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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 38 ]

भोपाल, शुक्रवार, दिनांक 22 सितम्बर 2017—भाद्र 31, शक 1939

## भाग ४

### विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद के अधिनियम.             |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

### विधि और विधायी कार्य विभाग

Bhopal, the 14th September 2017

No. /210-XXI-A(Dr.).—The following Ordinance Promulgated by the President of India published in the Gazette of India Extra-ordinary, Part II, Section I, dated the 2nd September, 2017 is hereby republished for general information.

By order and in the name of the Governor of Madhya Pradesh,  
RAJESH YADAV, Addl. Secy.

भोपाल, दिनांक 13 सितम्बर 2017

क्र. आर-414-सी.सी.-2017-अड़तीस.—मध्यप्रदेश निजी की (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26(1) के अनुक्रम में, अवंतिका निजी विश्वविद्यालय उज्जैन के प्रथम परिनियम क्रमांक 01 से 26 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 26.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

## STATUTE NO. 1

### SHORT TITLE, SCOPE, AND COMMENCEMENT

- (1) The "Statutes" shall be called the Statutes of **AVANTIKA UNIVERSITY, UJJAIN, MADHYA PRADESH.**
- (2) These Statutes shall come into force with effect from the date of the notification in the Madhya Pradesh Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall 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.

**STATUTE NO. 2****DEFINITIONS**

In these Statutes unless the context otherwise requires;

- (1) **Act** means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (2) **Academic Council** means the Academic Council of the university.
- (3) **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 terms as stipulated in the Ordinance.
- (4) **Board of Governors** means the Governing Body of the university.
- (5) **Board of Management** means the Board of Management of the university.
- (6) **Board of Studies** means the Board of Studies of the university schools.
- (7) **Campus** means the main campus of the university situated at Vishwanathpuram, Lekoda Village, Ujjain – 456 006, Madhya Pradesh.
- (8) **Center** means a constituent center of studies of the university.
- (9) **Central Government** means the Government of the Union of India.
- (10) **Chancellor** means Chancellor of the university.
- (11) **Chief Finance and Accounts Officer** means the Chief Finance and Accounts Officer of the university.
- (12) **Competent Body** means an authority declared by Governing Body or as constituted as per the statutes.
- (13) **Convocation** means the convocation of the University.
- (14) **Dean** means Head of a Faculty or School or Center or Institute of the university.
- (15) **Dean – Academics** means Dean – Academics of the university.
- (16) **Decided by the University/ University may decide/ Decision of the University** means as decided by the Vice Chancellor with the approval of the Chancellor.
- (17) **Employee** means any person appointed by the university on regular basis against statutory and/or sanctioned post on prescribed scale of pay and paid from the funds of the university and working on the payroll of the university.

- (18) **Endowment Fund** means fund created by sponsoring body under Section 11 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (19) **Faculty** means Faculty of the university.
- (20) **Fees** means fees prescribed by the university under various heads as tuition, hostel, miscellaneous, admission, and like, for various academic programs offered by the university from the students by whatever means it may be called.
- (21) **Governing Body** means the Governing Body or Board of Governors of the university.
- (22) **Hostel** means a unit of residence for students of the university maintained or recognized by the university in accordance with the provisions of the statutes.
- (23) **National Assessment and Accreditation Council** means the statutory body established by UGC for assessment and accreditation of universities and colleges.
- (24) **Ordinances** means Ordinances of the university.
- (25) **Other Backward Classes** means the communities, castes, and tribes notified by the State Government from time to time.
- (26) **Program** means an academic program offered by the university on recommendation by the academic council.
- (27) **Pro-Vice Chancellor** means the Pro-Vice Chancellor of the university.
- (28) **Registrar** means the Registrar of the university.
- (29) **Regulatory Commission** means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (30) **Regulatory Council** means the regulatory councils defined under section 2(1)(V) of Adhiniyam (Act) of 2007 as amended in 2013.
- (31) **Regular Education** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (32) **Regulation** means the regulations of the university.
- (33) **Rules** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (34) **Scheduled Caste** means the Scheduled Castes notified under Article 341 of the Constitution of India and notified as such by State Government from time-to-time.

- (35) **Scheduled Tribes** means the Scheduled Tribes notified under Article 342 of the Constitution of India and notified as such by State Government from time-to-time.
- (36) **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) of the University.
- (37) **School** means a department/ center of studies of the university.
- (38) **Seal** means the common seal of the university.
- (39) **Sponsoring Body** in relation to the university means Maharashtra Academy of Engineering and Educational Research (MAEER), Pune, a Public Trust registered under Bombay Public Trust Act, 1950.
- (40) **State Government** means the Government of Madhya Pradesh in the Union of India.
- (41) **Teacher** means Professor, Associate Professor, Assistant Professor, Lecturer, and such other positions defined as teacher by the UGC, who is required to impart education, to guide research, to render guidance to the students for pursuing a course of study at the university.
- (42) **The Adhiniyam** means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Adhiniyam (Act) 17 of 2007) and as amended time to time.
- (43) **The University** means **Avantika University, Ujjain**.
- (44) **UGC** means University Grants Commission, a statutory body of the Government of India established by an Act of Parliament for the coordination, determination, and maintenance of standards of university education in India.
- (45) **Vice Chancellor** means the Vice Chancellor of the university.
- (46) **Visitor** means His Excellency, the Governor of Madhya Pradesh.
- (47) The terms **he, him** and **his** include the feminine gender also.

All words and expressions used herein and defined in the Adhiniyam (Act) and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.

### **STATUTE NO. 3**

#### **SEAL OF THE UNIVERSITY**

- (1) The university shall have a common seal to be used for the purposes of the university as prescribed by the university from time-to-time.
- (2) The university shall decide the design of the seal, subject to further changes or amendment as deemed necessary from time to time.
- (3) 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 Government or the Central Government.

## **STATUTE NO. 4**

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### **OBJECTIVES OF THE UNIVERSITY**

Apart from the objectives of the university described in section 3 of the Adhiniyam (Act), the university shall also have the following objectives;

- (1) To be a Leader in the field of higher education, aiding growth in frontier areas of national importance.
- (2) To be a Center of Excellence in Design, Innovation, Research, and Development.
- (3) To be a Finishing School with Extension, Outreach, and Community programs for various strata of society.
- (4) To identify local, regional, national, and global needs, and promote academic growth by offering undergraduate, postgraduate, and doctoral programs in varied disciplines.
- (5) To inculcate and promote the spirit and culture of design, innovation, enterprise, leadership, tolerance, and camaraderie amongst all concerned.
- (6) To create a positive environment, complemented by adequate facilities and resources in which, students and faculty pursue their ideas with rigor and integrity.
- (7) To develop a participatory learning model, that is innovative and enjoyable while being meticulous and comprehensive at the same time.
- (8) To recruit and retain excellent faculty from round the globe and provide inclusive teaching at all levels; to transform students into winning personalities and complete human beings.
- (9) To produce graduates who are adaptable and alert to the benefits of lifelong learning and who meet the requirements of employers at local, national, and international level across varied sectors.
- (10) To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work; by forging academic and research collaborations with national and international universities, governments, and industries.
- (11) To establish links with various R&D organizations and funding agencies for sponsored and contract research in frontier areas of science and engineering.
- (12) To strengthen the industry-institute interface by means of training, academic projects, sponsored projects, and collaborative research with industry.
- (13) To promote extension, outreach, and field programs in industrial, educational and society relevant areas; for students and the community at large.

## STATUTE NO. 5

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### THE CHANCELLOR

The Appointment, Terms and Conditions, and Powers of The Chancellor will be;

- (1) The sponsoring body shall appoint the Chancellor, with the approval of the Visitor in line with Section 16 of the Act. The sponsoring body shall finalize the name of the Chancellor and communicate the name, along with biodata of the proposed Chancellor, for approval of the Visitor.
- (2) 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 Clause (1) of this statute.
  - (a) Provided that on expiry of his term, the Chancellor shall continue to hold his office until he is reappointed or his successor assumes his office, whichever is earlier.
  - (b) In case of an emergency like illness, absence, or death of the Chancellor, the sponsoring body shall nominate a person to perform the duties, till the Chancellor reassumes his office or a new Chancellor is appointed, whichever is earlier, for a period not exceeding six months.
- (3) The Chancellor may in writing resign from his office by addressing a letter to the Visitor. The sponsoring body shall forward his resignation to the Visitor and on approval by the Visitor, shall accept his resignation and propose a new name to the visitor as per Clause (1) of this statute.
- (4) The sponsoring body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.
- (5) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body from time-to-time.
- (6) The Chancellor shall ensure that the Act, the Rules, the Statutes, the Ordinances, and the Regulations are faithfully observed, and shall exercise general control over the affairs of the university.
- (7) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the university for conferring Degrees, Diplomas or other Academic Distinctions

- (8) The Chancellor shall have the powers to call for any information and record, to appoint and remove the Vice Chancellor, in accordance with the provisions of Act.
- (9) The Chancellor shall be competent to call from time-to-time such information or records relating to any affair of the university as he may think necessary and the Vice Chancellor shall furnish the same. It shall be lawful for the Chancellor, after perusal of such information or records, to give any directive to the Vice Chancellor, or take any action against anyone as he deems fit, in the interest of the university, and the Vice-Chancellor is bound to comply with such directives.
- (10) The Chancellor shall have the right to conduct an inspection of a school, hostel, office, or any other establishment of the university himself or can direct any person or authority to do so. He can order an inquiry in respect of any of these establishments, or of any matter connected with the administration and finances of the university. The decision of conducting an inspection can be taken suo-moto or on a representation.
- (11) The Chancellor may address the Vice Chancellor with reference to the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of this address, the Vice Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the Chancellor and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall act on this advice within a reasonable time.
- (12) The Authority concerned shall communicate, through the Vice Chancellor to the Chancellor, the action taken on the advice. Where the Authority concerned does not act to the satisfaction of the Chancellor within the time limit, if any, the Chancellor may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice Chancellor or the Authority concerned shall be bound to comply with such directions.
- (13) The Chancellor shall also have such other power as may be specified elsewhere in the Act and Statutes, in force from time to time.



## STATUTE NO. 6

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### THE VICE CHANCELLOR

The Appointment, Terms and Conditions, and Powers of The Vice Chancellor will be;

- (1) The Vice Chancellor shall be a full-time salaried officer of the university and shall be appointed by the Chancellor from the panel recommended by the search committee constituted for the purpose; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- (2) The search committee referred to in Clause (1) shall comprise of;
  - (a) Two eminent academicians nominated by the sponsoring body
  - (b) One eminent person nominated by the state government
- (3) The Chancellor shall appoint one of the members of the search committee as the Chairman. The Chancellor can direct The Registrar of the university or appoint someone to act as the convener for the selection committee. The Registrar will provide all the administrative support to the committee, but will not participate in the deliberations.
- (4) The search committee shall submit a panel of at least three eminent persons for the appointment of Vice Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the Chancellor a concise statement showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference.

Provided that if the Chancellor does not approve the recommendations of the search committee, he may call for fresh recommendations from the committee.
- (5) If the Committee in the case referred to in sub-clause (2) fails or is unable to suggest any names within the time specified by the Chancellor, or if the Chancellor does not consider any one or more of the fresh names recommended by the Committee to be suitable for appointment as Vice Chancellor, another Committee consisting of three persons of eminence shall be constituted by the Chancellor, and this committee shall submit the names in accordance with sub clause (4).
- (6) Notwithstanding anything contained in the foregoing sub-section, The Chancellor may appoint the first Vice Chancellor for a period of two years to conduct the affairs of the university; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.

- (7) The Vice Chancellor shall exercise all such powers as described in section 17 of the Act, and as prescribed in the different statutes of the university.
- (8) The Vice Chancellor shall, subject to the provision contained in Clause (1) of this statute hold office for a term of four years as per the Clause 17(6) of the Act.
- (a) Provided that a Vice Chancellor shall continue to hold office even after the expiry of his/her term, till a new Vice Chancellor assumes office for a period not exceeding six months.
- (b) Provided that on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term; subject to approval of the Governing Body before the expiry of his term. The Vice Chancellor can be then reappointed by the Chancellor for another term, on receipt of proposal from The Governing body.
- (c) Provided further that in case of emergency like illness, long absence, resignation, or death of incumbent Vice Chancellor; the Chancellor may appoint a competent person, to the office of Vice Chancellor for a term, not exceeding six months.
- (9) If at any time upon representation or otherwise, it appears to the Chancellor that The Vice Chancellor;
- (a) has willfully omitted or refused to carry out the provisions of the Act
- (b) has abused the powers vested in him
- (c) is incapable of managing the affairs of the university
- (d) has become insane and stands so declared by a competent court
- (e) has been convicted by a court for any offence involving moral turpitude
- (f) has become an undischarged insolvent and stands so declared by a competent court
- (g) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability
- (h) has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes
- (i) continuation in office is detrimental and prejudicial to the interests of the university the Chancellor may, notwithstanding the fact that the term of office of Vice Chancellor has not expired, by an order in writing, stating reasons there-in, require the Vice Chancellor to relinquish his office from such date as specified in the order or suspend the Vice Chancellor during the pendency or in contemplation of any inquiry against him. In such a situation, the Chancellor will assign any other competent person, the officiating charge as Vice Chancellor. The Chancellor shall appoint a high-power enquiry committee and based on its recommendations, if so decided, by order under his signatures remove the Vice Chancellor.

- (10) No order under sub-section (9) 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.
- (11) The Vice Chancellor shall be deemed to have relinquished office from the date specified in the order under sub-section (12), and the office of Vice Chancellor shall fall vacant.
- (12) The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office, and shall cease to hold his office on the acceptance of such resignation.
- (13) The emoluments and other conditions of service of the Vice Chancellor shall be decided by the Governing Body with the amendments from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with that approved by UGC.
- (14) The Vice Chancellor shall be the principal academic and executive officer of the university and shall exercise supervision and control over the affairs of the university and give effect to the decisions and recommendations of the various bodies and the authorities of the university.
- (15) The Vice Chancellor shall be the ex-officio Member of Governing Body and ex-officio Chairman of the Board of Management, Academic Council, Finance Committee, and Planning and Administration Committee.
- (16) The Vice Chancellor shall preside at the convocations in the absence of the Visitor and the Chancellor. He shall also preside at the meetings of Governing Body in the absence of the Chancellor.
- (17) Where any matter is of urgent nature requiring immediate action and the same could not be immediately dealt with by any Officer or Authority or other Body of the University empowered by or under the Act or Statutes, to deal with it, the Vice Chancellor may take such action as he may deem fit and shall at the earliest opportunity thereafter, report the action taken to the Chancellor as well as such Officer, Authority, or other Body, who or which in the ordinary course, would have dealt with the matter.
  - (a) Provided that if the officer, authority, or other body is of the opinion that such action ought not have been taken by the Vice Chancellor, then such a case shall be referred to the Chancellor who may either confirm the action taken, or annul the same, or modify it in such manner, as he thinks fit and thereupon, it shall cease to have effect or, as the case may be, take effect in the modified form. However, such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice- Chancellor.

- (b) Provided further that any person in the service of the university, who is aggrieved by the action taken by the Vice Chancellor under this sub-clause, shall have the right to appeal against such action to the Governing Body within three-months from the date on which the decision of such action is communicated to him and thereupon, the Governing Body may confirm, modify or reverse the action taken by the Vice Chancellor and communicate the same to the concerned person within three-months from the date of appeal.
- (18) Notwithstanding anything contained in the Statutes, the Vice Chancellor, if he is of the opinion that any decision of any Authority is beyond the power conferred on them by the provisions of the Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the university, may ask that Authority concerned to review their decision within fifteen-days of such a decision, and if the Authority refuses to review their decisions, either in whole or in part, as directed by the Vice Chancellor or no decision is taken by them within the said period of fifteen-days, the matter shall be referred to the Governing Body whose decision thereon shall be final.
- (a) Provided that, the decision of the Authority concerned shall remain suspended during the period of review of such decision, if so directed by the Vice Chancellor.
- (19) In exceptional circumstances, the Vice Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances. However, he shall at the earliest opportunity thereafter, report the same to the Chancellor and seek approval from the Governing Body.
- (20) Nothing in sub-clause (18) and (19) shall be deemed to empower the Vice Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- (21) The Vice Chancellor shall have the power to re-delegate some of his powers to other officers with the concurrence of the Chancellor and approval of the Governing Body.
- (22) The Vice Chancellor shall ensure that the Act, the Rules, the Statutes, the Ordinances, and the Regulations are duly observed and shall, without prejudice to the powers of the Chancellor, exercise all such powers as may be laid down by the Statutes and the Ordinances, and delegated by the Governing Body in this behalf.
- (23) The Vice Chancellor shall exercise all such other powers as may be laid down by the Statutes and the Ordinances from time-to-time.

## STATUTE NO. 7

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### THE REGISTRAR

The Appointment, Terms and Conditions, and Powers of The Registrar will be;

- (1) The Registrar shall be a full-time salaried officer of the university and shall discharge his duties under general superintendence and control of Vice Chancellor.
- (2) The Registrar shall be appointed by the Governing Body on the recommendations of expert committee constituted for the purpose; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- (3) The expert committee referred to in Clause (2) shall comprise of;
  - (a) Vice Chancellor (Chairman)
  - (b) One Nominee of the Chancellor
  - (c) Two expert members nominated by the Governing Body
  - (d) One observer nominated by Chairman, Regulatory Commission
- (4) Notwithstanding anything contained in the foregoing sub-section, The Chancellor may appoint the first Registrar for a period of two years to conduct the affairs of the university; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose.
- (5) The University will follow the following procedure for the selection of the Registrar;
  - (a) invite applications through print advertisement in leading newspapers across the country or online advertisement on university website or similar platforms.
  - (b) summary of the candidates applied to be prepared by the committee constituted by The Vice Chancellor and approved by the Governing Body for the purpose.
  - (c) meeting of the Selection Committee to be fixed and a notice to this effect to be given at least 15 days in advance.
  - (d) interview by the Selection Committee and recommendation to Governing Body.
  - (e) approval by the Governing Body and appointment.
  - (f) the process to be repeated, if a suitable candidate is not found in the process.
- (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

- (7) The Registrar may by writing under his hand addressed to the Chancellor, resign his office, and shall cease to hold his office on the acceptance of such resignation.
- (8) 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.
- (9) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the university, the Vice Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- (a) Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (10) The Registrar is the administrative head of the university and has the authority and accountability of all administrative issues in the university. The Registrar will serve as the official authorized keeper of the university's records.
- (11) The duties of the Registrar shall include but not limited to;
- (a) To ensure communication and help in monitoring and evaluation of policies, decisions, statutes, ordinances, rules, and regulations of the university.
- (b) To be the custodian of the common seal and records of the university unless otherwise provided for by the Governing Body or Board of Management.
- (c) To maintain records of the institute such as papers of land and maps, plans, other properties and rules and regulations.
- (d) To sign all contracts and authenticate all documents and records on behalf of the university.
- (e) To maintain the records, common property and any such other property of the university as the Governing Body may decide.
- (f) To be responsible for collecting, recording, maintaining and reporting of student records e.g., grades, registration data, transcripts, and other associated audits, and provide maximum service to students while ensuring efficient workflow.
- (g) To be the Non-Member Secretary of the Governing Body, Board of Management, and Academic Council but he shall not have a right to vote.
- (h) To discharge all such duties and functions as assigned by the Chancellor, Vice Chancellor, Governing Body, and Board of Management from time to time.

- (i) To be the Member Secretary of Finance Committee, Planning and Administration Committee, and all such other committees constituted for specific purpose by the Chancellor, or Vice Chancellor, or Governing Body, or Board of Management, from time to time.
- (j) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council, Board of Planning and Administration, Finance Committee, Planning and Administration Committee and of any other committee.
- (k) To issue all notices conveying meeting of various authorities with the approval of the competent authority concerned and to make necessary arrangements for the conduction of the meeting.
- (l) To provide 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 and maintain the minutes.
- (m) To make available all such papers, documents and information as the Visitor/ Chancellor/ Vice Chancellor may desire.
- (n) To carry out official correspondence on behalf of the university on all academic, administrative, and other matters, as may be directed by the competent authority.
- (o) To liaise and correspond with all the regulatory bodies, MPPURC, government agencies and like.
- (p) To ensure smooth function and address all issues related to infrastructure, academic and general administration, student services, law, tax, finance, HR, contractual and outsourced agencies, etc.
- (q) To initiate disciplinary action against the non-teaching employees working in the university and can suspend them, pending inquiry with the approval of the Vice Chancellor. An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
- (r) To represent the university in suits or proceedings by or against the university, sign vakalatnama, powers of attorney and verify the pleadings.
- (s) To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Vice Chancellor or various Authorities or Bodies of the University of which he acts as non-member Secretary.
- (t) To exercise all such other powers and perform such other duties as may be determined by the Competent Authority from time to time.

**STATUTE NO. 8****THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

The Appointment, Terms and Conditions, and Powers of The CFAO will be;

- (1) The CFAO shall be a full-time salaried officer of the university and shall discharge his duties under general superintendence and control of Vice Chancellor.
- (2) The CFAO shall be appointed by the Governing Body on the recommendations of expert committee constituted for the purpose; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- (3) The expert committee referred to in Clause (2) shall comprise of;
  - (a) Vice Chancellor - (Chairman)
  - (b) One Nominee of the Chancellor
  - (c) Two expert members nominated by the Governing Body
- (4) Notwithstanding anything contained in the foregoing sub-section, The Chancellor may appoint the first CFAO for a period of two years to conduct the affairs of the university; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed. The subsequent CFAO, other than the first CFAO, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose.
- (5) The University will follow the following procedure for the selection of the CFAO;
  - (a) invite applications through print advertisement in leading newspapers across the country or online advertisement on university website or similar platforms.
  - (b) summary of the candidates applied to be prepared by the committee constituted by The Vice Chancellor and approved by the Governing Body for the purpose.
  - (c) meeting of the Selection Committee to be fixed and a notice to this effect to be given at least 15 days in advance.
  - (d) interview by the Selection Committee and recommendation to Governing Body.
  - (e) approval by the Governing Body and appointment.
  - (f) the process to be repeated, if a suitable candidate is not found in the process.
- (6) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (7) The CFAO may by writing under his hand addressed to the Chancellor, resign his office, and shall cease to hold his office on the acceptance of such resignation.



- (8) 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.
- (9) If 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 CFAO is not in the interest of the university, the Vice Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the CFAO. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- (a) Provided that before taking such action of the removal, the CFAO shall be given an opportunity of being heard.
- (10) The CFAO is responsible for the financial well-being of the university, by providing financial projections and accounting services, preparing growth plans, regulating the budget, and directing the employees to the financial policies of the university.
- (11) The duties of the CFAO shall include but not limited to;
- (a) To handle full spectrum of financial and accounting role and be responsible for day to day finance and accounts operations, including record maintenance and auditing by the empaneled auditors.
- (b) To supervise, control and regulate the working of Accounts and Finance of the university.
- (c) To develop strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- (d) To develop financial strategies by forecasting capital, facilities, and man-power requirements, identify monetary resources, develop action plans.
- (e) To monitor financial performance by measuring and analyzing results, initiate corrective actions, and minimize the impact of variances.
- (f) To reports financial status by developing forecasts, reporting results, analyze variances, and develop improvements.
- (g) To perform project cost forecasts/budgets, cost tracking, monitoring and control, and ensure timely consolidated financial statements, payments, cash-flow management.
- (h) To exercise general supervision over the funds of the university and shall advise it vis-à-vis the financial policy.

- (i) To compile accounts of the university in accordance with rules and procedures prescribed in the Account Code.
- (j) To act as the receiving and paying officer, receive all the moneys due to and receivable on behalf of the university and bring them promptly to the accounts and pay or otherwise settle all claims preferred against the university.
- (k) To hold and manage the property and investments for furthering any of the objects of the university.
- (l) To ensure the conformance of limits fixed by the Finance Committee for recurring and non-recurring expenditure and that all money is expended on the purpose for which they are granted or allocated.
- (m) To be responsible for the preparation of annual accounts and the budget of the university for the next financial year and for the presentation to Governing Body.
- (n) To keep a constant watch on the state of the cash and bank balances and on the state of investments.
- (o) To watch the progress of collection of revenue and advise on the methods of collection employed.
- (p) To keep himself fully conversant with all sanctions and orders made by offices of the university and other proceeding of the university which may affect the estimates or accounts of actual or anticipated charges.
- (q) To advise the university on the financial effects of all the proposals of expenditure and keep a watch over all liabilities as soon as they are incurred.
- (r) To apply certain preliminary checks of auditing to the initial vouchers and other like matters of accounting relating to the university.
- (s) To discharge all such duties and functions as assigned by the Chancellor, Vice Chancellor, Governing Body, and Board of Management, from time to time.

## STATUTE NO. 9

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### THE GOVERNING BODY

The Constitution, Powers, and Duties of The Governing Body will be;

- (1) The formation and functioning of the Governing Body shall be as laid down under Section 22 of the Act.
- (2) The constitution of the Governing Body shall be;
  - (a) The Chancellor
  - (b) The Vice Chancellor
  - (c) Three eminent persons nominated by the sponsoring body out of whom at least one shall be an eminent educationist
  - (d) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government
  - (e) One representative of the State Government not below the rank of Deputy Secretary
  - (f) Registrar

The Chancellor shall be the ex-officio Chairman of the Governing Body. The Chairman shall preside at all the meetings of the Governing Body. In absence of the Chairman, his nominee or the Vice Chancellor shall preside over the meeting. The Registrar shall be the ex-officio Non-Member Secretary but shall not have a right to vote.
- (3) The term of the nominated members of the Governing Body shall be three years from the date of their nomination till such time the persons nominated hold their respective position by virtue of which they become members of the Governing Body.
- (4) The Governing Body shall meet at least three times in a year. The quorum for the meeting will be 5 members.
- (5) A member of Governing Body can resign from his office by a letter addressed to the Chairman and such resignation shall take effect immediately on its acceptance.
- (6) No member of the Governing Body, who is nominated to other body in his capacity as a member of the Governing Body, shall continue to be a member of that body after his removal or acceptance of his resignation from the Governing Body.
- (7) A member of the Governing Body shall automatically cease to be member, on him being convicted by a court of law for any offence including moral turpitude.

- (8) Any vacancy arising because of death, resignation, cessation, and/or removal shall be filled at the earliest from the respective category. The member so nominated shall be a member for the remaining period of the term, due to which the vacancy has resulted.
- (9) Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body shall have the following powers and duties;
- (a) To control the functioning of the university by using all such powers as are provided by the Act, Statutes, Ordinances, and Regulations.
  - (b) To make, review and approve, the broad policies, plans and procedures, and suggest measures for the improvement and development of the university.
  - (c) To approve the annual budget and annual report of the university.
  - (d) To consider and approve proposals for expansion of educational activities, start of new programs of study leading to degrees and/or diplomas, closure of any existing programs.
  - (e) To consider and approve proposals for creating infrastructure such as buildings, hostels, playgrounds, laboratory and computing equipment, library resources and like-wise on a continual basis.
  - (f) To monitor and regulate the financial health of the institute, consider, and approve the recommendations of Finance Committee regarding approval of budget estimates for the financial year, provision of finances for institutional development, scrutiny, and acceptance of the audited statements of account for each year.
  - (g) To institute committees and consider their recommendations, as may be deemed fit for the proper development, and fulfillment of objectives.
  - (h) To consider and approve the recommendations of Academic Council for admission and academic regulations, introducing scholarships, fellowships, studentships, medals, prizes and certificates.
  - (i) To consider and approve the recommendations of Board of Management for staffing pattern and positions for teaching and non-teaching, observance of service conditions and HR policy.
  - (j) To approve the proposals for the conferment of honorary degree as recommended by the Committee appointed for the purpose by the Board of Management.
  - (k) To annul, suspend, or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes, or the Ordinances or not in the interest of the university.
  - (l) To make recommendation on any matter referred to it by the Chancellor and to consider any other matter that enhances the academic atmosphere.
  - (m) To perform all such other powers and duties as may be prescribed by the Statutes.

## STATUTE NO. 10

### THE BOARD OF MANAGEMENT

The Constitution, Powers, and Duties of The Board of Management will be;

- (1) The formation and functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The constitution of the Board of Management shall be;
  - (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 by rotation
  - (e) Two senior-most Teachers by rotation
  - (f) Registrar

The Vice Chancellor shall be the ex-officio Chairman of the Board of Management. The Chairman shall preside at all the meetings of the Board of Management. In absence of the Chairman, his nominee shall preside over the meeting. The Registrar shall be the ex-officio Non-Member Secretary but shall not have a right to vote.

- (3) The term of the nominated members of the Board of Management shall be three years from the date of their nomination till such time the persons nominated hold their respective position by which they become members of the Board of Management.
- (4) The Board of Management shall meet once every two-months and a one-week notice shall ordinarily be required. The quorum for the meeting will be 5 members.
- (5) A member of Board of Management can resign from his office by a letter addressed to the Chairman and such resignation shall take effect immediately on its acceptance.
- (6) No member of the Board of Management, who is nominated to other body in his capacity as a member of the Board of Management, shall continue to be a member of that body after his removal or acceptance of his resignation from the Board of Management.
- (7) A member of the Board of Management shall automatically cease to be member on him being convicted by a court of law for any offence including moral turpitude.
- (8) Any vacancy arising because of death, resignation, cessation, and/or removal shall be filled at the earliest from the respective category. The member so nominated shall be a member for the remaining period of the term of the member due to whom the vacancy has resulted.

- (9) The Board of Management may invite experts from within the university or otherwise for advice on specific matters. The invitee is entitled to take part in the deliberations relating to the topics of his expertise, but shall have no right to vote.
- (10) Apart from the powers vested in the Board of Management according to the provisions under Section 23 of the Act, the Board of Management shall have the following powers and duties;
- (a) To streamline the functioning of the university in all aspects of functioning and operation by using all such powers as are provided by the Act, Statutes, Ordinances, and Regulations.
  - (b) To promulgate new Statutes (apart from the First Statutes) and suggest amendments in the First Statutes for approval of the Governing Body.
  - (c) To assess and recommend policies, plans and procedures, and suggest measures for the development of the university.
  - (d) To prepare financial accounts together with audit report and annual report of the university and to place it before the Governing Body for its approval.
  - (e) To prepare the annual as well as supplementary budget of the university and to place it before the Governing Body for consideration and approval.
  - (f) To follow the budget for expenditure as approved by the Governing body.
  - (g) To recommend proposals for expansion of educational activities, start of new programs of study leading to degrees and/or diplomas, closure of any existing programs.
  - (h) To recommend proposals for creating infrastructure such as buildings, hostels, playgrounds, laboratory and computing equipment, library resources and like-wise on a continual basis.
  - (i) To consider and forward the recommendations of Academic Council for admission and academic regulations, introducing scholarships, fellowships, studentships, medals, prizes and certificates, staffing pattern and creation of teaching positions as well as non-teaching (technical and administrative) positions, observance of service conditions and HR policy.
  - (j) To recommend the proposals for the conferment of honorary degree as assessed by the Committee appointed for the purpose.
  - (k) To advise the Governing Body on suggestions pertaining to academic and administrative affairs made by it, and perform all such other functions and duties as may be assigned by the Chancellor or the Governing Body, and as may be prescribed by the Statutes from time to time.

**STATUTE NO. 11****THE ACADEMIC COUNCIL**

The Constitution, Powers, and Duties of The Academic Council will be;

- (1) The Academic Council shall be the principal academic body of the university and shall, coordinate and exercise general supervision over academic policies of the university.
- (2) The formation and functioning of the Academic Council shall be as laid down under Section 24 of the Act.
- (3) The constitution of the Academic Council shall be;
  - (a) The Vice Chancellor
  - (b) Two experts from Academics nominated by the Chancellor
  - (c) Two experts from Industry and/or Research nominated by the Chancellor
  - (d) One representative nominated by Chairman, Regulatory Commission
  - (e) The Deans of all Faculty, Schools, and Centers
  - (f) One Professor from each School nominated by the Vice Chancellor
  - (g) Registrar

The Vice Chancellor shall be the ex-officio Chairman of the Academic Council. The Chairman shall preside at all the meetings, and in his absence, his nominee shall preside over the meeting. The Registrar shall be the ex-officio Member Secretary.

- (4) The term of the nominated members of the Academic Council shall be three years from the date of their nomination till such time the persons nominated hold their respective position by which they become members of the Academic Council.
- (5) The Academic Council shall meet at least two-times in a year and a two-week notice shall ordinarily be required. The quorum for the meeting shall be one half of the total members including the Chairman.
- (6) A member of Academic Council can resign from his office by a letter addressed to the Chairman and such resignation shall take effect immediately on its acceptance.
- (7) No member of the Academic Council, who is nominated to other body in his capacity as a member of the Academic Council, shall continue to be a member of that body after his removal or acceptance of his resignation from the Academic Council.
- (8) A member of the Academic Council shall automatically cease to be member on him being convicted by a court of law for any offence including moral turpitude.

- (9) Any vacancy arising because of death, resignation, cessation, and/or removal shall be filled at the earliest from the respective category. The member so nominated shall be a member for the remaining period of the term of the member due to whom the vacancy has resulted.
- (10) The Academic Council may invite experts from within the university or otherwise for advice on specific matters. The invitee is entitled to take part in the deliberations relating to the topics of his expertise, but shall have no right to vote.
- (11) The Academic Council shall have the following powers and duties;
- (a) To streamline the functioning of the university in all aspects of academics, research, extension, and outreach activities by using all such powers as are provided by the Act, Statutes, Ordinances, and Regulations.
  - (b) To promulgate new Ordinances (apart from the First Ordinance) and suggest amendments in the First Ordinance for approval of the Board of Management.
  - (c) To scrutinize and approve the proposals with regard to, curricular structure, courses of study, academic regulations, curricula and syllabi and modifications there-of, instructional and evaluation arrangements, methods, procedures relevant thereto etc.
  - (d) To formulate and promulgate regulations regarding the admission of students to different programs of study.
  - (e) To articulate regulations for co-curricular, extra-curricular, extension and outreach activities.
  - (f) To recommend institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
  - (g) To estimate the workload, recommend the staffing pattern and creation of teaching positions for the university.
  - (h) To recommend proposals for creating and upgrading technical infrastructure such as equipment, library and computing facilities on a continual basis.
  - (i) To recommend proposals for start of new programs of study.
  - (j) To advise the Governing Body on suggestions pertaining to academic affairs made by it, and perform all such other functions and duties as may be assigned by the Governing Body and as may be prescribed by the Statutes.
  - (k) To recognize persons of eminence in their subject to be associated as adjunct faculty, research guide, and like in that subject as prescribed in the ordinance.
  - (l) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time.



## STATUTE NO. 12

### THE FINANCE COMMITTEE

The Constitution, Powers, and Duties of The Finance Committee will be;

- (1) The constitution of the Finance Committee shall be;
  - (a) The Vice Chancellor
  - (b) One representative nominated by the Chancellor
  - (c) One representative nominated by the Governing Body
  - (d) Chief Finance and Accounts Officer
  - (e) Registrar

The Vice Chancellor shall be the ex-officio Chairman of the Finance Committee. The Chairman shall preside at all the meetings of the Finance Committee. In absence of the Chairman, his nominee shall preside over the meeting. The Registrar shall be the ex-officio Member Secretary.
- (2) The tenure of the members of the Finance Committee, other than ex-officio members, shall be of three years.
- (3) The term of the nominated members of the Finance Committee shall be three years from the date of their nomination till such time the persons nominated hold their respective position by which they become members of the Finance Committee.
- (4) The Finance Committee shall meet at least two-times in a year and a two-week notice shall ordinarily be required. The quorum for the meeting shall be three-members including the Chairman.
- (5) A member of Finance Committee can resign from his office by a letter addressed to the Chairman and such resignation shall take effect immediately on its acceptance.
- (6) No member of the Finance Committee, who is nominated to other body in his capacity as a member of the Finance Committee, shall continue to be a member of that body after his removal or acceptance of his resignation from the Finance Committee.
- (7) A member of the Finance Committee shall automatically cease to be member on him being convicted by a court of law for any offence including moral turpitude.
- (8) Any vacancy arising because of death, resignation, cessation, and/or removal shall be filled at the earliest from the respective category. The member so nominated shall be a member for the remaining period of the term of the member due to whom the vacancy has resulted.

- (9) The Finance Committee may invite experts from within the university or otherwise for advice on specific matters. The invitee is entitled to take part in the deliberations relating to the topics of his expertise, but shall have no right to vote.
- (10) The Finance Committee shall have the following powers and duties;
- (a) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the BOM and shall put up to the Governing Body for its consideration and approval.
  - (b) The Finance Committee shall consider the annual accounts of the University prepared by the BOM and its recommendation thereon along with the annual budget, and shall put it up to the Governing Body for its consideration and approval.
  - (c) 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.
  - (d) The Finance Committee may recommend mechanisms and ways and means to generate resources for the University.
  - (e) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
  - (f) The Finance Committee shall advise the Governing Body on any question affecting its finances.
  - (g) 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.

**STATUTE NO. 13****THE PLANNING AND ADMINISTRATION COMMITTEE**

The Constitution, Powers, and Duties of The Planning and Administration Committee will be;

(1) The constitution of the Planning and Administration Committee shall be;

- (a) The Vice Chancellor
- (b) The Deans of all Faculty, Schools, and Centers
- (c) The Heads of Administrative Sections
- (d) Chief Finance and Accounts Officer
- (e) Registrar

The Vice Chancellor can invite additional members as and when required. The Vice Chancellor shall be the ex-officio Chairman of the Planning and Administration Committee. The Chairman shall preside at all the meetings of the Planning and Administration Committee. In absence of the Chairman, his nominee shall preside over the meeting. The Registrar shall be the ex-officio Member Secretary.

(2) The Planning and Administration Committee shall meet at least once a month and will be a part of regular university calendar. However, the Vice Chancellor may convene an emergency meeting, as and when required, with a short notice. The quorum for the meeting shall be half of the total members including the Chairman.

(3) No member of the Planning and Administration Committee, who is nominated to other body in his capacity as a member of the Planning and Administration Committee, shall continue to be a member of that body after his removal or acceptance of his resignation from the Planning and Administration Committee.

(4) The Planning and Administration Committee may invite experts from within the university or otherwise for advice on specific matters. The invitee is entitled to take part in the deliberations relating to the topics of his expertise, but shall have no right to vote.

(5) The Planning and Administration Committee shall have the following powers and duties;

- (a) To ensure compliance in respect of infrastructure and supportive teaching aids.
- (b) To assess the need and plan the utilization of the infrastructure.
- (c) To devise ways and means to augment the financial resources of the university.
- (d) To plan the development of university campus and ensure its implementation.
- (e) Any other work that might be in the interest of the university.

## **STATUTE NO. 14**

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### **THE FACULTY BOARDS**

- (1) The University shall include the following faculty boards;
  - (a) Faculty of Art and Design
  - (b) Faculty of Architecture and Planning
  - (c) Faculty of Science and Engineering
  - (d) Faculty of Humanities and Social Science
  - (e) Faculty of Economics and Finance
  - (f) Faculty of Law and Public Policy
  - (g) Faculty of Medicine and Health Sciences
  - (h) 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 schools as may be assigned to it by the Academic Council.
- (3) There shall be a Dean for each Faculty. A Professor or Associate Professor within the faculty shall be appointed, by rotation, to act as Dean of the Faculty for a period of three years. The appointment shall be made by the Vice Chancellor, with concurrence of the Chancellor and approval by the Governing Body.
- (4) The Dean shall be Chairman of the Faculty and shall be responsible for the observance of Statutes, Ordinances, and Regulations relating to the Faculty.
- (5) The Dean shall be responsible for overall supervision and control of the Faculty and the conduct of academics, research, extension, and outreach activities in the Faculty.
- (6) The Dean shall exercise such other powers, and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice Chancellor.
- (7) The Dean shall have the option to relinquish the position at any time during his tenure and also have the option to decline the offer of appointment as Dean of the Faculty.
- (8) Each Faculty Board shall consist of the following members, namely:
  - (a) The Dean of the Faculty (Chairman)
  - (b) The Dean of all Schools in the Faculty
  - (c) All Professors in the Faculty
  - (d) If there is no Professor, two senior-most Teachers
  - (e) The Vice-Chancellor is authorized to invite experts from outside the university, as and when required

- (9) The Faculty Board shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (10) The Faculty Board shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
- (11) The Faculty Board shall consider and approve all the decisions taken by the Board of Studies of each School.
- (12) The Faculty Board shall have the power to approve the names of the examiners in each course after considering the proposed list by the Board of Studies of each School.
- (13) The Faculty Board shall consider and approve all the research proposals of various schools and departments.
- (14) The Faculty Board shall control the academic, research, extension, and outreach activities in the various Schools.
- (15) In case a meeting of the Faculty Board is not possible for any reason the Dean of Faculty shall have the emergency power to act on behalf of the Faculty Board and shall have the powers of Faculty Board.
- (16) All emergency decisions of the Dean shall have to be reported and ratified in the next meeting of the Faculty Board.

**STATUTE NO. 15****THE BOARD OF STUDIES**

- (1) There shall be a Board of Studies for each School comprising of;
  - (a) The Dean of School
  - (b) All the Teachers of the concerned School
  - (c) Three Experts from academics or industry to be nominated and co-opted by the School, after approval of Vice Chancellor, from a panel of 6-names.
  - (d) Additional Experts from outside the college whenever special courses of studies are to be formulated, with approval of Vice Chancellor
- (2) The Dean of the School shall be the Chairman of the Board of Studies provided.
- (3) The term of the nominated members of the Board of Studies shall be three-years.
- (4) The meeting may be scheduled as and when necessary, but at least twice a year.
- (5) The functions and duties of Board of Studies shall be;
  - (a) To streamline and coordinate teaching, research, extension, outreach, and other academic activities in the department.
  - (b) To draft syllabi for various courses in accordance to the curricular structure of the institute, considering objectives of the university, program outcomes, interest of the stakeholders, local and national requirements.
  - (c) To suggest participatory and innovative teaching methodologies and inclusive evaluation techniques to make teaching-learning experience effective and achieve the desired learning outcomes.
  - (d) To recommend panel of names for appointment of examiners.
  - (e) To initiate value added, collaborative, add-on courses for holistic development of student community.
  - (f) To promote extension, outreach and field activities for societal benefit and development.
  - (g) To propose projects relating to the inter-disciplinary and multi-disciplinary subjects that may be useful for industrial, technological, agricultural, social and economic development.
  - (h) Any other matter that may be referred to it by Authorities/ Officers of the University.
- (6) All the decisions of the Board shall have to be placed before the Faculty Board for approval and recommendation, before being sent to higher Authorities.

## **STATUTE NO. 16**

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### **STUDENTS' COUNCIL**

- (1) The Students' Council will mainly function as an interface between the student community and the university authorities. forum for getting feedback on the students' issues and their welfare.
- (2) The Vice Chancellor shall appoint minimum one male and minimum one female student from each School on the recommendations of the Dean of concerned School. The student should be a full-time student in the university and shown consistently good performance in academics as well as co-curricular and extra-curricular activities.
- (3) The Vice Chancellor can also decide to involve other categories of students in the council depending on the need, for the benefit of the university. The students from reserved category shall be given adequate representation in the Students' Council.

## STATUTE NO. 17

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### APPOINTMENT OF TEACHERS

- (1) The Governing Body shall assess the recommendations of the Board of Management and approve the staffing pattern, service conditions, and teaching positions against the vacancies in the university.
- (2) The vacancies for teaching positions shall be advertised nationally and/or internationally in print and/or digital media for wide circulation and opportunity to get the best possible talent across the globe.
- (3) The essential qualifications, experience, procedure of selection, terms and conditions of appointment including pay-scales for each advertised position shall be as laid down in the HR policy of the university and in any case as per norms prescribed by the UGC.
- (4) A Screening Committee consisting of three members, appointed by the Vice Chancellor shall screen all the applications, interact on Skype if necessary, and prepare a summary of all the candidates satisfying the essential qualifications and shortlisted for the personal interview. A list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection. The HR Head of the university shall provide the administrative support but not be involved in the screening and shortlisting of candidates.
- (5) The shortlisted candidates shall be mandatorily required to appear for the Avantika Behavior Assessment Test (ABT) which shall be administered in online mode. The HR in consultation with the Vice Chancellor shall design the test for respective positions.
- (6) A summary of all the shortlisted applications along with the Assessment Form and the Avantika Behavior Assessment Test Report shall be made available to the Selection Committee at the time of interview.
- (7) The Selection Committee shall normally comprise of the following members;
  - (a) The Vice Chancellor or his Nominee
  - (b) The Dean of the concerned School or Center
  - (c) One Nominee of Governing Body
  - (d) Two Subject Experts nominated by the Vice Chancellor
  - (e) One Observer nominated by Chairman, Regulatory Commission
  - (f) One Psychologist nominated from within or outside the university
  - (g) Head – HR



The Vice Chancellor or his Nominee shall be the Chairman and Head – HR shall be the Convener for the of Selection Committee. The Head – HR will provide all the administrative support to the committee, but will participate in the deliberations only in the context of service conditions and compensation. The Head – HR will not have a right to vote in case a vote becomes necessary.

- (8) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and One Nominee of the Governing Body mentioned above, are present in the meeting of Selection Committee.

- (9) The Vice Chancellor or Registrar shall issue the appointment letters, after the Governing Body approves the recommendation of Selection Committee.
- (10) In addition to full-time teachers, the Board of Management/ Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.
- (11) The terms and conditions (such as duration, duties, honorarium, TA/DA, other charges) of such engagements will be decided by the Governing Body of the university, from time to time.

**STATUTE NO. 18****CATEGORIES AND APPOINTMENT OF NON-TEACHING EMPLOYEES**

- (1) The non-teaching employees will be categorized in various levels and administrative sections as decided by the Governing Body from time to time.
- (2) The following types of non-teaching employees will be employed by the university
  - (a) Permanent/ Probationary employees
  - (b) Contractual employees
  - (c) Casual employees
- (3) A permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of one to two years.
- (4) A contractual employee is an employee appointed on contract for a specified period.
- (5) A casual employee is an employee engaged on the basis of a muster roll.
- (6) The essential qualifications, experience, terms and conditions of appointment including pay-scales for each position shall be as laid down in the HR policy of the university.
- (7) The HR Head of the university in consultation with appropriate domain experts and Registrar shall screen the applications and prepare a summary of all the candidates satisfying the essential qualifications and shortlisted for the personal interview.
- (8) The shortlisted candidates shall be mandatorily required to appear for the Avantika Behavior Assessment Test (ABT) which shall be administered in online mode. The HR in consultation with the Registrar shall design the test for respective positions.
- (9) A summary of all the shortlisted applications along with the Assessment Form and the Avantika Behavior Assessment Test Report shall be made available to the Selection Committee at the time of interview.
- (10) The Selection Committee shall normally comprise of the following members;
  - (a) The Registrar or his Nominee
  - (b) One Nominee of Governing Body
  - (c) One Subject Expert nominated by the Vice Chancellor
  - (d) One Psychologist nominated from within or outside the university
  - (e) Head – HR

The Registrar or his Nominee shall be the Chairman and Head – HR shall be the Convener for the of Selection Committee.

- (11) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least the subject expert and the Nominee of Governing Body mentioned above, are present in the meeting of Selection Committee.

- (12) The Vice Chancellor or Registrar shall issue the appointment letters, after the Governing Body approves the recommendation of Selection Committee.

## **STATUTE NO. 19**

### **CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) The Board of Management may consider and recommend to the Governing Body the conferment of an honorary degree or other academic distinction on any person without requiring him to undergo any test or examination, on the sole ground that he by reason of his eminent position, attainments, and public service, is a fit and proper person to receive such degree or other academic distinction.

Provided that, the Governing Body shall not entertain or consider any proposal in this behalf without the Vice Chancellor having obtained a priori approval of the Chancellor.

- (2) The Governing Body may suo-moto take a decision to confer honorary degree and/or other academic distinction as in Clause (1) of this statute.
- (3) The proposal for conferment of an honorary degree or academic distinction can be made to the Vice Chancellor, in writing by any Faculty Member of university. The Vice Chancellor shall place this in the Board of Management, after verifying that the proposal is in conformity with the provision of the Act.
- (4) Every proposal for conferment of an honorary degree or academic distinction shall be made separately and considered in respect of the proposed recipient.
- (5) 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.

## STATUTE NO. 20

### PROVISION REGARDING FEES TO BE CHARGED FROM THE STUDENTS

- (1) The fees structure of various programs and provision of exemption for various categories shall be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
- (2) The fees structure would be concomitant with the objective of providing quality education to the University students.
- (3) All the programs and courses in the university shall operate in self-finance mode and the fee chargeable from the students shall be as recommended by the by the Board of Management. The following types of fees may be charged from the students;
  - a. Application Fee
  - b. Admission Fee
  - c. Tuition Fee
  - d. Examination Fee
  - e. Library Fee
  - f. Laboratory and Studio Fees
  - g. Development Fee
  - h. Security Deposit
  - i. Hostel Fee
  - j. Mess Fee
- (4) The university can introduce, add, or remove, different heads of fees, from time to time. The fees revision shall be duly notified and the revision shall be applicable to all the students admitted in that academic year and onwards.
- (5) In addition, fees for duplicate mark sheets, issue of transcripts and such other examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (6) The components of fee may vary from program to program and shall be decided by the Board of Management with approval of Governing Body.
- (7) The Board of Management shall make provision regarding exemption of students for payment of tuition fee and awarding to them scholarship and fellowship keeping in view the merit / need of the student concerned. The Board of Management shall approve and declare the university policies in this regard from time to time.

**STATUTE NO. 21**

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**ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS, AND PRIZES**

- (1) The Governing Body in concurrence with the sponsoring body accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals, Prizes, etc of the recurring nature.
- (2) The Board of Management through the Finance Committee shall administer all the endowments.
- (3) The award shall be made from the annual income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized bank in concurrence with the Governing Body.
- (5) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (6) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (7) 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.
- (8) The approval of awardees of fellowships, scholarships, medals, and prizes as per the specific regulation(s) and/or ordinance(s) belonging to the specific endowment will be given by the Board of Management.

**STATUTE NO. 22**

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**CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinctions 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 Board of Management on the recommendations of 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.

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**STATUTE NO. 23**

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**ADMISSION OF STUDENTS**

- (1) The admission to various programs of study at the university shall be strictly on merit and shall be governed by policies as prescribed in the ordinances and rules in force for the concerned programs.
- (2) The university may conduct its own entrance test, if necessary, or may utilize the list of results of such examinations/ tests conducted by different State/ National / Professional Bodies.
- (3) The number of students per program shall be fixed as per the recommendations of the Academic Council of the university in line with rules and regulations prescribed by the concerned regulatory bodies from time to time.
- (4) The policy and process of admissions including reservation of seats for various categories shall be in accordance with the policies of the state government and as described in the ordinance from time to time.

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**STATUTE NO. 24**

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**ANNUAL REPORT AND ANNUAL ACCOUNTS**

- (1) The annual report of university shall be prepared by the Board of Management, as per the Section 37 of the Act, which shall include among other matters, steps taken towards the fulfillment of objectives.
- (2) The annual accounts of the university along with the balance sheet, shall be prepared by the Board of Management, as per the Section 38 of the Act, and shall be duly audited at least once in a year by the auditors appointed by the university for the purpose.
- (3) The annual report and the audited annual accounts shall be placed before the Governing Body for approval.
- (4) A copy of the annual report and audited annual accounts prepared as per Section 37 and Section 38 of the Act shall be presented to the sponsoring body after approval by the Governing Body.
- (5) A copy of the annual report and audited annual accounts prepared as per Section 37 and Section 38 of the Act shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

**STATUTE NO. 25****RESOLUTION OF DISPUTES AND DISCIPLINARY ACTION AGAINST EMPLOYEES**

- (1) The Vice Chancellor in consultation with the Chancellor shall be responsible for laying down the policy for resolution of disputes and grievances between authorities, employees, and students of the university by way of arbitration.
- (2) Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact-finding Committee and if necessary, based on the recommendations of the fact-finding committee, may institute an enquiry committee for the purpose.
- (3) Based on the enquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, However, for taking actions to the extent of termination of the teacher concerned, the Vice chancellor shall report the matter to Governing Body whose decision will be final.
- (4) If at any time upon representation or otherwise, it appears to the Vice Chancellor that the employee;
  - (a) has willfully omitted or refused to carry out the provisions of the Act,
  - (b) has abused the powers vested in him,
  - (c) is incapable of managing the affairs of the university,
  - (d) has become insane and stands so declared by a competent court,
  - (e) has been convicted by a court for any offence involving moral turpitude,
  - (f) has become an undischarged insolvent and stands so declared by a competent court,
  - (g) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability,
  - (h) has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes,
  - (i) continuation in office is detrimental and prejudicial to the interests of the university, the Vice Chancellor may, by an order in writing, stating reasons there-in, require the employee to relinquish his office from such date as specified in the order or suspend the employee during the pendency or in contemplation of any enquiry against him. The Vice Chancellor shall appoint a high-power enquiry committee and based on its recommendations, if so decided, by order under his signatures remove the employee from the services of university in concurrence with the Chancellor and shall report the matter to Governing Body whose decision will be final.

- (5) No order under sub-section (4) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the employee and he is given reasonable opportunity of showing cause against the proposed order.
- (6) The employee shall have the right to appeal against such action to the Governing Body within 15-days from the date on which the decision of such action is communicated to him and thereupon, the Governing Body may confirm, modify, or reverse the action taken by the Vice Chancellor and communicate the same to the concerned person within one-month from the date of appeal.
- (7) The employee shall be deemed to have relinquished the office from the date specified in the order under sub-section (4).
- (8) The employee may by writing under his hand addressed to the Vice Chancellor, resign his office, and shall cease to hold his office on the acceptance of such resignation.



**STATUTE NO. 26****PRO-VICE CHANCELLOR**

- (1) The Pro-Vice Chancellor shall be a full-time salaried officer of the university and shall be appointed by the Chancellor on the recommendations of the selection committee constituted for the purpose; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- (2) The selection committee referred to in Clause (1) shall comprise of;
  - (a) Vice Chancellor
  - (b) Two eminent academicians nominated by the Governing Body
- (3) Notwithstanding anything contained in the foregoing sub-section, The Chancellor may appoint the first Pro-Vice Chancellor for a period of two years to conduct the affairs of the university; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- (4) The Pro-Vice Chancellor shall exercise all such powers as described in the different statutes of the university.
- (5) The Pro-Vice Chancellor shall hold the office for a term not exceeding four years.
  - (a) Provided that a Pro-Vice Chancellor shall continue to hold office even after the expiry of his term, till a new Pro-Vice Chancellor assumes office for a period not exceeding six months.
  - (b) Provided that on the expiry of his term, the Pro-Vice Chancellor shall be eligible for reappointment for one more term; subject to approval of the Governing Body before the expiry of his term.
  - (c) Provided further that in case of emergency like illness, long absence, resignation, or death of incumbent Pro-Vice Chancellor; the Chancellor may appoint a competent person as Pro-Vice Chancellor for a term, not exceeding six months.
- (6) The Pro-Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office, and shall cease to hold his office on the acceptance of such resignation.
- (7) The Chancellor may decide to appoint more than one Pro-Vice Chancellor.
- (8) The Governing Body shall decide the qualifications, pay-scale, emoluments, and other service conditions of the Pro-Vice Chancellor, with appropriate amendments from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with that approved by UGC.

- (9) The Pro-Vice Chancellor shall exercise supervision and control over the designated affairs of the university and give effect to the decisions and recommendations of the various bodies and the authorities of the university without prejudice to the role of Chancellor and Vice Chancellor.
- (10) The Pro-Vice Chancellor shall discharge his duties as directed and delegated to him by the Vice Chancellor, and exercise all powers of the Vice Chancellor over the campus/school for which he has been appointed, without prejudice to the role of Chancellor and Vice Chancellor.
- (11) The Pro-Vice Chancellor shall assist the Vice Chancellor in discharging day to day duties as and when required by the Vice Chancellor. He shall preside over the meetings of the university bodies as assigned or in the absence of the Vice Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice Chancellor from time to time.