the non-teaching employees, technical and other supporting staff working in the University and can suspend and to withheld the salary, pending inquiry with the approval of the Vice-chancellor/Chancellor.
- ix. An appeal can be made to the Vice-Chancellor against any order of the Registrar. However before taking any decision by the Vice-Chancellor, the prior approval from the Chancellor shall be obtained. Even then if the employees is not satisfied than the aggrieved person/employee shall represent before Chancellor and the decision of the Chancellor shall be the final.

- x. The Registrar shall OIC of Court cases of the University and sign power of attorney.
The registrar may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor, resign his office at least one month prior notice or by depositing the one month salary in lieu of that.
11. Vice-Chancellor shall have power to take disciplinary action against Registrar if required. A appeal can be made by Registrar to Chancellor, Board of Management and Vice-Chancellor shall before Board of Management with in 30 days and recommend for action as the Vice-Chancellor may deem feet.
12. The Chancellor will be final authority to take decision on the appeal.

STATUTES NUMBER-98**APPOINTMENT, TERM AND CONDITION AND POWER OF
THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

1. The Chief Finance and Account Officer (CFAO) will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor.
2. The Chief Finance and Account Officer (CFAO) shall be responsible for handling accounts and finances of the University.
3. The appointment of the CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for this purpose. The selection committee shall consist of:
 - (i) Vice-Chancellor (Chairman),
 - (ii) Nominee of the Chancellor,
 - (iii) Two Nominees of the Sponsoring Body,
 - (iv) One expert member approved by the Chancellor.
 - (v) One observer nominated by the Chairman, Regulatory Commission.
 - (vi) Two finance expert member approved by Governing Body.

However the quorum for committee shall be minimum three.

4. The University shall follow the following procedure for the selection of the CFAO :
 - a. The university shall invite application for the post, through the process of an advertisement in the University website/job portals and/ or in News papers.
 - b. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff members of the University, approved by the Chancellor for this purpose.
 - c. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
 - d. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
5. When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
6. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, for the following reasons:

- (a) has made default in performing any duty imposed on him by or under this Act; or
- (b) has acted in a manner prejudicial to the interest of the University; or
- (c) has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University ; or
- (d) is incapable of managing the affairs of the University,
- (e) his integrity shall be doubt full; or
- (f) is using/ promoting unethical work culture; or
- (g) has involved in any unsocial & immoral turpitude;

Or if it appears to the Chancellor that the situation so warrants that continuance of the CFAO is not in the interest of the university, the Chancellor may instruct to Vice-Chancellor to issue the show cause notice to the CFAO to explain the matter, and there after if the authorities are not satisfied with the explanation submitted by the CFAO then Vice-Chancellor may request to the Chancellor for the removal of the CFAO. The Chancellor's decision shall be final in the matter.

Provided that before taking such action of the removal, the CFAO shall be given an opportunity of being heard before the Chancellor.

7. The CFAO shall receive pay and other allowances as decided by the Sponsoring Body from time to time.
8. The age of retirement of CFAO shall be sixty five years/ as per the state Government/ UGC norms.
9. Duties of the CFAO shall includes:
 - i. The CFAO shall be responsible for managing the Accounts and optimum use of Funds of the University, for maintaining the records properly, and for its regular audit. The CFAO shall be responsible for preparation of the annual and supplementary Budget of the University for presentation before the finance committee, preparation of balance sheet and other major accounts; maintenance and up keeping of the financial records, Conducting internal and external audits. Observation of various provisions, orders and instructions of various authorities of the university, timely payments of the loans, and other out standings, if any, of the

- University & regular disbursal of salary to the teachers, officers and staff of the University.
- ii. The CFAO shall supervise, control and regulate the working of Accounts and Finance section/department of the University, including its high-tech conversion.
 - iii. Creation and Maintenance of any such other finance related informations and records of the University as the Governing Body/ Finance Committee/ Board of Management /Chancellor may decide.
 - iv. CFAO shall discharge all such functions as assigned to him by the Governing Body/ Finance committee/Board of Management/Chancellor/Vice-Chancellor of the University including the duties as specified in appointment letter and responsible to report to Chancellor/Vice-Chancellor/Registrar.
 - v. The CFAO shall be responsible for ensuring that the University adheres to the all financial rules and regulations of statutory authorities and department of the State Government.
10. The CFAO may by writing under his hand addressed to the chancellor, through the Vice-Chancellor resign his office at least one month prior notice or by depositing the one month salary in lieu of that.

STATUTES NUMBER-09**GOVERNING BODY**

1. Formation of the Governing Body shall be, by inclusive of all members as mentioned in section 22 of the Act and also inclusive of The Registrar, The Chief Finance And Account officer, The Controller of Examinations and The Director (Administration & Planning), to support and provide all relevant informations during the meeting. The functioning of Governing Body shall be such as described in the Act & statutes.
2. The term of the nominated members of the Governing Body will be two years.
3. The Governing Body shall meet at least three times in a calendar year.
4. Apart from the power vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body of the University shall have the following power and duties:
 - i. To make, review and approve, from time to time, the board policies, plans and procedure and suggest measures for the improvement and development of the University.
 - ii. To make recommendation on any matter referred to it by the Chancellor.
 - iii. To make recommendation to the Sponsoring Body for the creation of new posts of officer of the University.
 - iv. The Governing body may delegate any of its functions/powers to any authority/officers/body of the University. The power/functions so exercised should be reported to Governing Body in its subsequent meeting.
 - v. Such other power and duties as may be prescribed by the Chairman of the Sponsoring Body/Chancellor.
 - vi. To control functioning of the private university by using all such powers as are provided by this Act or the Statutes, Ordinances or regulations made thereunder.
 - vii. To review the decisions of other authorities of the private university, in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances or regulations made thereunder.
 - viii. To approve the budget and annual report of the private university.
 - ix. To lay down the policies to be followed by the private university.
 - x. To recommend to the sponsoring body the liquidation of the private university, if a situation arises when the functioning of the private university is not possible.

STATUTES NUMBER-10
BOARD OF MANAGEMENT

1. Formation of the Board of Management shall be, by inclusive of all members as mentioned in section 23 of the Act and also inclusive of The Registrar, The Chief Finance And Account officer, The Controller of Examinations and The Director (Administration & Planning), to support and provide all relevant informations during the meeting. The functioning of Board of Management shall be such as described in the Act & statutes.

The Board of Management shall consist of the following Board of Management. members, namely:-

- (a) the Vice-Chancellor;
 - (b) two representatives nominated by the sponsoring body;
 - (c) two representatives nominated by the State Government;
 - (d) two senior most professors of the private university by rotation; and
 - (e) two senior most teachers of the private university other than in clause (d), by rotation.
2. The term of the nominated members of the Board of Management Body will be two years.
 3. The Board of Management shall meet once in every two months.
 4. The Board of Management shall be responsible to report the Finance Committee, Governing Body, the Chancellor.
 5. Power and function of the Board of Management shall be:
 - i. To consider the proposals, reports, submitted by the Academic Council and make recommendations thereon keeping in view of the feasibility & suitability of it and matching with the vision, mission & objective of the university.
 - ii. To consider proposals about launching of new courses, review of existing courses, and it's withdrawal (if needed), and / or modifications in terms of eligibility, duration, mode, course content inputs & features etc., keeping in view of competitive environment, it's scope, marketability and student strength, and then make it's recommendations/ suggestions to governing body/ finance committee & the chancellor.
 - iii. To lay down the procedure for effective & efficient Administration and Management of the affairs of the university.

- iv. To assist in preparing (if required) financial accounts together with audit report and Annual Report of the University as per the direction of finance committee and to place it before finance committee for its comments/appraisal and approval.
- v. To prepare the Annual/Supplementary Budget of the University and to place it before the finance committee for its consideration and approval.
- vi. To follow the Budget for Expenditure as approved by the Finance Committee.
- vii. To get approval of the Finance Committee before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.
- viii. To recommend to Finance Committee and Governing Body for creating the post of teachers/officers/ ministerial and technical staff and the other officers/staff of the University.
- ix. Save as otherwise provided by the Act, or the Statutes, to appoint the officers, teachers, teaching associates and research associates, other staff & employees of the University other than the Vice-Chancellor, the Registrar, the Director (Administration & Planning), the Chief Finance and Account Officer and the Controller of Examination, to define their duties and the conditions of their service, and to provide suggestions/instructions to concerned authorities/officers of the University for the filling of vacancies in their posts and to institute adjunct professorship/ visiting professorship/professor emeritus .
- x. To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the University.
- xi. To perform any other functions as may be assigned by the Governing Body/Finance Committee/Chancellor along with Statutes of the University.
- xii. Shall execute all order, directions & instructions, issued by the Chancellor from time to time; and report them accordingly.

STATUTES NUMBER-11
FORMATION, POWER, DUTIES AND FUNCTION OF
THE ACADEMIC COUNCIL

1. The Academic Council of the University shall consist of the following members:
 - (i) The Vice-Chancellor (Chairman),
 - (ii) Nominee of the Chancellor, (Member)
 - (iii) The Deans of Faculties of the University, (Member)
 - (iv) The Heads of the University Teaching Departments/Schools/Centre of excellence/Institutes of the University, (Member)
 - (v) Three senior most Professors of the University Teaching Departments/Schools/Centre of excellence/Institutes of the University, nominated by the Chancellor other than above sub clause (iii) & (iv), (Member)
 - (vi) Five representatives from amongst the Scientist/ Educationists/ Technologists/ Eminent Persons / persons from industries nominated by the Chancellor. (Member)
 - (vii) Two professors from state/central Universities/Organizations nominated by the Chairman, Regulatory Commission. (Member)
 - (viii) The Registrar (Member Secretary)
2. The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence; any Dean nominated by the Chancellor shall preside over the meeting.
3. The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Chancellor shall act as the Secretary.
4. One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meeting. Ordinarily seven days prior notice shall be given for all meeting of the Academic Council.
5. The term of the nominated members of the Academic Council will be two years.
6. Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely,

- (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- (ii) The Academic Council shall be the principal academic body of the University and shall, co-ordinate and exercise general supervision over the academic policies/affairs of the University.
- (iii) To promote research and development in all related academic activities in the University with the emphasis on Uniqueness, Excellence, Creativity, Innovation, and Perfection.
- (iv) To make recommendations to the Governing Body on the proposals received from the different faculties/School/Center of excellence/Institute of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- (v) To exercise general supervision over the academic policies of the University and to give directions regarding the teaching methodology, evaluation and examination of students and evaluation of research patterns or improvements in academic standards to achieve the excellence.
- (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a faculties/School/Center of excellence/Institute or the Board of Management or the Governing Body, or in exceptional case by any stakeholder and to take appropriate action thereon.
- (vii) To make proposals to the Governing Body and Board of Management for allocating departments to the faculties.
- (viii) To make proposal to the Governing Body and Board of Management for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
- (ix) To make proposal to the Governing Body and Board of Management for the institution of various chairs, professor emeritus, adjunct professor, visiting professor, teaching associates etc.

- (x) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
- (xi) To formulate, modify or revise schemes, for the organisation and assignment of subjects to the faculties/School/Center of excellence/Institute, and to report to Board of Management as to the expediency of abolition, collation, division or reconstitution of any faculty of the University.
- (xii) To recognise diplomas and degree of other Universities and institutions and to determine their equivalence.
- (xiii) To make special arrangements, if any, for the teaching and training of women and other identified categories of students and prescribing for them special courses of study/trainings or other suitable necessary programmes.
- (xiv) To consider academic related proposals submitted by the faculties/School/Center of excellence/Institute of the University.
- (xv) To approve the syllabus of the different courses/subjects submitted by the faculties/School/Center of excellence/Institute and to arrange for the conduct of examinations according to Ordinances made for the purpose.
- (xvi) To award stipends, scholarship, medals and prizes, and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award.
- (xvii) To publish syllabi of various courses of study, lists of prescribed or recommended text books and various recognized and referred journals for different subjects.
- (xviii) To provide the suggestion for admission in different faculties/School/Center of excellence/Institute of the University.
- (7) To recommend to the Board of Management the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as it may deem fit, to the Chairman of the Academic Council or to the any eminent academician of the University.
- (9) To report or to make recommendations on any matter referred to it by the Chancellor or Board of Management or Governing Body, as the case may be.
- (10) The Academic Council shall exercise such other powers and perform such other duties as may be prescribed from time to time.

STATUTE NUMBER 12
FINANCE COMMITTEE

- (1) The Finance Committee shall consist of the following persons, namely:-
- | | | | |
|-------|---|---|------------------|
| (i) | The Chancellor or his nominee | : | Chairman |
| (ii) | The Vice-Chancellor | : | Member |
| (iii) | The Registrar | : | Member |
| (iv) | One member of the Board of Management to be nominated by the Chancellor | : | Member |
| (v) | One person to be nominated by the Sponsoring Body | : | Member |
| (vi) | Chief Finance and Accounts Officer | : | Member Secretary |
- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of two years.
- (3) The finance committee shall meet at least thrice in each academic year. A notice for the meeting of the finance committee shall be given to Committee members at least three days in advance of the meeting.
- (4) Four members of the finance committee, including Chairman, shall constitute the quorum at the meetings.
- (5) Functions and powers of the Finance Committee shall be as follows:
- (i) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.
- (ii) The Finance Committee shall consider the annual accounts of the University prepared by the Board of Management and its recommendation thereon along with the annual budget, and shall put it up to the Governing Body for its consideration and approval.
- (iii) The Finance Committee may make its recommendations to the Governing Body to accept bequests, and donations of property to the University on such terms as it deems proper and finally to issue instruction to Board of Management for its implementation.
- (iv) The Finance Committee shall decide all kinds of fees including Fees of all Programmes/ Courses, & its amount, to be charged by the students, including the review of it, from time to time.

- (v) The Finance Committee may recommend to Governing Body mechanisms and ways and means to generate resources for the University and to issue instruction to Board of Management for its implementation..
- (vi) The Finance Committee may consider any other matter referred to it by the Board of Management/Governing Body and make its recommendations thereon.
- (vii) The Finance Committee shall advise the Governing Body and instruct the Board of Management, on any question affecting its finances. The Committee shall also be responsible for smooth functioning of regular Audit process.
- (ix) The Finance Committee shall be responsible for the observance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.
- (x) The Finance Committee shall recommend to all concerned course of action on the regular reports of external and internal auditors.
- (xi) The Finance committee shall have the power to accept or reject or **modify the any** proposal/ report or annual estimates, budget, expenditure statement etc. prepared and submitted by board of management.
- (xii) The finance committee shall have the power to approve the **university budget**.
- (xi) Finance committee shall have the power, subject to the **overall ceiling in already** approved (by finance committee and / or governing body); the annual budget of the university, may further approve re-appropriation of finance from one head of expenditure to another.

STATUTE NUMBER 13
STANDING COMMITTEE

(1) Standing Committee of the University shall be constituted as under:

- (i) Chancellor
- (ii) Vice-Chancellor
- (iii) Chief Finance and Account Officer
- (iv) Deans of all faculties of the University
- (v) Three senior Heads of Departments of the University nominated by the Chancellor and their term being two-years.
- (vi) One Nominee of the Chancellor
- (vii) Controller of Examination
- (viii) Director (Administration and Planning)
- (ix) Registrar

In case the Chancellor shall be available for the meeting then the Chancellor shall be the Chairman of Standing Committee otherwise the Vice-Chancellor shall be the Chairman.

- (2) The Vice-Chancellor can invite additional members to standing committee with prior approval of Chancellor, as and when required. The Standing Committee shall perform such tasks as assigned to it by the Governing body and the Chancellor from time to time. However the standing committee meeting shall be invited on the request of Board of Management to resolve the issues related with Board of Management/ University.
- (3) The Registrar shall act as member Secretary of the Standing Committee. Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Chancellor by the Registrar. One-half of the present members of the Standing Committee shall constitute the quorum. The Chairman shall have power to cast his decision vote.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least one day in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Chair person, as and when required, within one hour notice.
- (5) Ordinarily the Standing Committee shall discuss and resolve the issues related with sudden importance and of emergent nature because of unforeseen incidence, natural calamities or any other kind of hazards/ riots/ gross indiscipline and nuisance or criminal incidences etc.
- (6) The decision taken by standing committee shall be approved by the Chancellor and the decision of standing committee duly approved by Chancellor shall be fully honored and binding to the Board of Management and Governing Body and all other bodies/Committee of the university.

STATUTE NUMBER 14
EXAMINATION AND RESULT COMMITTEE

- (1) The Examination and Result Committee of each departments shall consist of the following members :
- (i) Dean of the faculty (Chairman).
 - (ii) Head of the Department
 - (iii) Two senior most teachers of the Department (other than the head of the department).
 - (iv) Controller of Examination (Member-secretary)
- (2) The Examination and Result Committee of the Department shall recommend to the Vice-Chancellor through Controller of Examination, the names of Examination Paper Setters, Moderator and Examiner of different subjects. The Vice-Chancellor will have the right to add or delete names in the proposed list and he would approve the final list.
- (3) The Examination and Result Committee of the concerned department shall approve the results before declaration. If in the opinion of the committee, the results are not smooth and properly balanced, it may recommend suitable corrective action/moderation to the Vice-Chancellor and shall implement such corrective action/moderation after approval of the Vice-Chancellor.

STATUTE NUMBER 15
FACULTIES/SCHOOLS

- (1) The University shall include the following faculties:
- (i) Faculty of Life Science,
 - (ii) Faculty of Science and Applied Sciences,
 - (iii) Faculty of Engineering & Technology,
 - (iv) Faculty of Commerce and Financial Studies,
 - (v) Faculty of Management Studies,
 - (vi) Faculty of Computer application & Information Technology.
 - (vii) Faculty of Humanities & Social Sciences,
 - (viii) Faculty of Agriculture Science and Technology,
 - (ix) Faculty of pharmacy,
 - (x) Faculty of Fine Arts and Design,
 - (xi) Faculty of Ancient Science & Technology,
- Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.
- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.
- (3) Each Faculty may also have the Centre of Excellence, Research Centre, Training Centre, Extension Centre & institute, as per need, along with its own teaching department.
- (4) The University may also establish the sufficient number of separate Chairs, Schools, Centre of Excellence, Research Centre, Training Centre, institute, within main campus, in its sub campuses located within the jurisdiction of the university to meet the requirement and objectives of the university and its all stake holders.

STATUTE NUMBER 16
DEANS OF FACULTIES

There shall be a Dean for each Faculty. The Deans shall be appointed by the Vice-Chancellor on the recommendations of the Chancellor. Ordinarily, a Professor within the faculty shall, by rotation according to seniority, act as the Dean of the Faculty for a period of three years, Provided that:

- (1) If there is no Professor, an Associate Professor, by rotation according to seniority, shall act as Dean. In the absence of any eligible teacher who can qualify to become a Dean/ Professor/ Associate Professor of an allied discipline can nominated as Incharge Dean. Moreover, Professor Emeritus/ Visiting Professor can also be nominated as Dean. However the Chancellor shall has the power to re-appoint a Dean for next term.
- (2) The Dean shall be the Chairman of the Faculty and shall the responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the faculty and the conduct of teaching, evaluation and research work in the Departments comprised in the Faculty.
- (4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Board of Management or the Vice-Chancellor or the Ordinance.
- (5) Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.
- (6) When the office of a Dean is vacant or where the Dean is by reasons of illness or any of cause unable to perform his/ her duties the Vice-Chancellor may authorized any other teacher to perform the function of Dean during such period.

STATUTE NUMBER 17
CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in the Faculty.

STATUTE NUMBER 18
POWER OF THE FACULTIES/SCHOOLS

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, recommend such Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

**STATUTE NUMBER 19
BOARD OF STUDIES**

- (1) There shall be a Board of Studies for each subject comprising of :
 - (i) All the teachers of the concerned subject.
 - (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries/research organization, after approval of Vice-Chancellor from a panel of five persons.
- (2) The Head of the Department member shall be the Chairman of the Board of Studies:
 - i. That the term of the chairman shall be three years, and after expiry of the term, the next/senior most Professor/ associate Professor shall be Chairman.
 - ii. That if there are more than one Professor in the department, the senior most Professor/associate Professor shall be the chairman for the Board of Studies of that Subject: in accordance with sub section 1.
- (3) The term of the Co-opted members of the board of studies shall be three years.
- (4) The Vice-Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
- (6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of Studies meeting shall be arranged at least once in a year.

**STATUTE NUMBER 20
STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum to obtain feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint in the Students' Council, one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice-Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST/Minority categories and Girls Students will be given adequate representation in the Students' Council if available and eligible.

STATUTE NUMBER 21
APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the Professors, Associate Professor, and Assistant professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments/schools/centre of excellence/institutes/faculty of the University.
- (2) The Governing Body shall access the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement (print or electronic media including the University website) and selection process from time to time.
- (3) Teaching positions (Professors, Associate Professor, and Assistant professor) shall be advertised in the News Papers or job portals or on the website of the University mentioning the eligibility norms for each advertised post as per the norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body.
- (4) A Screening Committee constituted by the Vice-Chancellor and duly approved by the chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.
- (5) Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
 - (i) The Vice-Chancellor : Chairman
 - (ii) Three subject experts, from a panel of experts, nominated by the Vice-Chancellor and approved by the Chancellor. However the chancellor has the power to approve any other person as subject expert outside the panel and also has the power to add or delete the any name in the panel.
 - (iii) Dean of the concerned faculty/school/institute.
 - (iv) One person nominated by the chancellor.
 - (v) One person nominated by the sponsoring body.
- (7) The Selection Committee shall recommend to the Governing Body for approval, the names, arranged in order of merit, if any, of the persons who it considers suitable for the

appointment against each post. If in case none of the candidate is found suitable, then the same shall be indicated accordingly.

Provided that no recommendation shall be made unless at least two subject experts and the nominee members under clause 6 (iv) & (v) are present in the Selection Committee meeting.

- (8) After the approval of the Governing Body the entire selection file shall be sent to the Chancellor for his final approval for each appointment. Provided that the chancellor has the right to cancel or reject the whole selection process or a part of it as well as has the right to cancel or reject the all names or any name, from the selection lists of varies positions, without assigning any reason.

After obtaining the approval from chancellor, the appointment letters shall be issued by the Registrar. Provided that every teacher shall be initially appointed on probation, whose maximum duration shall be of two years, except for the post of professor for which the probation period shall be one year.

- (9) In addition to full-time teachers, the Board of Management after obtaining prior permission from the Chancellor may also decide to engage for a fixed period, part-time, contractual and / or assignment based positions or teaching associates, either through direct recruitment or out-sourcing. Provided that before appointing any person for above mentioned work / assignment the final approval must be obtained by the chancellor.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided, from time to time, by the Board of Management with the final approval of the chancellor.

- (10) The terms of service conditions of teachers and arbitration procedures shall be as prescribed by the Regulations.
- (11) Seniority of various categories of teacher shall be maintained by the University in accordance with length of continuous service in a cadre by registrar.
- (12) The retirement age of a teacher shall be as per regulatories body, UGC, AICTE, MCI, BCI etc. norms.

STATUTE NUMBER 22
CATAGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
 - (i) Permanent and regular employees,
 - (ii) Probationary employees,
 - (iii) Contractual employees,
 - (iv) Casual employees,
 - (v) Workers from outsourcing.
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be one or of two years as decided by the chancellor.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the daily basis.
- (5) The terms of service conditions of all the above types of employees except workers from outsourcing and arbitration procedures shall be as prescribed by the Regulations.

STATUTE NUMBER 23
OTHER OFFICERS OF THE UNIVERSITY

(1) The following shall be the other Officers of the University:

(i) Pro-Vice-Chancellor

1. The Pro-Vice-Chancellor of the University shall be appointed by the Chancellor on such terms & Conditions as decided by the University from time to time. The Pro-Vice-Chancellor shall not exceed more than three and will come from different faculty.
2. The Pro-Vice-Chancellor shall exercise such powers and perform such duties of the Vice-Chancellor as the Vice-Chancellor may delegate to him or as the Chancellor direct to him; and shall be responsible to report to the Vice-Chancellor and Chancellor.
3. The Pro-Vice-Chancellor shall continue and hold his office till the Chancellor decides to assign the duties of the Pro Vice Chancellor to some other suitable officer.
4. The Pro-Vice-Chancellor may by writing under his hand addressed to the chancellor, through the Vice-Chancellor resign his office at least one prior notice or by depositing the one month salary.

(ii) Controller of Examination:

1. The Controller of Examination will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice-Chancellor.

- 2 The Controller of Examination shall be responsible for the smooth conduction of Examinations of all Courses/Programmes and for all other arrangement necessary thereof and execution of all processes connected therewith along with declaration of result.
- 3 The appointment of the Controller of Examination shall be made by the Chancellor on the recommendation of the committee constituted for this purpose. The committee shall consist of :
 - (i) Vice-Chancellor (Chairman),
 - (ii) Nominee of the Chancellor,
 - (iii) Two Nominees of the Sponsoring Body,
 - (iv) One expert member approved by the Chancellor.

However the quorum for committee shall be minimum three.

4. The University shall follow the following procedure for the selection of the Controller of Examination :
 - a. The university shall invite application for the post, through the process of an advertisement in the University website/job portals and/ or News papers.
 - b. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff members of the University, approved by the Chancellor for this purpose.
 - c. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
 - d. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.

or

The controller of examination shall be selected from amongst the Teachers of the University.

5. When the office of the Controller of Examination falls vacant or when the Controller of Examination is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
6. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, for the following reasons:
 - (a) has made default in performing any duty imposed on him by or under this Act; or
 - (b) has acted in a manner prejudicial to the interest of the University; or

(c) has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University ; or

(d) is incapable of managing the affairs related with the examination and result as well as other assigned duties of the University,

And if it appears to the Chancellor that the situation so warrants that continuance of the Controller of Examination is not in the interest of the university, the Chancellor may instruct to Vice-Chancellor to issue the show cause notice to the Controller of Examination to explain the matter, and there after if the authorities are not satisfied with the explanation submitted by the Controller of Examination then Vice-Chancellor may request to the Chancellor for the removal of the Controller of Examination. The Chancellor's decision shall be final in the matter.

Provided that before taking such action of the removal, the Controller of Examination shall be given an opportunity of being heard before the Chancellor.

7. The Controller of Examination shall receive pay and other allowances as decided by the Sponsoring Body from time to time.
8. The age of retirement of Controller of Examination shall be sixty five years/ as per the state Government/ UGC norms.
9. The Controller of Examination may by writing under his hand addressed to the chancellor, through the Vice-Chancellor resign his office at least one prior notice or by depositing the one month salary .

(iv) Librarian:

1. The Librarian will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice-Chancellor/Registrar.
2. The Librarian shall be responsible for the smooth conduction of all the procedure of the library including the purchase of text books, reference books, journals/e-journals, magazines and news paper as well as proper up keeping and maintenance of them, to maintain the proper discipline in the library, to prepare and issue the library card to all students and faculty members/staff, to maintain the proper record of the revenue collected from the students as the fine imposed because of late submission of books to the library and recovery amount taken by the students incase books/journals/magazines had been destroyed/lost/wholly/ partly damaged at the end of student/users. To do the stock verification after ascertain period of interval regularly and submission of its report, to prepare the proposal for purchasing of verity of books/journals to enhance and strengthen

the quality and richness of library. To prepare the readers ledger account, proper issue register of books and maintenance of effective cataloging of each book/journal along with its proper endorsement of their accession number. To train the library staff for the use of various library softwares and making the library high take etc. and for all other arrangement necessary thereof and execution of all processes connected therewith as well as to perform such other duties as assigned time to time by the various authorities of the University.

3. The appointment of the Librarian shall be made by the Chancellor on the recommendation of the committee constituted for this purpose. The committee shall consist of :
- a. Vice-Chancellor (Chairman),
 - b. Nominee of the Chancellor,
 - c. Two Nominees of the Sponsoring Body,
 - d. One expert member approved by the Chancellor.

However the quorum for committee shall be minimum three.

4. The University shall follow the following procedure for the selection of the Librarian:

- a. The university shall invite application for the post, through the process of an advertisement in the University website/job portals and News papers.
- b. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff members of the University, approved by the Chancellor for this purpose.
- c. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
- d. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.

5. When the office of the Librarian falls vacant or when the Librarian is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
6. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, for the following reasons:

- (a) has made default in performing any duty imposed on him by or under this Act; or
- (b) has acted in a manner prejudicial to the interest of the University; or

(c) has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University ; or

(d) is incapable of managing the affairs of library/ the University,

And if it appears to the Chancellor that the situation so warrants that continuance of the Librarian is not in the interest of the university, the Chancellor may instruct to Vice-Chancellor/Registrar to issue the show cause notice to the Librarian to explain the matter, and there after if the authorities are not satisfied with the explanation submitted by the Librarian then Vice-Chancellor/Registrar may request to the Chancellor for the removal of the Librarian. The Chancellor's decision shall be final in the matter.

Provided that before taking such action of the removal, the Librarian shall be given an opportunity of being heard before the Chancellor.

7. The Librarian shall receive pay and other allowances as decided by the Sponsoring Body from time to time.
8. The age of retirement of Librarian shall be sixty five years/ as per the state Government/ UGC norms.
9. The Librarian may by writing under his hand addressed to the chancellor, through the Vice-Chancellor resign his office at least one prior notice or by depositing the one month salary .

(v) Dean Student Welfare (DSW):

The Dean Students Welfare shall be an officer of the University and appointed by the Chancellor from amongst the Teachers of the University.

(vi) Director (Administration and Planning):

The Director (Administration and Planning) shall be whole time officer of the University and shall be appointed by the Chancellor with the such salary, terms and condition as specified in the relevant regulation/ or in appointment letter.

- (2) The powers and responsibilities of the Rector, Pro-Vice-Chancellor, Controller of Examination, Librarian, Dean Student Welfare (DSW) and Director (Administration and Planning) shall be as specified in the Regulations.

STATUTE NUMBER 24**CONFERMENT OF HONORARY DEGREES AND
ACADEMIC DISTINCTIONS**

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice-Chancellor.
 - (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
 - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
 - (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the Governing Body.
 - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
 - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
 - (iii) The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
 - (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.
 - (v) The recommendation of the Governing Body will be presented to the Chancellor by the Vice-Chancellor. The Chancellor shall take the final decision on such matter.

STATUTE NUMBER 25
PROVISION REGARDING FEE TO BE CHARGED
FROM THE STUDENTS

- (I) Ordinarily all the Courses/programmes of studies in the University shall be run on self finance mode. The following types of fees may be charged from the students:
- i. Prospectus / Registration form
 - ii. Entrance Examination Fee (if Applicable)
 - iii. Admission fees (where applicable)
 - iv. Enrollment Fee
 - v. Identity Card Fee
 - vi. Tuition fees for the course
 - vii. Library card fee
 - viii. Library fees
 - ix. Laboratory fees
 - x. Sports and Game Fee
 - xi. Activities Fee
 - xii. Cultural/Annual Function Fee
 - xiii. Caution money
 - xiv. Hostel Fee & Mess Charges (if applicable)
 - xv. Transportation Fee (where applicable)
 - xvi. Security Fee
 - xvii. Industry visit/Excursion Fee
 - xviii. Training/Augmentation/Placement Fee
 - xix. Development / amalgamated fund
 - xx. Various Student Chapter Membership Fee
 - xxi. Subsidies Fee
 - a. For various Competitions, Quizzes and Group Discussions
 - b. For participation in seminar/workshops/conferences/exhibition/fare
 - xxii. Examination application form fees
 - xxiii. Semester/ Annual Examination fees
 - xxiv. Convocation Fee

xxv. Alumina Membership Fee

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

- (2) In addition, fees for duplicate mark-sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the relevant ordinance and/ or regulations.
- (3) The components of fee may vary from course to course and shall be decided by the Finance Committee for each course from time to time.
- (4) The fee structure of various courses and provision of exemption or subsidy in tuition fee, if any, will be decided by the Finance Committee from time to time and will be made available to the students along with the prospectus for the concerning session or thereafter inform to students through the general notice displayed in University notice board or website.
- (5) The tuition fees for the various courses will be described in their respective Ordinances and/ or regulations.
- (6) However in future the various other courses/programmes shall also be run and offered with the aid of various funding agencies like World Bank, Central Government, State Government, NGO's etc. as well as in tie-up/ Collaborations with other Universities/Academic and Research organization through out the World.
- (7) Direction of various regulatory bodies viz: MCI, DCI, UGC, will be binding on the University.
- (8) Exception from tuition fee will be decided by the Board of Management.
- (9) All fee subject to approval of the Regulatory Body as defined in 2(f) and (u) of the Act 2007.

STATUTE NUMBER 26**ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS,
SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, freeship in tuition fee, medals and prizes as per the specific regulation(s)/ordinance(s) belonging to the specific endowment will be given by the Board of Management.

STATUTE NUMBER 27**CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice-Chancellor shall preside over the convocation function.

**STATUTE NUMBER 28
ADMISSION OF STUDENTS**

- (1) Admission to various courses shall be governed as prescribed in the ordinances framed for the concerned subjects.
- (2) The University may prepare its own merit list for admission in to various courses either on the basis of aptitude test or academic credential or group discussion/interview or the combination of any of these or on the counseling basis too, if necessary, or may utilize the list of results of such examination/test conducted by different State/ National/Professional Bodies.
- (3) The number of seat in each course shall be in conformity of relevant regulatory body such as AICTE, UGC, MCI, BCI, NCTE etc.
- (4) Policies and directives of Central/State/Regulatories body regarding admission including regulation of reservation for SC/ST/OBC/ students below poverty line family/ physically handicapped and other categories shall be applicable to the University.

**STAUTE NUMBER 29
ANNUAL REPORT**

- (1) The Annual Report of the University shall be prepared by the Board of Management.
- (2) The Annual Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report prepared under Sub-section (1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

**STATUTE NUMBER 30
RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

STATUTE NUMBER 31
ACTION AGAINST TEACHERS

- (1) Where there is an allegation of misconduct, indiscipline or prejudice or bias or partiality in evaluation or negligence or disobedience or involved in sexual harassment or defamation of University or Groupism or uses Drugs & Alcoholism etc., against a teacher, the Vice-Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct and allegation. However, for taking actions to the extent of termination of the teacher concerned, the Vice-Chancellor and shall report the matter to Governing Body whose decision will be final subject to the provision of the appeal to the Chancellor.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the decision of the Chancellor shall be final. The chancellor may refer the case back to the Governing Body with his comments to review the case.

STATUTE NUMBER 32
ACTION AGAINST OFFICER/NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct, indiscipline or prejudice or bias or negligence or disobedience or involved in sexual harassment or defamation of University or Groupism or uses Drugs & Alcoholism etc., against officer/non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct/allegation.

However, for taking actions to the extent of termination of the officer and non-teaching employee concerned, the Registrar shall report the matter to the Vice-Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order, whose decision shall be final.