

Bhopal, the 11th July 2012

No. – R-345/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 Swami Vivekanand University NH -26 Sironja]Sagar (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.

STATUTE NUMBER 01

SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statute" means the Statute of Swami Vivekanand University Sagar, Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the publication in the state Gazette by state government.
- (3) The Statutes are in conjunction with the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and 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 statute, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

STATUTE NUMBER 02**DEFINITIONS**

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007" (No.17 of 2007).
- (2) "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.
- (3) "Board of Studies" Means the Board of Studies of the University departments/faculties.
- (4) "Board of Management" Means the board of management of Swami Vivekanand University Sagar, Madhya Pradesh.
- (5) "Chancellor" Means the chancellor of Swami Vivekanand University Sagar, Madhya Pradesh.
- (6) "Chief Finance and Account officer" means the Chief Finance and Account officer of Swami Vivekanand University Sagar, Madhya Pradesh.
- (7) "Convocation" means the convocation of the Swami Vivekanand University Sagar, Madhya Pradesh.
- (8) "Course(s)" means prescribed area(s) or course(s) of study or programmer (s) and /or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the Swami Vivekanand University Sagar, Madhya Pradesh.
- (9) "College" means an institution situated as a constituent unit in the main campus and maintained by the Swami Vivekanand University, Sagar under the provisions of these statutes.
- (10) "Decided by the University/university may decide/Decision of the University" means as decided by the Vice – Chancellor with approval of the Chancellor.
- (11) "Employee" means any person appointed by the Swami Vivekanand University Sagar, Madhya Pradesh.
- (12) "Executive Committee" means Executive Committee of the Sponsoring Body.
- (13) "Faculty" Means faculty of the Swami Vivekanand University, Sagar Madhya Pradesh listed in relevant Statute.
- (14) "Head of University Department" means the faculty head of any department or head of any department or constituent institutions situated in the main campus of Swami Vivekanand University, Sagar.

- (15) "Principal" means the Head of a constituent College and includes, when there is no Principal, a person for the time being duly appointed to act as Principal;
- (16) "Governing Body" Means governing body of Swami Vivekanand University Sagar, Madhya Pradesh.
- (17) "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 within the classroom or on line or otherwise as decided by the university from the campus to the regular students of the Swami Vivekanand University Sagar, Madhya Pradesh.
- (18) "Regulation" means regulation of the Swami Vivekanand University Sagar, Madhya Pradesh.
- (19) "Regulatory Commission" Means regulatory commission constructed by state Government under section 36 of the Act.
- (20) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2007".
- (21) "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 Swami Vivekanand University Sagar, Madhya Pradesh.
- (22) "Seal" means the common seal of the Swami Vivekanand University Sagar, Madhya Pradesh.
- (23) "Subject" means the basic unit(s) of instruction; teaching, training; research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- (24) "Scheduled Tribes" Means the Scheduled Tribes specified in relation to this state under Article 342 of the constitution of India.
- (25) "Scheduled Castes" Means the Scheduled Castes specified in relation to this state under Article 341 of the constitution of India.
- (26) "Other Backward Castes / Minority" Means the Other Backward Castes / Minority specified in relation to the constitution of India and / or State Government.
- (27) 'Statutes', 'Ordinances' and 'Regulations' Means the Statutes, Ordinances and regulations of the university as the case may be, in force for the time being.
- (28) "School of Studies" Means a constituent institution maintained by Swami Vivekanand University Sagar, Madhya Pradesh as a place for higher learning and research.
- (29) "Teachers of the University" Mean Professor, Associate Professor, Assistant Professor and such other person as may be appointed for imparting instructions

or conducting research, with the approval of the vice-chancellor of the university or any constituted college or institution or faculty in the campus maintained by the university.

- (30) "University" means Swami Vivekanand University Sagar, Madhya Pradesh.
- (31) "Vice-chancellor" means Vice-chancellor of the University.
- (32) "Visitor" Means Governor of the State.
- (33) Words and expression used but not defined in these statutes shall have the same meaning as assigned to them in the Act.
- (34) All words and expression used herein and defined in the statute and the rules shall have the meaning respectively as assigned to them in the statute and rules.

STATUTE 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 changes or amendment as deemed necessary for time to time by the university. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. The University may opt to register these under relevant rules and laws of the Land.

STATUTE NUMBER 04**OBJECTIVES OF THE UNIVERSITY**

The following shall be the general objectives of the Swami Vivekanand University:-

- (1) To provide instructions, teaching and training in higher education in the field of Science, Arts, Commerce, Technical, Medical, Professional , Vocational, etc and to make provisions for research, advancement and dissemination of knowledge;
- (2) To create higher levels of intellectual abilities;
- (3) To establish state of the art facilities for education and training;
- (4) To carry out teaching and research and offer continuing education programmes;
- (5) To create centers of excellence for research and development and for sharing knowledge and its application;
- (6) To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council;
- (7) To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.
- (8) To collaborate with other universities, Research centers, Government and Non-Government organization towards fulfillment of the university objectives.
- (9) To make available technical education in the Rural area along with the urban area to make arrangement and provide facilities for the spread of education with due maintenance of quality education in the real sense.
- (10) To utilize the new and innovative methods and techniques of education and make provisions accordingly in the course of courses with the aim of providing quality & education.

STATUTE NUMBER 05**APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the section 16 of the Act, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor. The Executive Committee of the Sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall send the name, along with Bio-data of the proposed Chancellor, to the Visitor for approval. After Visitor's concurrence, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act.
- (3) The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over convocation of the University, for conferring degrees, diplomas or other academic distinctions.
- (4) 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.
Provided that the chancellor shall notwithstanding the expiring his term, continue to hold his office until either he is reappointed or his successor enter upon his office.
- (5) In case of an 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.
- (6) 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.
- (7) 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 matters therewith.
- (8) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (9) 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 third majorities, can recommend to the Visitor for the removal of the Chancellor.
- (10) The Chancellor shall have the following powers, also:-
 - a. To appoint and remove the Vice-Chancellor;
 - b. To call for any information or record of university;
 - c. Such other powers as may be conferred by the Statutes & ordinance of university;
- (11) The Chancellor may be writing under his hand addressed to the Visitor, resign this office. The Sponsoring Body Chairman/Secretary shall forward his resignation to the visitor and after Visitor's approval, shall accept his resignation and propose a new name to the visitor as per clause(1) of this statute.

STATUTE NUMBER 06**APPOINTMENT, TERMS AND CONDITIONS AND POWERS 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, as per Section 17 of the Act.
- 2) The Selection Committee, referred to in sub-section (1), shall consist of the following members, as per section 17 clause 2 of Act.
 - i) Two eminent academicians nominated by the sponsoring body;
 - ii) One eminent person nominated by the State Government - member.
- 3) The Chancellor shall appoint one of the members of the selection committee as Chairman.
- 4) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor, Provided 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 sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of University
- 6) The Vice-Chancellor appointed under section (1) shall hold office for a term of four years. Provided that, notwithstanding the expiry of his term, he shall continue to hold office until his successor is appointed or he /she is reappointed enters office but in any case this period shall not exceed six months. Provided that he shall not hold the office after attaining the age of 70 years.
- 7) The Vice- Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other conditions service shall not be less than what has been approved by U.G.C.
- 8) If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice-Chancellor:-
 - i. Has made default in performing any duty imposed on him, by under the statute or ordinance of University
 - ii. Has acted in manner prejudicial to the interests of University; or
 - iii. Is incapable of managing the affairs of the University the Chancellor may, notwithstanding the fact that the terms of office of the Vice-Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice-

Chancellor to relinquish his office as from such date as may be specified in the order.

- iv. Provided that no such order 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 a reasonable opportunity of showing cause against the proposed order.
- 9) As from the date specified the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- 10) In the event of the occurrence of any vacancy including temporary vacancy in the office of the Vice-Chancellor by reason of his death, resignation, leave, illness or otherwise, Pro-Vice Chancellor/ Dean Faculty for that purpose shall act as the Vice-Chancellor as authorized by Chancellor until the date on which Vice-Chancellor is as per provision act to fill such vacancy, enters upon his office;
Provided that the arrangement contemplated in this clause shall not continue for a period of more than six months.
- 11) The Vice-Chancellor shall be the principal executive and academic officer of University, and shall exercise general superintendence and control over the affairs of University and shall execute the decisions made by various authorities of University.
- In addition to the powers and duties prescribed in section 17 of the Act the Vice-Chancellor shall also exercise such other powers and perform such other function as given below
- (i) He shall be Ex-Officio Chairman of Board of Management, the Academic Council, and Finance Committee and All Bodies of the University. The Vice-Chancellor shall be entitled to be present in the meetings of all bodies of the University but shall not be entitled to vote at unless he is a member of such body.
- (ii) It shall be duty of the Vice-Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the University are duly complied with and he shall have all the powers necessary to ensure their compliance. The Vice-Chancellor may constitute such committees as he deems it necessary to help him in the discharge of the duties entrusted upon him by or under the statute and ordinance.
- (iii) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or orders of all authorities of the University.

- (IV) The Vice-Chancellor shall have the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons, as he may deem fit.
- (V) The Vice-Chancellor shall be competent to grant leave to any officer of the University in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
- (VI) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desire, delegate such powers to another officer of University.
- (VII) The Vice-Chancellor shall have the power to convene the meetings of the different Bodies constituted by University
- (VIII) The Vice-Chancellor shall have the power to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.
- (IX) The 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.
- (X) The Vice-Chancellor shall have the power to make short term appointments for a period not exceeding six months at a time of such number of persons as may be considered necessary for functioning of the university with the prior approval of Chancellor.
- 12) In the absence of the Visitor and the Chancellor, the Vice Chancellor shall preside over at the convocation of the University, for conferring Degree, Diplomas or other Academic destinations.
- 13) The Vice Chancellor may by writing addressed to the chancellor resign his office.

STATUTE NUMBER 07**APPOINTMENT, TERMS & CONDITIONS AND POWERS & DUTIES OF THE REGISTRAR****APPOINTMENT OF REGISTRAR**

The first Registrar shall be appointed by the 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 constituted for the purpose. The Expert Committee shall consist of:

- (1) Vice Chancellor – (Chairman)
- (2) Nominee of the Chancellor
- (3) Two Expert members approved by the Governing Body.
- (4) One observer nominated by the Chairman, Regulatory Commission.
- (5) Nominee of the Sponsoring Body

SELECTION OF REGISTRAR

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

- (a) The University would invite applications for the post through the process of an advertisement in important News papers or E-Media having wider circulation.
- (b) A summary of the candidates applied for the post shall be prepared by the committee constituted for the purpose approved by the Chancellor.
- (c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (e) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.

TERMS AND CONDITIONS

- (1) The Registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) 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.
- (3) 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 Vice Chancellor may appoint for the purpose with the prior approval of Chancellor.

- (4) 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 Governing Body whose decision shall be final. Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (5) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time as per U.G.C. norms.
- (6) The age of retirement of Registrar shall be sixty five years.
- (7) The Registrar may be writing under his hand addressed to the Vice Chancellor, resign his office.

POWERS & DUTIES

- (a) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- (b) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of /any other committee. The Registrar shall be the Member-Secretary but he shall not have a right to vote.
- (c) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/Board of Management from time to time. He will render desired assistance.
- (d) 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/M.P. State University Regulatory Commission / Chancellor/Vice Chancellor may desires.
- (e) The registrar shall have powers to enter into and sign, agreements and Authenticate records on behalf of the university.
- (f) He shall discharge all such functions as assigned to him by the Chancellor. Vice Chancellor of the University.
- (g) The registrar shall have powers to take disciplinary action against the Non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice-Chancellor.
- (h) 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.
- (i) To arrange the Examination of the University in case of Controller of Examination is appointed in the University.
- (j) To collect the income, disburse the payments of the University, in case no Chief Finance Officer is appointed in the University.

STATUTE NUMBER 08**APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)****APPOINTMENT OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

The Appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The Committee shall consist of:-

- (a) Vice Chancellor - Chairman
- (b) Nominee of the Chancellor
- (c) Two Expert member approved by the Governing Body
- (d) One observer nominated by the Chairman, Regulatory Commission.
- (e) Nominee of the Sponsoring Body

Provided that the first CFAO will be appointed by Chancellor for a period two years.

SELECTION OF CFAO

The University will follow the following procedure for the selection of the CFAO.

- (a) The University would invite applications for the post through the process of an advertisement in important News papers or E-Media having wider circulation.
- (b) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Vice Chancellor for the purpose.
- (c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor.
- (e) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.

TERMS AND CONDITIONS

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.

- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor.
- (3) The Chief finance and Accounts officers shall receive a salary in the pay scale and other allowance as decided by chancellor.
- (4) 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.
- (5) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the 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.
- (6) The age of retirement of CFAO shall be sixty five years.
- (7) The services of CFAO can be terminated by the chancellor on the recommendation of the Vice Chancellor by giving him one month notice or one month salary in lieu of notice.

POWERS & DUTIES

Duties of the CFAO shall include:

- (a) Collect the income, disburse the payments and maintain the accounts of the University.
- (b) Hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University.
- (c) Ensure to the limits fixed by the finance committees for recurring and non-recurring expenditure for a year are not exceeded and money is used or spent for the purposes for which it was granted or allotted.
- (d) CFAO will be responsible for the preparation of the annual accounts and the budget, Audit Report & Action Taken Report of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- (e) Keep a constant watch on cash and bank balances and investments.
- (f) Ensure that the registers of properties of the University are maintained properly and that the stock checking of materials and equipments and other materials in the offices of the University maintained by the University.
- (g) Watch the progress of collection of revenue and advice on the methods of collection of revenue.

- (h) Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities, and suggest appropriate action against persons at fault.
- (i) Call from any office of the University, any information or reports that he may consider necessary for the performance of his functions.
- (j) The CFAO shall supervise, control and regulate the working of accounts & finance of the University and ensure the receipt of funds and its utilization as per section 12 & 13 of Act.
- (k) The CFAO may by writing under his hand addressed to the Chancellor, resign his office giving three month notice or three month salary in lieu of notice.
- (l) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the University, for maintaining the records property, and for regularly getting them audited.
- (m) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- (n) Maintaining the Financial records and any such other finance related records of the University as the Governing Body may decide.
- (o) He shall discharge all such functions as assigned to him by the Chancellor / Vice-Chancellor of the University.
- (p) Exercise such duties, powers and perform other functions as may be prescribed by the Act, Statutes, Ordinance and Regulations and as directed by the Chancellor/Vice-Chancellor and Board of Management.
- (q) Exercise general supervision of the Fund of the University and advise it as regards its financial policies.
- (r) Perform such other financial function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-Chancellor and the Board of Management and Governing Body.

STATUTE NUMBER 09**GOVERNING BODY OF THE UNIVERSITY****CONSTITUTION OF GOVERNING BODY**

(1) Constitution and functioning of the Governing Body shall be as laid down under section 22 of the Act.

The Governing Body of the SVN University, Sagar shall consist of the following members namely:-

- a. The Chancellor;
- b. The Vice-Chancellor
- c. Three eminent persons nominated by the sponsoring body out of which 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.

The terms of nominated members of the Governing Body will be for three years.

(2) The Chancellor shall be the Ex-Officio Chairman of the Governing Body.

(3) The Governing Body shall be the principal authority of the University, and all movable and immovable property of the University shall vest in the governing body and shall have the following powers namely:-

- i. To control functioning of the University, by using all such powers as are provided by this Act or the Statutes, Ordinance or Regulations made there under;
- ii. To review the decisions of other authorities of the University, in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances or regulations made there under;
- iii. To approve the budget and annual report of the University, from time to time.
- iv. To lay down the policies to be followed by the University.
- v. Such other powers as may be prescribed by the Statutes of the University.
- vi. The Governing Body shall meet at least three times in a calendar year.
- vii. The quorum for meeting of the governing body shall be of five members as per the act.
- viii. To make, review and approve, from time to time the broad policies plans and procedures and suggest measures for the improvement and development of the University.

-
- ix. To make recommendation on any matter referred to it by the Chancellor.
 - x. Such other powers and duties as may be prescribed by the "Executive Committee" of the Sponsoring Body.
 - xi. In the interest of University the Chancellor have power to approve any matter related to University and same shall be placed in next Governing body meeting for approval.
 - xii. All the matter to be placed for Governing body meeting should be first approved by the Chancellor

STATUTE NUMBER 10**BOARD OF MANAGEMENT****CONSTITUTION OF BOARD OF MANAGEMENT**

- (1) Formation and Functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The Board of Management shall consist of the following members:
 - a. Vice-Chancellor
 - b. Two representative nominated by the sponsoring body
 - c. Two representative nominated by the State Government
 - d. Two professors of the university
 - e. Two senior most teachers of the university other than the Clause (d)The Board of Management shall be constituted with the approval of Chancellor.
- (3) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management.
- (4) The term of the nominated members of the Board of Management will be of three years.
- (5) The Board of Management shall meet once in every two months.
- (6) The quorum for meeting of the Board of Management shall be at least five members.

POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

The Board of Management shall have following powers and functions

- (1) Suggestion on Budget, Audit report and Annual Report of the University and to place it before the Governing Body for its approval.
- (2) To prepare the Annual/Supplementary Budget of the University and to place it before the Governing Body for its approval.
- (3) To Follow the Budget for Expenditure as approved by the Governing body,
- (4) To perform any other functions which may be assigned by the Governing Body/Chairman of the Board of Management /Statutes of the University.
- (5) To recommend to governing Body for creating the post of other officers of the university.
- (6) To manage and administrate the revenue and property of the university and to conduct all administrative affairs of the university.
- (7) To create teaching administrative and other academic posts.
- (8) To specify the manner of appointment to temporary vacancies of any staff.

- (9) To transfer or accept transfers of any immovable or movable property on behalf of the university with provisions followed in statute or ordinance after the approval of Chancellor.
- (10) To execute fellowship, scholarship, studentships and other provisions in welfare of students.
- (11) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the university.
- (12) To manage and regulate the finance, accounts, investments property of the University and all other affairs of the University and to appoint such other agents as may be considered fit.
- (13) To invest money belonging to the University including any unexpended income, in such stocks, funds, shares or securities as it thinks fit in the purchase of immovable properties in India with like power varying such investment from time to time. Provided that no action under this clause shall be taken without consulting the Finance Committee and approval of Chancellor.
- (14) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment there to.
- (15) To regulate and enforce discipline amongst the employees in accordance with the statutes and ordinance of University.
- (16) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may for any reason feel aggrieved.
- (17) To fix the remunerations payable to counselors examiners and invigilators and fix the traveling and other allowances payable to them, after consulting the Finance Committee.
- (18) To delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellor, Chief Finance & Accounts Officers, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it.
- (19) The Board of Management shall exercise the powers of the University not otherwise provided by the Statute, Ordinance and the Regulations for the fulfillment of the objects of the University.
- (20) To exercise such powers and perform such other functions as may be conferred or imposed by the Act or the Statutes, Ordinance and also directives of Chancellor of the University.

STATUTE NUMBER 11**ACADEMIC COUNCIL****FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL**

- (1) The Academic Council shall be the principal academic body of the university which shall consist of not more than 15 members subject to the provision of the section 24 of the Act.
- (2) The Academic Council shall be the principal Academic body of the University consist of the following members:
- | | |
|--|------------------|
| 1. Vice-Chancellor. | Chairman |
| 2. Registrar | Member Secretary |
| 3. All the Deans of the University. | Member |
| 4. One Professor & HOD of the University Teaching Department (Relevant subject of meeting) | Member |
| 5. Two Professors form State/Central Govt. Universities nominated by the Chancellor. | Member |
| 6. Two representatives from amongst the Scientist/ Educationist/ Technologists/ Industries nominated by the Vice-Chancellor. | Member |
| 7. One Professor nominated by Chairman Regulatory Commission. | Member |
- (3) The Vice-Chancellor, as the chairman, shall preside over the meetings of the Academic Council and in his absence, and other person nominated by the Chancellor shall preside over the meeting.
- (4) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the vice Chancellor shall act as the Secretary.
- (5) Minimum 50% committee members of the Academic Council excluding the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (6) The Term of the nominated members of the Academic Council will be three years.

- (7) Subject to the provisions of the Act, the Academic council shall have the following powers, duties and functions, namely:
- (a) 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.
 - (b) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
 - (c) To promote research and related activities in the University.
 - (d) To make recommendations to the Governing Body on the Proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
 - (e) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
 - (f) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management to take appropriate action thereon.
 - (g) To make proposals to the Governing Body for allocating departments to the faculties.
 - (h) To make proposal to the Governing Body for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
 - (i) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
 - (j) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
 - (k) To recognize diplomas and degree of other universities and institutions and to determine their equivalence.
 - (l) To make special arrangements, if any, for the teaching of women or physically handicapped or financially weak or employed students and for prescribing for them special courses of study.
 - (m) To consider academic related proposals submitted by the faculties/departments of the University.

-
- (n) To approve the syllabus of the different courses/subject submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
 - (o) 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.
 - (p) To publish syllabus of various courses of study, lists of prescribed or recommendation text books for different subjects.
 - (q) To appoint committee for admission of students in different faculties of the University.
- (8) To recommend to the Governing body the rates of remuneration and allowances for the examination work.
- (9) To delegate such of its power, as is may deem fit, to the Chairman of the Academic council.
- (10) To make recommendation on any matter referred to by the chancellor or the Governing body, as the case may be.
- (11) The Academic council shall exercises such other power and performs such other duties as may be prescribed from time to time by the chancellor.

STATUTE NUMBER 12**FINANCE COMMITTEE- ITS FUNCTIONS & RESPONSIBILITIES**

No decision involving financial implications shall be taken by any authority of the University without prior concurrence of the Finance Committee.

- (1) The Finance Committee shall consist of the following persons, namely:-
- | | |
|--|------------------|
| (a) The Chancellor or his nominee | Chairman |
| (b) The Vice-Chancellor | Member |
| (c) The Registrar | Member |
| (d) Chief Finance and Accosunts Officer | Member Secretary |
| (e) One member of the Governing Body to be nominated by the Chancellor | Member |
| (f) One person to be nominated by the Sponsoring Body | Member |
- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (3) The finance committee shall meet at least twice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the committee members at least fifteen days in advance of the meeting.
- (4) Four members of the finance committee, including Chairman, shall constitute the quorum at the meetings.
- (5) The Finance Committee shall approve the annual budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of the different authorities or officers of the university after the approval of chancellor.
- (6) The Finance Committee shall be control the all financial matter of the University.
- (7) The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance, and Regulations of University.
- (8) The Finance Committee shall review the income and expenditure of the University in every financial year.
- (9) To provide Direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.
- (10) Functions and powers of the Finance Committee shall be as follows:

- (a) 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.
- (b) 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.
- (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 NUMBER 13**STANDING COMMITTEE- ITS FUNCTION & RESPONSIBILITIES**

Standing Committee of the University shall be constituted as under:

(a) Vice-Chancellor	Chairperson
(b) Registrar	Member secretary
(c) CFAO	Member
(d) Deans of all Faculties of the University	Member
(e) Three senior Heads of Departments of the University by rotation (which will be for three years)	Member

The Vice Chancellor can invite additional members to the standing committee as and when required. The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

Function and Responsibilities of Standing Committee

- (1) The Registrar shall act as Secretary of the Standing Committee.
- (2) Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice Chancellor. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
- (3) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one hour notice.
- (4) To monitor functioning of the university as per the Act; the Statues and the Ordinance from time to time.
- (5) To examine any matter referred to it by the Chancellor/ Vice-Chancellor and to make suitable recommendations. The recommendations of the standing committee shall be put up before the Board of Management.

STATUTE NUMBER 14**EXAMINATION AND RESULT COMMITTEE- ITS FUNCTION & RESPONSIBILITIES**

(1) The Board of Examination of each Subject shall consist of the following members:

- | | | |
|-----|--|----------|
| (a) | Dean of Faculty by Rotation | Chairman |
| (b) | Head of the Department | Member |
| (c) | Two senior most teachers of the Department (other than the head of the department) | Member |

(2) Examination committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderator and Examiner of different subject. Vice-Chancellor will have the right to add or delete names in the proposed list.

(3) Examination and result committee shall approve the results of the concerned department before declaration.

(4) If the Committee is not satisfied with the result, it may recommend suitable correction measure to the Vice-Chancellor and shall implement after due approval of the Vice-Chancellor.

STATUTE NUMBER 15**FACULTIES**

The University shall include the following faculties:

- (a) Faculty of Science
- (b) Faculty of Arts
- (c) Faculty of Life Science
- (d) Faculty of Home Science
- (e) Faculty of Engineering and Technology
- (f) Faculty of Computer Science
- (g) Faculty of Pharmacy
- (h) Faculty of Nursing
- (i) Faculty of Fashion Designing
- (j) Faculty of Management (Including Hotel Management & Catering Technology)
- (k) Faculty of Commerce (Including Commercial & Business Management)
- (l) Faculty of Agriculture & Applied Science including Animal Husbandry & Food processing
- (m) Faculty of Humanities
- (n) Faculty of Law
- (o) Faculty of Education (Including Physical Education)
- (p) Faculty of Journalism and Mass Communication (Media)
- (q) Faculty of Entrepreneurship Development (Vocational courses)
- (r) Faculty of Health Science (Including Medical, Dental, Homeopathy, Pharmacy, Ayurveda & Paramedical Courses).
- (s) Faculty of Library & Information Science
- (t) Faculty of Animation & Multimedia
- (u) Faculty of Fine Arts
- (v) Faculty of Social Sciences
- (w) Faculty Of Performing Arts

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 of the university

STATUTE NUMBER 16**DEANS OF FACULTIES**

There shall be a Dean for each Faculty. The Deans shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the Professors in the University for three years and they shall be eligible for re-appointment.

Provided that:-

- (1) If there no Professor, Associate Professor/ Reader according to seniority may act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall the responsible for the compliance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The Dean shall exercise such other powers and perform such other function and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (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 turn as Dean of the Faculty.

STATUTE NUMBER 17**CONSTITUTION OF FACULTIES**

Each Faculty shall consist of the Following members, namely:

- | | |
|--|----------|
| 1) Dean of Faculty | Chairman |
| 2) The Heads of Departments of Study in the Faculty | Member |
| 3) One Professor of the each Department of Study in the Faculty | Member |
| 4) One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in Faculty. | Member |

STATUTE NUMBER 18**POWER OF THE FACULTIES**

- (1) The faculty 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.
- (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 or on any other 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 :-
 - (a) All the teachers of the concerned subject.
 - (b) Two members to be nominated and co-opted by the Department, from outside the University, from academic/Industries after approval of Vice-Chancellor from a panel of five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided.
 - (a) That the term of the chairman shall be three years, and after expiration of the term, the next/senior most Professor/Associate Professor shall be Chairman if the term is not extended.
 - (b) If there is more than one Subject in the department, the senior most Professor/Associate Professor shall be the chairman for Board of Studies of that subject: in accordance to above (a).
- (3) The term of the Co-opted members of the board of studies shall be three years and the members can be reappointed for next term.
- (4) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detail 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 syllabus 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 for getting feedback on the student's issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Student's 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 and girls students will be given adequate representation in the Students Council.

STATUTE NUMBER 21**APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Associate Professor, and Assistant Professors, the Board of Management may recommend to the Governing Body for filling up the Vacancies available in different department of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching position (Professors, Associate Professors and Assistant Professors) shall be advertised in the national daily News Papers or E-Media of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) There shall be a Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (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;

(a)	The Vice-Chancellor	Chairman
(b)	One observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.	Member
(c)	Three subject expert nominated by the Vice-Chancellor after the approval of the Chancellor	Member
(d)	Dean of concerned Faculty	Member
(e)	Head of the Department	Member
- (7) 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 appointment.

- (8) Provided that no recommendation shall be made unless at least two subject experts and the Chairman under clause (6) mentioned above, are present in the Selection Committee meeting.
- (9) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (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. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Chancellor of the University from time to time.

(11) Teachers already working (appointed by the sponsoring Body/Institute)

- (a) Teachers (Professor/Associate Professor/Assistant Professor) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute.
- (b) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (1) above, shall observing the conditions mentioned in (7) of this statute, submit its recommendations to the Chancellor.
- (c) The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

(12)

- (i) For the purpose of official work the seniority of various categories of teachers shall be maintained by the university in accordance with length of continuous service in a cadre.

It shall be the duty of the Registrar to prepare and maintain in respect of different categories and update seniority lists in accordance with procedure laid down in the clauses hereafter appearing provided that if:

- (a) If the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority inter se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any
- (b) If after calculation in accordance with above the seniority inter se of two or more teachers in any cadre is equal, their seniority inter se shall be determined in accordance with the length of continuous service in the cadre, if any, immediate below the cadre considered under above.

- (c) If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter se of two or more teacher in any cadre is equal, their seniority inter se shall be determined by the total period of continuous service as a teacher in any cadre.
- (d) If after applying the foregoing provision to the extent possible, the seniority of two or more teachers is equal, their seniority inter se shall be determined in accordance with seniority in age.
- (13) The retirement age of teacher shall be as per Regulatory Bodies, UGC, AICTE, MCI, BCI, NCTE, INC etc. Norms and no one shall withhold official position after retirement. However, they can continue for teaching for purpose.

STATUTE NUMBER 22

CATEGORIES OF THE NON-TEACHING EMPLOYEES

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

(a) **Controller of Examination:**

- I. Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
- II. When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- III. The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith and ancillary thereto.

(b) **Librarian:**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by Board of Management with qualification as per U.G.C. norms.

(c) **Dean Student Welfare (DSW):**

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

(d) **Director (Project) :**

The Director Project will be an officer of the University and shall be appointed by the Vice-Chancellor with due approval of Chancellor the Director project will report to the Vice-Chancellor.

- a) The Vice-Chancellor will assign duties to Director Project.
- b) The selection process of the Director Project will be as decided by the University.

(e) **Director (Marketing) :**

The Director Marketing will be an Officer of the University and shall be appointed by the Vice-Chancellor with due approval by Chancellor. The Director Marketing will report to the Vice-Chancellor.

- a) The Vice-Chancellor will assign duties to Director Marketing.
- b) The selection process of the Director Marketing will be as decided by the University.

- (f) **Deputy Registrar :**
The Deputy Registrar will be an officer of the University and shall be appointed by the Vice-Chancellor with due approval of Chancellor the Deputy Registrar will report to the Registrar.
- a) The Registrar will assign duties to Deputy Registrar.
b) The selection process of the Deputy Registrar will be as decided by the University.
- (g) **Assistant Registrar :**
The Assistant Registrar will be an officer of the University and shall be appointed by the Vice-Chancellor with due approval of Chancellor the Assistant Registrar will report to the Registrar.
- a) The Registrar will assign duties to Assistant Registrar.
b) The selection process of the Assistant Registrar will be as decided by the University.
- (2) The Power and responsibilities of the Controller of Examination, the Librarian, Dean Student Welfare (DSW), Director Project and Director marketing, Deputy Registrar, Assistant Registrar shall be as specified in the Regulations.
- (3) The University can appoint any other officers as and when required for its working from time to time with the approval of chancellor.

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

1

- a) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department of any faculty and member and Head of the Department/Institute will forward it through Dean of Faculty to the Vice Chancellor.
- b) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall summon special meeting of the Board of Management to consider the proposal,
- c) 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.
- d) The Vice-Chancellor shall ascertain the proposal 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 is worth approving and shall send it for final approval of the Chancellor.
- e) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.

2

- a) Any such proposal submitted for approval directly to Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- b) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- c) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal.
- d) On scrutiny, if the proposal is found to have the requisite support, the proposal shall be declared to be carried and in the absence of the requisite support, the proposal shall be declared to be dispersed with. However the Chancellor will have power to reject or approve any proposal without assigning any reason thereof.

STATUTE NUMBER 25**PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENT**

(1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

- (i) Prospectus/Registration form
- (ii) Admission fees (Where applicable)
- (iii) Tuition fees for the course
- (iv) Examination fees
- (v) Library fees
- (vi) Development/amalgamated fund
- (vii) Laboratory fees
- (viii) Caution money
- (ix) Student welfare fees
- (x) Sports & Cultural fees

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

- (2) In addition, fees for duplicate mark sheets, revaluation, issue of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- (4) The fees for the courses will be as per the guidelines of regulatory body and government norms.
- (5) The fee structure of various courses and provision of exemption from tuition fee will 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.
- (6) All fee subject to approval of the regulatory Body as defined in 7(i) of the Act 2007.

STATUTE NUMBER 26**ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIP, SCHOLARSHIP, MEDALS AND PRIZE IN THE UNIVERSITY**

1. The Board of Management may accept donations from any person, body, institution, company and NGO for the creation of an endowment for the award of fellowships, scholarships, studentships, exhibitions, bursaries, medals and other awards of a recurring character.
2. Each endowment shall be secured by investment decided by the Board of Management in fixed deposits in a scheduled bank.
3. The Board of Management shall be the administrator of all endowments.
4. The award shall be made out of the income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
5. The Academic council shall prescribe the condition of award after consulting the donor and effect shall be given to his/her wishes as far as possible.

In case of each endowment accepted by the Board of Management the Board of Management shall make a regulation giving the name of donor, the name, initial value and purpose of the endowment.

STATUTE NUMBER 27**CONVOCATION**

- (1) Convocation for the award of the Degree, 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 THE STUDENT**

- (1) Admission process & the number of seats in different courses of University will be decided by academic council with the approval of the Chancellor in accordance with the norms of the respective regulatory bodies and concern department of State Government where applicable.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/test conducted by different State/National/Professional Bodies or on the basis of merit list prepared by the university based on minimum qualification.
- (3) Policies and directives of central/state/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC students below the poverty line family/physically handicapped and other categories shall be applicable to the University.

STATUTE NUMBER 29**ANNUAL REPORT AND THE BALANCE SHEET**

- (1) The Annual Report of the University and the balance sheet along with Income and Expenditure accounts of the University, duly audited by the Chartered Accountant appointed by the University, and shall get the approval of the finance committee.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and the annual accounts prepared under Sub-section (1) shall be presented to the Visitor and to, the M.P. State University Regulatory Commission after its approval by the Governing Body.

STATUTE NUMBER 30**RESIGNATION**

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

STATUTE NUMBER 31**ACTION AGAINST TEACHERS**

If there is an allegation of misconduct against a teacher, the Vice Chancellor can call for an short time explanation and take action with the approval of chancellor or shall constitute an inquiry committee and if necessary.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including termination 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.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order. Chancellor decision will be final.

STATUTE NUMBER 32**ACTION AGAINST NON-TEACHING EMPLOYEES**

If there is an allegation of misconduct against a non-teaching employee, the Registrar can call for an short time explanation and take action with the approval of Vice- Chancellor or shall constitute an inquiry Committee and if necessary.

- (1) Base on the inquiry committee report, the Registrar may decide courses of action including termination depending on the severity of the misconduct.
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order, the decision of the Chancellor will be final.

STATUTE NUMBER 33**APPOINTMENT OF EXAMINERS**

(1) In this Statute:

(a) "Internal Examiner" Means:

- i. In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
- ii. In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(b) "External examiner" means an examiner other than an internal examiner from the outside of the university.

(c) "Co-examiner" means an examiner in a written paper other than the paper-setter.

(2) The office of the Registrar/Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointments as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Department/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointments as examiners, whose names shall be obtained by the Registrar office from other University of its own initiative or under the direction of the chairman of the Board of Studies concerned.

(3) The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:-

- (i) The academic qualifications and teaching experience at degree and post graduate levels.
- (ii) The field of specialization.
- (iii) The examination of the University and years in which they have acted as examiners in the past.

(4) The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.

(5) The Registrar's/Controller of examinations office shall also give the Examination Committee the approximate number of candidates expected to appear at each

examination and the list of centers of each practical/Viva-Voce examination together with the estimated number of Candidates there in.

- (6) The Examination Committee shall in the light of the provisions of the following paragraph, Recommended:-
- (a) A panel of three names for the appointment of the paper setter of each written paper.
 - (b) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to the appointment.
 - (c) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.
- (7) The Vice- Chancellor shall appoint paper setter, co-examiners, practical /Viva-voce examiners ordinarily from amongst persons recommended by the examination committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee, if he is satisfied that the person in question possesses the minimum required qualification.
- (8) The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendation of Board of Examination.
- (9) The qualification of the paper setter and Co-examiners shall be as per the norms laid down by the related regulatory bodies viz; UGC, MCI, DCI, BCI, NCI, NCTE , INC, AICTE etc.

STATUTE NUMBER 34**THE PROCTORIAL BOARD**

- (1) There shall be a Proctorial Board to maintain the discipline amongst the student of the University as per Section 25 of the Act 2007. It shall consist of the following members :-
 - (a) A Professor nominated by Vice –chancellor (Chairman)
 - (b) The Chief Proctor (Convenor)
 - (c) Dean Students Affairs.
 - (d) All Proctor (S)
 - (e) All Wardens of the Hostels
 - (f) One of two students nominated by the Vice-Chancellor from amongst the student members of the Board of studies.
- (2) The proctorial Board shall prepare a code of conduct to be followed by the students and shall place it before the board of Management for its approval.
- (3) Any violation of code of conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
- (4) The Chief Proctor and Proctors shall be appointed by the Vice Chancellor form amongst the teachers of the University. The number of proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
- (5) The Chief Proctor and Proctors so appointed by the Vice Chancellor For the Period not exceeding three years.

Provided than Vice-chancellor may remove Chief Proctor or the Proctor before the completion of his/him tenure if he/she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
- (6) The Power and duties of Chief Proctor:
 - (a) The chief Proctor shall get a Proctorial form filed by students and keep it for the record in his/her office.
 - (b) He/she will issue identity Card to each student under his/her seal and signature.
 - (c) He/ She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the University.
 - (d) He /she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

STATUTE NUMBER 35**PRO-VICE CHANCELLOR**

1. The Chancellor shall have the power to appoint Pro-Vice Chancellor as per Section 20(2) of the Act 2007.
2. The Pro-Vice Chancellor shall receive salary in the pay scale prescribed by the Board of Management or any other salary package as approved by Board of Management on the basis of mutual agreement.
3. The appointment of Pro-Vice Chancellor would be of a professor of the University recommended by Vice- Chancellor with the approval of Governing Body initially for two years which is extendable as per the recommendation of Vice-Chancellor with the approval of the Governing body.
4. Subject to the control of Chancellor, the Pro-vice Chancellor shall carry out all the duties and exercises all powers of the Vice-Chancellor over the campus/school for which he /she has been in absence or as directed by the Vice-chancellor.
5. Subject to the approval of the Chancellor there can be more than one Pro-Vice Chancellor.

STATUTE NUMBER 36**DEAN STUDENT WELFARE**

- 1) The first Dean Student affairs officer of the university may be appointed by the chancellor for a period of two years.
- 2) The Dean student Affairs shall be appointed for a term of three years by the Board of Management on the recommendation of Vice-Chancellor.
- 3) The Dean Student Affairs shall be a full time salaried officer.
- 4) The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
- 5) The Dean Student affairs shall be governed by the service rules prescribed by the university for the employees of the University.
- 6) The Dean student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the university.
- 7) The Dean student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
- 8) Subject to the control of Vice Chancellor and Board of management, the dean student affairs shall:
 - (a) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - (b) Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management.
 - (c) Assist the students in obtaining scholarships, studentships etc. by furnishing them the information relation to these.
 - (d) Communicate with the guardians of the students concerning the welfare of the students.
 - (e) Perform such other duties as may be assigned to him for time to time by the vice Chancellor and the Board of management.

STATUTE NUMBER 37**MISCELLANEOUS**

1. Creation of new department and abolition or restructuring of Existing Department on the receipt of proposal, the academic council will discuss and sent its recommendation to chancellor for approval. After the approval of proposal by the chancellor the Vice-Chancellor shall intimate the same to the regulatory commission and after the approval of the regulatory commission will issue the order & implement accordingly.
2. Alteration of the number of seats in different courses of university:-
The number of seats in different courses of university will be decided by academic council with the approval of Chancellor. The similar procedure will be followed for alteration of member seats in different courses. It would however be in conformity of the Regulatory Body such as AICTE, NCTE etc.
3. Creation for post and procedure for its abolition:-
In the initial stage the Governing body will propose the number of post to be created as per statute. The Chancellor will approve the number of post required for the establishment of the university as per statute. After creation of Board of Management the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent to Chancellor for final approval.