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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 24]

भोपाल, शुक्रवार, दिनांक 15 जून 2018—ज्येष्ठ 25 शक 1940

भाग ४

विषय-सूची

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| (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)

संसद के अधिनियम

विधि और विधायी कार्य विभाग

Bhopal, dated 6th June 2018

No. 170-XXI-A(Dr.).—The following Act of the Parliament, published in the Gazette of India, Extra-ordinary Part II Section 1 dated the 29th March, 2018 is hereby republished for general information. The Bill as passed by the House of Parliament received the assent of the President on 28th March, 2018.

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

THE PAYMENT OF GRATUTY (AMENDMENT) ACT, 2018

AN ACT

further to amend the Payment of Gratuity Act 1972.

BE it enacted by Parliament in the Sixty-ninth Year of the Republic of India as follows:—

- (1) This Act may be called the Payment of Gratuity (Amendment) Act, 2018.
- (2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Short title and commencement.

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

भोपाल, दिनांक 8 जून, 2018

क्रमांक आर-135/सीसी/2018/अडतीस-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 26 के अनुक्रम में मध्यांचल निजी विश्वविद्यालय, भोपाल के प्रथम परिनियम क्र. 01-48 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम परिनियम क्र. 01-48

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

MADHYANCHAL PROFESSIONAL UNIVERSITY BHOPAL**STATUTE-01****SHORT TITLE, COMMENCEMENT AND JURISDICTION**

- (1) The "Statutes" means the Statutes of **MADHYANCHAL PROFESSIONAL UNIVERSITY, Bhopal, Madhya Pradesh:**
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette by State Government.
- (3) These are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidhyalaya (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 statute subsequently according to the Provision of section 27 of the act, and the amended statutes, it any shall be applicable with immediate or retrospective or prospective effect from such a date on prescribed in the notification.

The Jurisdiction for Legal Matters

All matters pertaining to any act / law shall be subject to jurisdiction of Bhopal, Madhya Pradesh.

STATUTE 02**DEFINITIONS**

In this statutes unless the context otherwise required

1. "Act" means the "Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (No.17 of 2007)
2. "University" means Madhyanchal Professional University (MPU) Bhopal.
3. "Seal" means the common seal of the MP University Bhopal;
4. 'Statutes;', 'Ordinances' and 'Regulations' means the Statutes, Ordinances and Regulations of the University as the case may be, in force for the time being;
5. "Rules and Regulations" means Madhya Pradesh Niji Vishwavidhyalaya (Sthapna Avam Sanchalan) Rules 2007";
6. All words and expressions used herein and defined in the statute and the Rules shall have the meaning respectively as assigned to them in the statute and Rules.
7. "Governing Body" means Governing Body of Madhyanchal Professional University Bhopal
8. "Academic Council" means Academic Council of University.
9. Executive "Committee" means Executive committee of the Sponsoring Body.
10. "Board of Management" means the Board of Management of Madhyanchal Professional University Bhopal, Bhopal;
11. "Board of Studies" means the Board of Studies of the Madhyanchal Professional University Departments/Faculties;
12. Visitor" means the Governor of state.
13. "Chancellor" Means the Chancellor of the Madhyanchal Professional University Bhopal.
14. "Vice-chancellor" means the Vice-Chancellor of Madhyanchal Professional University.
15. "Chief Finance and Accounts officer means the chief finance and accounts officer of the Madhyanchal Professional University Bhopal
16. "Faculty" means Faculty of the Madhyanchal Professional University Bhopal listed in relevant Statute.
17. "Centre" means Research centre, Training Centre, Extension Centre or Centre of excellence of the university located within the main campus.
18. "School" means the various schools of the studies comprised within a faculty or may

- be a separate entity of the university located within the main campus.
19. "Institute" means the various institutes of the university meant for the purpose of imparting Education in any one stream or group of streams located within the campus.
 20. "Departments" means the various university teaching departments of the faculty, institute, and centre of the university located within the main campus.
 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 Madhyanchal Professional University Bhopal;
 22. "Convocation" means the convocation of the Madhyanchal Professional University.
 23. "Course(s) means prescribed area(s) of course(s) of study of programme(s) and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the Madhyanchal Professional University Bhopal;
 24. "Teachers of the University" means Professors, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Vice-Chancellor of the University or any constituent College or Institution in the campus maintained by the University.
 25. "Decided by the University / University may decide / Decision of the University" means as decided by the Vice-Chancellor with approval of the Chancellor;
 26. "Employee" means any person appointed by the Madhyanchal Professional University and includes teachers and other staff of the University.
 27. "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 Madhyanchal Professional University Bhopal.
 28. "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;
 29. "Regular Education" means delivering instructions, teaching, learning, education, and related activities directly. by the teacher or through the use of latest pedagogy like video conferencing, webinar, e-learning etc; it also includes practical's, group discussion, seminars, workshops, industrial and field visits, project work, dissertation and thesis and assignments synchronously to students in the classes supported by

- teaching, learning and related activities on line from the campus to the regular students of the Madhyanchal Professional University Bhopal.
30. "Regulatory commission" means regulatory commission constructed by State Government under section 36 of the Act.
 31. "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;
 32. "Subject" means the basic unit(s) of instruction; teaching; training; research etc., by whatever name it may be called, as under the scheme and curriculum;
 33. The term He, Him and His also includes the feminist gender.
 34. "Scheduled Tribes" means the Scheduled Tribes specified in relation to this State under Article 342 of the Constitution of India;
 35. "Scheduled Castes" means the Scheduled castes specified in relation to this state under Article 341 of the Constitution of India;
 36. Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.
 37. All words and expressions used herein and defined in the statute and the Rules shall have the meaning respectively as assigned to them in the statute and Rules;
 38. MPU means Madhyanchal Professional University.

STATUTE-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 from time to time by the University. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle, Flag and other symbols of Graphic expression, abbreviation of 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- 04**THE OBJECTIVES OF THE UNIVERSITY**

The following shall be objectives of the Madhyanchal Professional University Bhopal.

- a. To provide instructions, teaching and training in higher education and to make provisions for Research, Advancement and Dissemination of knowledge;
- b. To create higher levels of intellectual abilities;
- c. To establish state of the art facilities for Education and Training;
- d. To carry out teaching and research and offer continuing education programmes;
- e. To create centers of excellence for research and development and for sharing knowledge and its application;
- f. 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 bodies or regulatory council;
- g. To collaborate with other Universities, Research Centers, Government and Non government Organization towards fulfillment of the University Objectives.
- h. To pursue any other objectives as may be approved by State Government based on the recommendations made by the Regulatory Commission from time to time.

STATUTE -05
APPOINTMENT, TERMS AND CONDITIONS, AND
POWERS OF THE CHANCELLOR

- (1) In accordance with the section no 16 of the Act, the Chancellor shall be appointed by the sponsoring body i.e. **Vanshpati Smriti Shiksha Samiti, Bhopal** with approval of the Visitor for a period of five years. 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 be the Head of the Madhyanchal Professional University, Bhopal.
- (3) The Chancellor shall exercise powers as specified in Section 16 clause 4 of the Act and powers provided in statute or Ordinance of University.
- (4) 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.
- (5) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clause (1) of this statute. Provided that the Chancellor shall notwithstanding the expiry his term may, continue to hold his office until he/her is reappointed or his successor enter upon his office.
- (6) In case of any emergency like illness, absence or death of the Chancellor, the Vice Chancellor shall perform his duties till the Chancellor resumes his office or the new Chancellor is appointed. However, this period shall not exceed more than six months.
- (7) It shall be the duty of the Chancellor to ensure that the provisions of the Act, the Rules, the Statutes, the Ordinances or the Regulations are faithfully complied with by the University authorities.
- (8) The Chancellor shall exercise supervise and have 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.
- (9) The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring

Body.

(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 wishes to relinquish his office he shall write a letter in his own hand writing addressing to the Visitor. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval; he shall accept his resignation and propose a new name to the Visitor as per clause (1) of this Statute.

(12) 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 passed by two third majority can recommend the visitor for the removal of chancellor.

STATUTE- 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 clause (1), Act 17, 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. Otherwise the Chancellor himself/herself may be the 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 clause (1) above shall hold office for a term of four years and shall not be eligible for appointment for more than two terms. Provided that, notwithstanding the expiry of his term, he shall continue to hold office until his successor is appointed or 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. Provided further that in case of an emergency like illness, long absence, resignation or death of a Vice-Chancellor. The Chancellor shall assign the duties of the Vice-Chancellor to the Registrar of the university, However this period of interim arrangement shall not exceed more than 6 months.
- (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) 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, Registrar 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.

- (9) 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.
- (10) 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.
- (11) 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.
- (12) The Vice Chancellor may by writing addressed to the chancellor resign his office.
- (13) 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.
- (14) 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 defaulted 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 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.
 - (iii) Provided that no such order shall be passed unless the grounds on which such action is proposed to be taken are stated in writing to the Vice Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.

STATUTE-07
APPOINTMENT TERMS & CONDITIONS AND,
DUTIES OF THE REGISTRAR

- (1) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (2) 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.
- (3) The Registrar shall be the member-secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
- (4) The Registrar shall exercise such other powers and other duties as may be prescribed by the Statutes or Ordinance of University.

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. Provided that before such action are taken the Registrar shall be given an opportunity of being heard

1. 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:

- (i) Vice-Chancellor- Chairman
- (ii) Nominee of the Chancellor
- (iii) Two Expert Members approved by the Governing Body
- (iv) One Observer nominated by the Chairman, Regulatory Commission
- (v) Nominee of the Sponsoring Body

2. SELECTION OF REGISTRAR

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

- (1) The University shall invite applications for the post through the process of an advertisement in important minimum two News Papers having wider circulation as decided by Vice Chancellor.
- (2) A Summary of the candidates applied for the post shall be prepared by the Committee constituted for the purpose as per clause 1 as above.

- (3) 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.
- (4) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (5) If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
- (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (7) 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 shall be performed by such person as the Vice Chancellor may appoint for the purpose with the prior approval of Chancellor.
- (8) The age of retirement of the Registrar shall be Sixty five years as per UGC norms

3 DUTIES OF REGISTRAR

Duties of Registrar shall include:

- (1) To be the custodian of the records, the common property, and such other property of the University as the Governing Body and Board of Management may decide.
- (2) 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. 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
- (3) 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 Madhya Pradesh Private University Regulatory Commission / Chancellor / Vice Chancellor may desire from time to time.
- (4) He shall discharge all such functions as assigned to him by the Chancellor / Vice chancellor of the University.

- (5) Subject to the Control of the Vice Chancellor, the Registrar shall have power to appoint on the sanctioned post, of the class III and class IV Ministerial & Academic Staff of the University and likewise shall exercise disciplinary control over them.
- (6) 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 and Chancellor.
- (7) To conduct official proceedings and correspondence of the University, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.
- (8) To represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (9) To keep the minutes of the meetings of the Governing Body, Board of Management, the Academic Council, and of the committees appointed by such authorities from time to time.
- (10) To arrange the examination of the University in case no controller of Examination is appointed in the University.
- (11) To collect the income, disburse the payments of the University, in case no Chief Finance Officer is appointed in the University.
- (12) To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which Acts as secretary.
- (13) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor to whom he shall be responsible for the same.
- (14) To perform such other functions as may be specified in the Statutes, Ordinance or Regulations or as may be required from time to time by the Governing Body, Board of Management or the Vice Chancellor.
- (15) To Order such assistance as may be desired by the Vice Chancellor in the performance of his official duties.
- (16) To represent the University in suites and proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (17) The Registrar shall have the powers to enter into and sign, agreements and authenticate records on behalf of the University after getting approval of Vice Chancellor and Chancellor.

- (18) The Vice Chancellor shall have power to take disciplinary action against Registrar if required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice Chancellor. The Vice Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations if any. The decision of the Chancellor shall be final.
- (19) An appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an inquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice Chancellor along with his recommendations for such action as the Vice Chancellor may deem fit.
- (20) The Registrar shall be:-
- (i) Member Secretary of the Governing Body
 - (ii) The member Secretary of the Board of Management, and
 - (iii) The Member-Secretary of the Academic Council But, he shall not have rights to Vote 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
- (21) The Registrar may by writing under his hand addressed to the Chancellor, and forwarded by Vice-Chancellor resign his office giving three month notice, Provided that the notice period of three month can be condoned by the Chancellor if three month salary is deposited by the such officer.

STATUTE-08
APPOINTMENT TERMS & CONDITIONS AND,
DUTIES OF THE CONTROLLER OF EXAMINATIONS

Controller of Examination shall be an officer of the University and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.

- (i) The Controller of Examination will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor / Vice Chancellor.
- (ii) The Controller of Examination shall be responsible for the smooth conduction of Examination of all Courses / Programmes and for all other arrangement necessary thereof and execution of all processes connected therewith along with declaration of result.
- (iii) The appointment of the Controller shall be made by the Chancellor on the recommendation of the committee constituted for this purpose.

The committee shall consist of:

- i. Vice Chancellor or his nominee (Chairman)
- ii. Two nominees of the sponsoring body.
- iii. One expert member approved by the Chancellor.

However the quorum for committee shall be minimum three.

- (i) The University shall follow the following procedure for the selection of the Controller of Examination :

1. The University shall invite application for the post , through the process of an advertisement in the University website / job portals and / or news papers.
2. A summary of the candidates applied for the post shall be prepared by the committee consisting of senior staff members of the University, approved by the Chancellor for this purpose.
3. The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
4. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued

OR

The controller of examination shall be selected from amongst faculties 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 his office, the duties of the office shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (iii) The powers and responsibilities of the Controller of Examination shall be as decided by the Board of Management of the University
- (iv) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary for the following reasons :
- Has made default in performing any duty imposed on him by or under this Act;
- or
- Has acted in a manner prejudicial to the interest of the University ; or
- Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University ;
- or
- Is incapable of managing the affairs related with the examination and result as well as other assigned duties of the University.

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

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

- (v) The Controller of Examination shall receive pay and other allowances as decided by the sponsoring Body from time to time.
- (vi) The age of retirement of Controller of Examination shall be sixty five years / as per the state Government / UGC norms.

The Controller of Examination may by writing under his hand addressed to the Chancellor, through the Vice Chancellor resign his office at least one prior notice or by depositing the one month salary.

DUTIES OF CONTROLLER OF EXAMINATION

The following shall be the duties of the Controller of Examinations:

1. He shall conduct examinations for all the courses conducted by the University.
2. He shall be the secretary of Examinations Committee.
3. He shall carry out all the works assigned by the Examinations Committee, Registrar and Vice-Chancellor.
4. He shall be responsible for printing of question papers, answer books etc.
5. He shall be responsible for tabulation and printing of Marks card for various examinations and keeping track of the marks card printed.
6. He shall be responsible for issuing transcript of marks cards for the students after the student has deposited the requisite fee.
7. He shall be responsible for issuing the diploma / degree / other distinctions conferred by the university.
8. He shall be responsible for smooth conduct of examinations and deal with cases of unfair means.
9. He shall be responsible for the time table of examinations for all courses conducted by the university.
10. He shall be responsible for safe keeping of examination records.

STATUTE -09**APPOINTMENT, TERMS AND CONDITIONS, AND DUTIES OF THE CHIEF
FINANCE & ACCOUNTS OFFICER (CFAO)**

1. 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.

**a. THE APPOINTMENT OF CHIEF FINANCE AND ACCOUNT 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 consists of

- (i) Vice Chancellor- Chairman
- (ii) Nominee of the Chancellor
- (iii) Two finance Expert member approved by the Governing Body
- (iv) One Observer nominated by the Chairman Madhya Pradesh Private University Regulatory Commission.
- (v) Nominee of the Sponsoring Body.

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

b. Selection of CFAO

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

- (1) The University would invite applications for the post through the process of an advertisement in any two important News Papers having wider circulation as decided by Vice Chancellor.
- (2) 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.
- (3) 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.
- (4) If a suitable candidates is not found in the first advertisement subsequent advertisement shall be issued.
- (5) When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If at any time upon representation made or other wise, 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.

- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.

c. Terms and conditions of CFAO

- (1) The Chief Finance and Accounts Officer shall receive a salary in the pay scale and other allowances as decided by Sponsoring Body.
- (2) Term of CFAO will be of four years.
- (3) The retirement age of the CFAO will be 65 years as per State Government / UGC norms.

d. The duties of the CFAO shall include:

- (1) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the University, for maintaining the records properly, and for regularly getting them audited.
- (2) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- (3) Maintaining the Financial records and any such other finance related records of the University as the Governing Body may decide.
- (4) He shall discharge all such functions as assigned to him by the Chancellor / Vice-chancellor of the University.
- (5) 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.
- (6) Exercise general supervision of the Fund of the University and advise it as regards its financial policies.
- (7) 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 the 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.
- (8) Chief Finance & Accounts Officer Shall also perform following duties as directed by Chancellor, Vice-Chancellor and Board of Management:
- (i) Collect the income, disburse the payments and maintain the accounts of the University.

- (ii) Hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University,
- (iii) 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.
- (iv) CAFO 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.
- (v) Keep a constant watch on cash and bank balances and investments.
- (vi) 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.
- (vii) Watch the progress of collection of revenue and advice on the methods of collection of revenue.
- (viii) Bring to the notice of the Vice Chancellor any unauthorized expenditure or other financial irregularities, and suggest appropriate action against persons at fault.
- (ix) Call from any office of the University, any information or reports that he may consider necessary for the performance of his functions.
- (x) 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.
- (xi) The CFAO may by writing under his hand addressed to the Chancellor and forwarded by Vice Chancellor, resign his office giving three month notice or three month salary in lieu of notice.

STATUTE- 10**GOVERNING BODY OF THE UNIVERSITY**

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives

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 University shall consist of the following members namely:-

- (i) The Chancellor; - Chairman
 - (ii) The Vice-Chancellor - Member
 - (iii) Three eminent persons nominated by the sponsoring body out of which at least one shall be an eminent educationist; - Member
 - (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the state Government; - Member
 - (v) One representative of the State Government not below the rank of Deputy Secretary. - Member
- (2) The terms of nominated members of the Governing Body will be for three years and individual can hold the membership not more than two consecutive terms.
 - (3) The Chancellor shall be the Ex Officio Chairman of the Governing Body.
 - (4) 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 such powers as 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, with at least one member nominated by the State Government.
- (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.

STATUTE -11
BOARD OF MANAGEMENT

Constitution of Board of Management

- (1) Constitution and Functioning of 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, namely:-
 - (i) The Vice-Chancellor - Chairman
 - (ii) Two representative nominated by the sponsoring Body - Member
 - (iii) Two representative nominated by the State Government - Member
 - (iv) Two senior most Professors of the University by rotation - Member
 - (v) Two senior most Teachers of University, - Member.
- (3) The Board of Management shall be constituted with the approval of Chancellor.
- (4) The Vice Chancellor shall be the Ex-officio Chairperson of the Board of Management.
- (5) The Board of Management shall meet at least once in every two months.
- (6) The term of the nominated members of the Board of Management will be of Three years.
- (7) No nominated member shall hold office for more than two consecutive terms.
- (8) The quorum for meeting of the Board of Management shall be at least five members with at least one member appointed by the State Govt.

POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

The Board of Management shall have the following powers and function.

- (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 consideration and 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 and Chancellor.
- (5) To recommend to Governing Body for creating the post of other officers of the University
- (6) 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.
- (7) To manage and administrate the revenue and property of the University and to conduct all administrative affairs of the University.

- (8) To create teaching and other academic posts.
- (9) To prescribe qualifications for teachers and other academic staff in time with the norms set by the University Grant Commission or any statutory body which may be applicable to it.
- (10) To approve the appointment of such Officers, Professors, Associate Professor, Assistant Professor and other teachers and academic staff as may be necessary on the recommendations of selection committee constituted for the purpose.
- (11) To approve appointment of temporary contractual and daily Honorarium basis vacancies of any Teaching, Administrative & Academic Staff.
- (12) To specify the manner of appointment to temporary vacancies of any staff.
- (13) 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.
- (14) To invest money belonging to the University including any un-spent 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 (14) shall be taken without consulting the Finance Committee and approval of Chancellor.

- (15) 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.
- (16) To regulate and enforce discipline amongst tile employees in accordance with the statutes and ordinance of University.
- (17) 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.
- (18) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may for any reason feel aggrieved.
- (19) 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.
- (20) To delegate any of its powers to the Vice-Chancellor, Chief Finance & Accounts Officers, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it
- (21) To execute fellowship, scholarship, studentships, and other provisions in welfare of students.
- (22) 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.
- (23) 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 -12
ACADEMIC COUNCIL

- (1) The Academic Council shall be the principal academic body of the University
- (2) The Academic Council shall consist of the following members:
 - Vice-Chancellor Chairman
 - Registrar Member Secretary
 - Deans/Directors and Heads of Departments as per their seniority -Member
 - Three Senior most Professors of the University Teaching Departments nominated by Chancellor - Member
 - Two Professors from the State / Central Government Universities nominated by the Chairman Regulatory Commission - Member
 - Two representatives from amongst the Scientist / Educationists / Technologists / Industrialists nominated by the Chancellor – Member

Provided that the total membership of the Academic Council shall not exceed to fifteen members at any time

- (2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, and in his absence any Dean of the faculty Nominated by the Chancellor shall preside over the meeting
- (3) The Registrar shall be the Member Secretary of the Academic Council and in the absence of the Registrar, any other member authorized by the Vice-Chancellor shall act as the Member -Secretary.
- (4) Eight members of the Academic Council including the Chairperson shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.
- (5) The Term of the nominated members of the Academic Council shall be of three years.

POWERS, DUTIES & FUNCTIONS OF THE ACADEMIC COUNCIL

Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely:

- (1) 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.
- (2) The Academic Council shall be the principal academic body of the

- University and shall, co-ordinate and exercise general supervision over the academic policies of the University.
- (3) To promote research and related activities in the University.
 - (4) To make recommendation to the Governing Body through Board of Management, 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.
 - (5) 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.
 - (6) 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 and to take appropriate action thereon.
 - (7) To make proposals to the Governing Body through Board of management for allocating departments to the faculties.
 - (8) To make proposals to the Governing Body through Board of management for the institution of Fellowships, Scholarships, Studentships, Exhibition Medals and Prizes and to make rules for their award.
 - (9) To recognize persons of eminence in their subject to be associated as research guide in the subject as prescribed in the ordinance.
 - (10) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
 - (11) To recognize diplomas and Degrees of other universities and institutions and to determine their equivalence.
 - (12) To make special arrangements, if any, for the teaching of women or physically challenged students and for prescribing for them special courses of study
 - (13) To consider academic related proposals submitted by the faculties/ departments of the University.
 - (14) To approve syllabus of the different courses/ subject submitted by the faculties / departments and to constitute examination committee for the conduct of examinations according to Ordinances made for the purpose.
 - (15) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinance and such other conditions as may be attached to the award.
 - (16) To publish syllabus of various courses of study, lists of prescribed or

- recommended Text Book, Reference Books & Periodical, Journals for different subjects.
- (17) To appoint committee for admission of students in different faculties of the University.
- (18) To recommend to the Governing Body the rates of remuneration and allowances for the Examination work.
- (19) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- (20) To make recommendation if any matter referred to by Chancellor.
- (21) To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the Academic functioning of the University, including discipline, admissions, award of fellowships and studentships and other academic matters as mentioned in Act.
- (22) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time by the Chancellor

STATUTE -13

FINANCE COMMITTEE

1. Finance Committee shall consist of the following persons, namely:-
- | | |
|--------------------------------------|------------------|
| (i) The Chancellor or His Nominee | Chairman |
| (ii) The Vice-Chancellor | Member |
| (iii) The Registrar | Member |
| (iv) Chief Finance & Account Officer | Member Secretary |
| (v) One Member of Governing Body | |
| To be nominated by the Chancellor | Member |
| (vi) One person to be nominated by | Member |
| the Sponsoring Body | |
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.
4. Four member of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.
5. The Finance Committee shall be control the all financial matter of the University as follows.
- The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance, and Regulations of University.
 - The Finance Committee shall review the income and expenditure of the University in every financial year.

- iii. The Finance Committee shall approve the annual Budget before starting of 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.
- iv. To provide Direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.

FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE

6. The Finance Committee shall consider the annual accounts of the University suggested by the Board of Management and its recommendation thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.
7. The Finance Committee may make its recommendations to the Governing Body to accept bequests and donation of property to University on such terms as it deems proper.
8. The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
9. The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
10. The Finance committee shall advise the Governing Body on any question affecting University finances.
11. The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

STATUTE - 14
STANDING COMMITTEE

The Standing Committee of the University shall consist of following-

- Vice chancellor: - Chairman
- Registrar - Member Secretary
- Chief Finance Account officer - Member
- Deans of all Faculties of the University - Member
- Three senior Heads of Departments of the University by rotation (which will be for three years) - Member

The Vice-Chancellor may 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 Chairman shall constitute the Quorum.
- (3) Notice of 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

The decision taken by standing committee shall be approved by the Chancellor and the decision of standing committee duly approved by Chancellor shall be fully honored and binding to the Board of Management and Governing Body and all other bodies / Committee of the University.

STATUTE -15
FACULTY OF STUDIES

1. The University shall consist have the following faculties.

- (i) Architecture & Planning
- (ii) Arts, Humanities And Social Science
- (iii) Commerce
- (iv) Education and Physical Education
- (v) Engineering and Technology
- (vi) Home Science
- (vii) Law
- (viii) Management Studies
- (ix) Pharmacy
- (x) Science
- (xi) Agricultural Sciences
- (xii) Nursing and Paramedical Science
- (xiii) Vocational Studies
- (xiv) Medical Science

Two or more faculty may be grouped together to make one faculty and / or new faculty may be constituted according to the need.

2. Departments of Studies

Following shall be the Departments of Studies assigned to each Faculty imparting Diploma graduate, post graduate and Ph.D. Programmers as decided by the Academic Council:

- (I) School of Architecture and Planning :
 1. Department of Architecture and Planning
- (II) School of Arts, Humanities and Social Science
 1. Department of Arts & Fine Arts
 2. Department of Social Science & Economics
 3. Department of Language
- (III) School of Commerce:
 1. Department of Commerce
- (IV) School of Education: & Physical Education
 1. Department of Education
 2. Department of Physical Education
- (V) School of Engineering and Technology:
 1. Department of Agricultural Engineering
 2. Department of Biotechnology
 3. Department of Civil Engineering
 4. Department of Computer Applications
 5. Department of Computer Science and Engineering
 6. Department of Electrical Engineering

7. Departments of Electronics Engineering
8. Department of Information Technology
9. Department Of Mechanical Engineering

(VI) School of Home Science

1. Department of Home Science

(VII) School of Law:

1. Department of Law

(VIII) School of Management Studies:

1. Department of Management Studies

(IX) School of Pharmacy:

1. Department of Pharmacy

(X) School of Science:

1. Department of Chemistry
2. Department of Physics
3. Department of Mathematics
4. Department of Computer Science
5. Department of Electronics
6. Department of Biological Science

(XI) School of Agricultural Science

1. Department of Agricultural Science

(XII) School of Nursing and Paramedical Studies .

1. Department of Nursing
2. Department of Paramedical Science

(XIII). School of Vocational Studies

1. Department of Vocational Studies

(XIV) School of Medical Science:

1. Department of Medical Science
2. Department of Dental Science
3. Department of Ayurveda
4. Department of Homeopathy

Some of the Departments may not offer some of the Programmers. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. The Department may offer any other programme after the due approval of the Academic Council.

The Curriculum of the Programme, Minimum teaching hours, Examination, evaluation Schemes, Passing Marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

ACADEMIC COUNCIL
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STATUTE -16
DEAN OF FACULTY

The Dean shall be the Head of a Faculty of Studies.

1. The Dean shall be appointed by the Vice – Chancellor in order of Seniority amongst the professor of the Various Departments of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.
2. If at any time, there is no professor in the department, the Vice – Chancellor may appoint Associate Professor / Assistant Professor as Dean for the Period of Absence of the Professor.
3. The Dean shall be the Chairman of the Faculty and shall be responsible for the compliance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
4. The Dean shall be responsible for overall supervision and control of the faculty and the conduct of teaching, evaluation and research work in the Departments.
5. The Dean shall exercise such other powers and perform such other function and duties as may be assigned to him by the Vice-Chancellor.
6. 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.
7. When the office of the Dean is vacant or when the dean is by any reason of illness or any of cause is unable to perform his/her duties the Vice Chancellor may authorize any other teacher to perform the functions of the Dean during such period.

STATUTE -17

CONSTITUTION OF FACULTIES

The Faculty shall be the principal coordinating and administrative body amongst the departments of the Faculty and shall be constituted for each Faculty separately.

a. Each Faculty shall consist of the following members, namely:

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

b. The Members of the Faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

POWER OF FACULTIES

- (1) The Faculty shall have such power 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 studies as may be prescribed by the Ordinances.
- (2) The Faculty 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.
- (3) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE-18
BOARD OF STUDIES

The Board of studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body of the Faculty and shall consider all the academic matters of the Faculty and make the appropriate recommendations to the Academic Council for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned faculty.

(a) Formation of the Board of Studies:

The Dean of the Faculty shall be the Chairperson of the Board of Studies and shall have the following as members, namely:

- (i) All the Heads of the teaching departments which Constitute the Faculty ;
- (ii) All the Professors and the Associate professors assigned to the Faculty;
- (iii) One Professor from other Faculty as a nominee of the Vice- Chancellor ;
- (iv) Two experts co- opted by the Board of Studies who possess special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex- officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

(b) Meeting and Quorum:

(I) As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.

(II) The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Dean of the Faculty and shall be sent to each member of the Board with a copy to the Vice- Chancellor for information and necessary action.

(III) One third members of the Board of Studies shall form the quorum for a meeting.

(C) Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances the Board of Studies shall consider all the academic matters of the faculty and recommend to the Academic Council for approval. Powers and Functions include the following:

- (i) To exercise general supervision over the academic policies of the Faculty and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.

(ii) To recommend to the Academic Council regarding the courses of studies and curricula for each examination after considering the recommendations of the Department Councils.

(iii) To recommend to the Academic Council the combination and sub- division of the Departments or the Faculties, if required.

(iv) To Consider and make recommendations to the Academic Council on the matters of general academic interest either on its own initiative or on the directives received from the planning and Development Board or the Board of Management.

(v) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Faculty, including discipline, admissions, award of fellowships and studentships, fee and other academic requirement concerning the Faculty.

(vi) To take measures for Quality Education and Accreditation of the Departments of Studies.

(d) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE-19

EXAMINATION COMMITTEE

- (1) The Examination and result committee of each department shall consist of the following Members:
 - (i) Dean of Faculty by Rotation - Chairman
 - (ii) Head of the Department - Member
 - (iii) Two Senior most teachers of the Department (other than the head of the department) - Member
 - (iv) Controller of Examination - Member Secretary
- (2) Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderator and Examiner of different subject. Vice Chancellor shall reserve the right to add or delete name of any person 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 corrective measures to the Vice Chancellor and shall implement after due approval of the Vice Chancellor.

STATUTE -20
APPOINTMENT OF EXAMINERS

- (1) In this Statute:
- (i) "Internal Examiner" means:
- (a) 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.
- (b) 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.
- (ii) "External examiner" means an examiner other than "internal examiner" from outside the University /Institutions recognized by regulatory bodies..
- (iii) "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 appointment as examiners. The list shall be in two parts, (i) the first part containing the names of persons working as teachers in the University Teaching Departments/ School of studies/ Department of the university and (ii) the second part containing names of the persons other than teachers of the other universities qualified for appointment as examiners, whose names shall be obtained by the Registrar's office on 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 qualification 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 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 appointments as examiners but not included therein.
- (5) The Registrar's/Controller of examination's 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 estimated number of-Candidates there in.
- (6) The Examination committee shall, in the light of the provision of the following paragraph, Recommend:-
- (i) A panel of three names for the appointment of the paper setter for each written paper.
 - (ii) A list of name of persons of appointment as co-examiners where necessary, the number of names including in the list being at least fifty percent in excess of the number to the appointment
 - (iii) 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 centers.
- (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.
- (i) 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, AICTE ,PCI,BCI,etc.

STATUTE -21**DEAN STUDENT WELFARE**

1. The first Dean Student Welfare (DSW) officer of the University may be appointed by the chancellor for a period of two years.
2. The subsequent Dean Student welfare 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 Qualification, salary and mode of appointment shall be prescribed by the Board of Management of the University.
5. The Dean Student welfare affairs shall be governed by the service rules prescribed by the University for the employees of the university.
6. The Dean Student Welfare officer shall be adviser of the University Student's Association and the Head of the Information Bureau and Employment Bureau of the university.
7. The Dean Student Welfare shall if required by the Board of Management and Academic Council be present at any meeting of the authority as directed from time to time.
8. Subject to the control of Vice Chancellor and Board of Management, the Dean Student Welfare officer shall, -
 - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - (ii) Arrange for employment of student in accordance with plans approved by the Vice -chancellor and the Board of Management.
 - (iii) Assist the students in obtaining scholarship, by furnishing them the information in relation to these.
 - (iv) Communicate with the guardians of the students concerning the welfare of the students
 - (v) Perform such other duties as may be assigned to him for the time to time by the Vice Chancellor and the Board of management.

STATUTE-22**THE PROCTORIAL BOARD**

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the university. It shall consist of the following members
 - (i) A Professor-nominated by Vice-Chancellor (Chairman)
 - (ii) The chief Proctor (Convener)
 - (iii) Dean Student Welfare
 - (iv) All Deans
 - (v) HOD(s) of the Concern department(s)
 - (vi) All Wardens of the Hostels
 - (vii) Two students nominated by the Vice- Chancellor from amongst the Student Council.
1. 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.
2. Any violation of the Code of conduct or breach of any rule or regulation of the University by any students shall be treated as indiscipline and shall make the student liable for disciplinary action against him/her.
3. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teacher of the University. The number of Proctors shall be determined by the Vice-chancellor depending upon the enrollment of the students in the University,
4. The Chief Proctors so appointed by the Vice Chancellor for a period not exceeding three years. Provided that Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University
5. The Power and duties of Chief Proctor:
 - (i) The Chief Proctor shall get a Proctorial form filled, by students and keep it for the record in his/her office.
 - (ii) He/she will issue identity Card to each students under his/her seal and signature
 - (iii) He/she shall be authorized by the university for issue rail and air travel concession orders to the bonafide students of the university
 - (iv) He/she will place the matter brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

STATUTE-23**STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall constitute the Students' Council, one student from each Department/Faculty who shall be a regular student of the university and had secured 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 students' participation for the benefit of the University. Schedule cast and Schedule tribes and girls students' will be given adequate representation in the students' Council.

STATUTE -24**APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching staff in the University namely the Professors, Associate Professor, and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies occurring in different Teaching 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) The post of teaching staff (Professor, Associate Professor and Assistant Professor) shall be advertised in the national daily News Papers which have wider 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, if the suitable candidate is not available than university will select them for teaching which is having all the suitable qualification and those have already qualified at suitable in the merit list inviting list of the guest faculty selected by the state government Higher Education Department as per the norms.
- (4) There shall be a Screening Committee consisting of three members, appointed by the Vice-Chancellor and shall screen all the applications and prepare a summary of all the candidates fulfilling the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be summoned for the interview shall be made separately giving reasons for their rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee.
- (6) The Selection committee shall consist of the following members:
 - (i) The Vice-Chancellor (Chairman)
 - (ii) One observer not connected with the University in any manner, to be nominated by the Chairman, Madhya Pradesh Private University Regulatory Commission. (Member)
 - (iii) Three subject expert nominated by the Vice-Chancellor after the approval of the Chancellor (Member)
 - (iv) Dean of concerned Faculty (Member)
 - (v) 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. Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the meeting of Selection committee.

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- (8) After the Selection committee's recommendation and approval by Governing Body, appointment letters will issued by the Registrar to the selected candidates.
- (9) 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 persons will be decided by the Chancellor of the University from time to time
- (10) Teachers already working (appointed by the sponsoring Body / institute)
- (i) Teachers (Professor/Associate Professor /Assistant Professor) who are already working and who have been are appointed on regular basis, following due procedure in the same institute/college, before its notification as university, shall be examined by the screening committee constituted as per the provision of section(6)of this statute.
- (ii) After examining each case, as per the norms/qualification laid down by the University Grant Commission/ AICTE / MCI / PCI /any other relevant Regulatory body the committee as (1) above, shall comply with the conditions mentioned in 7(1) of this statute, and submit its recommendation to the Chancellor.
- (iii) 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.
- (11)(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.
- (ii) 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 interest shall be determined in accordance with the length of continuous service in the cadre immediately below, if any
- (b) If after applying the foregoing provision to the extent possible, the seniority of two or more teachers is equal, their seniority shall be determined in accordance with seniority in age.
- (12) The retirement age of a teacher shall be as per Regulatory Bodies, UGC/AICTE/PCI etc. norms and no one shall withhold official position after

- retirement. However, they can continue for teaching purpose.
- (13) There shall be an agreement signed between University and Teachers appointed.
- (14) The minimum qualification for appointments of teachers shall be PG-55% and NET/SLET (NET is preferred) or Phd.
- (15) There shall be provisions for appointing teachers on contract / government faculty / visiting faculty.
- (16) University can appoint according to the seniority list proposed by the government as and when needed to various positions.

STATUTE-25

CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be appointed by the University
- (i) Permanent employees
 - (ii) Contractual employees
 - (iii) Casual employees
 - (v) Casual workers from outsourcing
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract basis for a Specified period.
- (4) Casual Employee means an employee who is employed on the basis of the work.
- (5) The terms of services conditions of all the above types of employees and their Arbitration procedures shall be as prescribed by the Regulations of the University.

STATUTE -26**OTHER OFFICERS OF THE UNIVERSITY**

The following shall be the other Officers of the University:

(I) PRO- VICE- CHANCELLOR

1. The pro-Vice- Chancellor of the university shall be appointed by the chancellor on such terms & conditions as decided by the university from time to time.
2. The tenure of Pro-Vice-Chancellor shall be of three years but he will be eligible for reappointment for the Second term and will be identified from one of the faculties of the university by the Chancellor.
3. After completing the tenure of Pro-Vice-Chancellor the incumbent will continue as one of the professor in the relevant discipline.
4. The pro-Vice-Chancellor draw his pay and other allowances as decided by the governing body of the university but not below the rank of Dean of the Faculties.
5. The Pro- Vice-Chancellor shall exercise such powers and perform such duties of the Vice- Chancellor as the Vice-Chancellor may delegate to him or as the Chancellor direct to him; and shall be responsible to report to the Vice-Chancellor and Chancellor.
6. The Retirement age of the Pro-Vice-Chancellor shall be 65 years as per UGC norms.
7. The pro- Vice- Chancellor may by writing under his hand addressed to the Chancellor, through the Vice- Chancellor resign his office at least one month prior notice or by depositing the one month salary.

(II) LIBRARIAN

1. The Librarian will be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by Board of Management.
2. His qualifications pay and allowances shall be decided by the governing body of the university based on the guidelines of UGC/state government
3. The powers and responsibilities of the Librarian shall be as decided by the Board of Management of the University.
4. The librarian shall discharge his duties under general superintendence and control of the Chancellor/Vice-Chancellor/Registrar.
5. The Librarian shall be responsible for the smooth conduction of all the procedure of the library including the purchase of text books, journals/e-journals, magazines and

news paper as well proper up keeping and maintenance of them, to maintain the proper discipline in the library ,

6. To prepare and issue the library card to all students and faculty members/staff, to maintain the proper record of the revenue collected from the students as the fine imposed because of late submission of books to the library and recovery amount taken by the students in case books/journals/magazines had been destroyed/lost/wholly/partly damaged at the end of student/users.
7. To do the stock verification after a certain period of interval regularly and submission of its report, to prepare the proposal for purchasing of the books/journals
8. To enhance and strengthen the quality and richness of library. To prepare the readers ledger account, proper issue register of books and maintenance of effective cataloging of each book/journal along with its proper endorsement of their accession number.

The appointment of the librarian shall be made by the chancellor on the recommendation of the committee constituted for this purpose. The committee shall consist of:

- a. Vice- Chancellor(Chairman)
 - b. Nominee of the Chancellor,
 - c. Two Nominee of the Sponsoring body,
 - d. One expert member approved by the Chancellor.
1. The university shall follow the following procedure for the selection of the Librarian:
 - a. The university shall invite application for the post, through the process of an advertisement in the University website/job portals and News papers.
 - b. A summary of the candidates applied for the post shall be prepared by the committee consisting of three senior staff members of the University, approved by the Chancellor for this purpose.
 - c. The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
 - d. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall issued.
 2. When the office of the librarian falls vacant or when the librarian is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
 3. If at any time upon representation made or otherwise, and after making such

inquiry as may be deemed necessary, for the following reasons:

- a. Has made default in performing any duty imposed on him by or under this Act;
or
- b. Has acted in a manner prejudicial to the interest of the University; or
- c. Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberating harm the image of the University; or
- d. Is incapable of managing the affairs of library/the University,

And if it appears to the Chancellor that the situation so warrants that continuance of the Librarian is not in the interest of the University, the Chancellor may instruct to vice-Chancellor/Registrar to issue the show cause notice to the Librarian to explain the matter, and thereafter if the authorities are not satisfied with the explanation submitted by the Librarian then Vice-Chancellor /registrar may request to the Chancellor for the removal of the Librarian. The Chancellor's decision shall be final in the matter. Provided that before taking such action of the removal, the Librarian shall be given an opportunity of being heard before the Chancellor.

4. The age of retirement of Librarian shall be Sixty five years/ as per the state Government/UGC Norms.
5. The Librarian may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor resign his office at least one month prior notice or by depositing the one month salary.

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STATUTE -27**PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

(1) All the courses in the university shall be run on self-finance mode. The following type of fees may be charged from the students:

- I. Prospectus / Registration form fee
- II. Entrance Examination Fee (if Applicable)
- III. Admission fee (Where applicable)
- IV. Tuition fee for the course
- V. Identity Card fee
- IV. Examination fee
- V. Library Card fee
- VI. Library fee
- VII. Development/amalgamated fund
- VIII. Laboratory fee
- IX. Sports and Game Fee
- X. Activities Fee
- XI. Cultural/Annual Function Fee
- XII. Caution money
- XIII. Hostel Fee & Mess Charge (if Applicable)
- XIV. Transportation Fee (Where applicable)
- XV. Security Fee
- XVI. Industry visit/Excursion Fee
- XVII. Training/ Augmentation/Placement Fee
- XVIII. Subsidies Fee
 - a. For various competitions, Quizzes and Group Discussions
 - b. For participation in Seminar/ Workshops/ conferences/ exhibition/fare
- XIX. Convocation Fee.
- XX. Alumni Membership Fee
- XXI. Internet fee

The University may introduce other heads of fees as per requirement of course from time to time

- (2) In addition, fee for duplicate mark sheets, revaluation, issue of degree, Migration and such other examination or result 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) Direction of various regulatory Body viz; UGC/AICTE/PCI etc. will be the binding on the University.
 - (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 student along with the prospectus for the session.
 - (6) The tuition fees for the various courses will be described in their respective Ordinances and / or regulations.
 - (7) However in future the various other courses/programmes shall also be run and offered with the aid of various funding agencies like World Bank, Central Government, State Government, NGO's etc. as well as in tie-up/Collaborations with other Universities/Academic and Research Organization throughout the World.
 - (8) Exception of various regulatory bodies viz: MCI, DCI, UGC, will be binding on the University.
 - (9) All fee subject to approval of the regulatory Body as defined in 2(f) and (u) of the act 2007

STATUTE -28

Administration of Endowment Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University

1. The Board of Management may accept donations from any person, body, institution and NGO for the creation of an endowment for the award of fellowships, scholarships, studentships, exhibitions, bursaries, medals and other awards of a recurring nature.
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 Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management
7. 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
8. 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.
9. Approval of awardees of fellowships, scholarships, free ship in tuition fee, medals and prizes as per the specific regulation(s)/ordinance(s) belonging to the specific endowment will be given by the Board of Management.

STATUTE - 29
CONVOCAATION

1. A Convocation for the award of the Degrees, Diploma 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 Regulation. relating to the format of the Degree, Diploma Documents, Certificate and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convection
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-30
CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

1.
 - (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department of any faculty and member and Head of the Department/Institute will forward it through Dean of Faculty to the Vice Chancellor.
 - (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall summon special meeting of the Board of Management to consider the proposal.
 - (iii) At such special meeting of the Board of Management the Vice- Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
 - (iv) The Vice-Chancellor shall ascertain 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.
 - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
2.
 - (i) Any such proposal submitted for approval directly to Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
 - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
 - (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal.
 - (iv) 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.
 - (v) The recommendation of the governing body will be presented to the Chancellor by the Vice-Chancellor. The Chancellor shall take the final decision on such matter.

STATUTE -31
ADMISSION OF STUDENTS

- (1) Admission process and intake to various courses shall be as approved the Governing Body. The number of seat in each course shall be in conformity of relevant Regulatory Body such as UGC/AICTE/PCI etc.
- (2) The University may conduct its own entrance test for all the programs, if necessary, or may utilize the list of result of such examination/ test conducted by different State/ National/ Professional bodies, or based on qualifying examination. The selection would be made on merit basis.
- (3) The entire admission process shall be online and transparent and shall be controlled by a committee headed by Registrar. The formation of the committee will be done by the Registrar in consultation with Vice-Chancellor and approved by the board of management.
- (4) Policies and directives of central/State/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC/ students below poverty line family/ physically handicapped and other categories shall be applicable to the University.

STATUTE -32
ACTION AGAINST TEACHERS

1. If there is an allegation of misconduct against a teacher, the Vice Chancellor if necessary shall constitute a fact finding committee. Based on the basis of fact finding committee recommendations, may Institute an inquiry committee for the purpose.
2. Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the gravity of 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.
3. Any person aggrieved by the action mention in clause (1) may prefer an appeal against any action can be move to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to the Governing Body with his comments to review the case

STATUTE- 33
ACTION AGAINST NON-TEACHING EMPLOYEES

1. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose
2. Based on the inquiry- committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination of non-teaching employee concerned; the Registrar shall report the matter to the Vice Chancellor whose decision shall be final
3. Any appeal against any action can be made to the Chancellor within 10 days from the date of passing such order and the decision of Chancellor will be final.

STATUTE- 34
RESIGNATION OF EMPLOYEES

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

STATUTE 35
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 prepare under Sub-section (1) shall be presented to the Visitor and to, the Madhya Pradesh Private University Regulatory Commission after its approval by the Governing Body.

STATUTE-36
MISCELLANEOUS

1. Creation of new Department and abolition or restructuring of Existing Department:

- (i) On the receipt of proposal for creation of new Department/abolition/restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor for approval. After the approval of proposal by the Chancellor the Vice Chancellor will issue the order & will implement accordingly

Alteration of the number of seats in different courses of University:-

- (ii) The number of seats in different course of University will be decided by academic Council & proposal shall be send to Chancellor for its approval. The similar procedure will be followed for alteration of numbers of seats in different courses. It would, however, be in conformity of the Regulatory Bodies such as UGC/AICTE/PCI etc.

Creation of Post & procedure for its abolition:

- (iii) In the initial stage the Governing Body will propose the number of posts to be created as per statute. The Chancellor will approve the number of post required for the establishment of 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.

STATUTE-37**DEPARTMENT COUNCIL, COMPOSITION, FUNCTIONS AND ACTIONS**

Each Department shall have a Department Council. The Department Council shall be a statutory authority.

a. Composition

The departmental Council shall comprise of all Professors, Associate Professor and Assistant Professors of the Department.

b. Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most member of the department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one- third of the total members of the council shall constitute the quorum.

c. Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The Function and duties of the council shall be as follows:

(vii) Shall constitute an equivalence committee in the beginning of the academic year, to consider the admission of the students of other Institutions/ Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:

- a. The Head of the Department- Chairperson;
- b. Two senior most teachers of the Department;
- c. One nominee of the Dean of the Faculty.

- (i) The recommendations of the equivalence committee shall be placed for approval of the Dean and the Vice- Chancellor before such admissions.
- (ii) Shall recommend to the Board of Studies the courses and curriculum for its consideration
- (iii) Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- (iv) Shall recommend the purchase of books and journals for the Central and Departmental Library.
- (v) Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.

- (vi) Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting/ strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- (vii) The Department Council shall assign and arrange the resources and faculty to execute as per UGC/NBA/NAAC following guidelines:
1. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 2. Defining the Departmental Program Outcomes (Pos) and their monitoring and redefining at regular intervals.
 3. Defining the Course Objectives at the beginning of a Course, and their monitoring and redefining after every 4 Years Monitoring Committees.
 4. Arranging Students counseling regularly and allotment of Faculty Counselors.
 5. Arranging departmental level Invocation and Induction Courses for Students.
 6. Arranging departmental level Induction Programs for New Faculty and Employees.
 7. Arranging yearly academic and administrative reports.
- (viii) Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to Ph.D;
Other PG courses after B.Tech. / B.E. / and after M.Sc. /M.A.,
- (ix) Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations of UGC regulatory bodies.
- (x) Shall consider and recommend the posting of teachers in the other Departments for teaching, to the Head of the Department.
- (xi) Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the Presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice- Chancellor with reasons, and the decisions of the Vice – Chancellor shall be final.

STATUTE-38**THE PLANNING AND DEVELOPMENT BOARD**

1. The Planning and Development Board shall consist of the Vice- Chancellor and not more than four members to be nominated by the Board of Management. The Vice – Chancellor shall be the Chairperson of the Board.
2. All the members of the planning Board, other than the Vice- Chancellor, shall hold office for a term of three years.
3. The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University
4. The Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
5. The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.
6. The planning board will also consider the development off campus and other campus courses suggested by the board of studies.
7. The planning board may also consider the merging of the colleges other centre which are run by sponsoring body which are existing during the formation of the university into the university as per the provisions of the government and act.

STATUTE-39**RECOGNITION COMMITTEE, CONSTITUTION AND FUNCTIONS**

The University shall constitute a Recognition Committee Consisting of following members to consider and recognize the certificate, degrees and other academic distinctions awarded by other Universities.

1. Constitution

- a. The Vice- Chancellor shall be the Chairperson;
- b. All the Deans of the Faculties;
- c. All the Head of Departments; and
- d. Two Professors of the Faculty of the University.

2. Functions

The Committee constituted to recognize other Universities shall consider the criterion as stated below:

- (i) Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISC Bangalore etc.
- (ii) In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.
- (iii) If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such University shall not be recognized until unless the UGC. Such Universities shall not be recognized until unless the UGC clearly state in writing the status of such doubtful Universities.

As far as the foreign Universities are concerned, if not covered above, the guide lines issued by the UGC/ Government of India shall be followed.

STATUTE-40
REPRESENTATION OF FEMALE FACULTY
IN THE BOARD OF MANAGEMENT

Board of management may adopt one female Faculty member as representative in the Management for a maximum period of three (3) years by rotation as per seniority who has served the University for period of 10 years or more.

STATUTE-41
CREATION OF CENTERS, CELLS AND COMMITTEES FOR QUALITY EDUCATION
AND ACCREDITATION PROCESS

The University, for imparting the quality Education and Accreditation shall create the following Boards, cells, Centers, Committees as per UGC/NAAC/ NBA Guidelines as and when required

1. Training, placement and Industrial Interactions Cell
2. Collaborations and MOUs Development Cell
3. Research and Innovations Development and Promotional Centre
4. Information Technology and Knowledge Management Centre
5. Values and Ethics Development Cell
6. NSS and Community Services Centre
7. Internal Quality Assurance Cell (IQAC)
8. Green Audit Committee
9. University Academic and Administrative Yearly Audit Committee
10. University Publication Centre (Academic Calendar, Monitoring, Journal, Web and E- Contents)
11. Gender Sensitizations Cell
12. Health Centre
13. Day care Centre
14. Staff Welfare Committee
15. Innovation and Entrepreneur Development Cell.

STATUTE-42
CREATION OF CHAIRS

(a) Establishment of the professional /Research Chairs for Creating Focused Seats /Institutional of Higher Learning

- (i) A chair may be established by the Government ,Public Sector Undertakings, Autonomous Organizations, Universities ,Trusts, Societies ,Memorable Committee or Similar organizations or an individual or a group of individual or a group of individuals for the furtherance of the objectives of the university
- (ii) The Organization of individual or group of individual intending to establish the chair may do so in the name of any person of eminence at the national and /or international level in the field of education ,Science, social science, arts, literature, religion, sport or any other field who has contributed to human progress and happiness.
- (iii) The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management

(b). In Furtherance of the objective of the establishment of a Chair, The University.

- (i) Shall appoint a Professor in the appropriate discipline in the manner and term and condition laid in the M.O.U, approved while establishing the chair.
- (ii) Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment ,but not exceeding three years in the first instance .
- (iii) May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowship, at the time of establishment of the chair.
- (iv) May establish and /or augment laboratory and library facilities depending upon the requirements of the research studies associated with the establishment of the chair.
- (v) May also engaged supporting staff essentially required for realizing the objectives of the establishment of the Chair.
- (vi) May also engaged Supporting staff essentially required for realizing the objectives of the establishment of the chair.
- (vii) May Also procure essential raw material and consumables in furtherance of

the objectives of establishment of the Chair, provided that substantial funds are available for the purpose, out of the interest earned from the donated amount, up to the purpose, out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the university in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.

- (viii) The establishment of the Chair shall require one time donation amounting to at least Rs 2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his /their discretion.
- (ix) The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible.

STATUTE-43

TERM AND CONDITION OF SERVICE AND CODE OF ETHICS FOR THE TEACHER AND OTHER ACADEMIC STAFF OF THE UNIVERSITY.

- (a) All the employees of the University shall be governed by the services rules and the code of the conduct and ethics as specified by the Statutes, Ordinance and the Regulations.
- (b) Each Teacher when joining the University Services has also to sign a Code of Conduct and Ethics specified in the Regulation which includes the UGC regulation for the Code of Conduct and ethics for the University Teachers.

STATUTE-44

NAMING OF THE INSTITUTIONS, BUILDINGS OR ACADEMIC BLOCKS ETC.

- (a) The organization or individual intending to name a laboratory, library, Workshop or a computer centre etc. could propose the name of any person of eminence at the national and / or international levels in the field of education, science, social science, arts literature, sports or any other field, which in the opinion of the Board of the Management has contributed or may contribute to human progress and happiness.
- (b) The Value of the benefactions made shall however commensurate with the total worth of the Asset proposed to be named and shall not be below Rs 2.0 crore one time or as decided by the Board of Management.

STATUTE-45
WOMEN'S GRIEVANCE CELL

The Women's Cell at MPU will assist all women in achieving their full potential in education, career and personal life through academic and intellectual growth, professional development and personal empowerment. It is being created to organize activities pertaining to women's issues originating from time to time in society and media and to involve women in the cell as active and alert participants. Objectives:

- Enhancing self-esteem and self-confidence of women students, faculty and staff in the college.
- To develop critical thinking ability of women.
- To foster decision-making ability and action through collective processes.
- To enable women to make informed choices in areas like education, employment and health.
- To enhance their participation on an equal footing in all areas.

The Women's Cell will consist of the following

1. Registrar
2. Senior Professor (Women)
3. HOD of the concerned Dept.
4. NGO nominated by Chancellor
5. Advocate nominated by Chancellor

The quorum for meeting wills 3 people. The cell shall meet at least twice in a year.

STATUTE-46
ANTI-RAGGING CELL

Ragging of students in any form is strictly prohibited within and outside the campus. An anti-ragging cell is constituted under the overall charge of the Registrar. Students are advised to report cases of ragging (either on the campus or hostel) to the Registrar or Dean, HODS or Hostel Warden. Anyone found guilty of ragging shall be liable for punishment in accordance with laws of the land.

Anti-Ragging Cell will consist of the following members

1. Registrar
2. Dean Student Welfare
3. HOD of the concerned Dept.
4. Hostel Warden
5. Local Police TI
6. NGO representative nominated by Chancellor / Vice-Chancellor
7. An Advocate nominated by Chancellor / Vice-Chancellor
8. A media Representative nominated by Chancellor /
9. Vice-Chancellor
10. A student council member nominated by Vice-Chancellor

The Cell shall meet at least twice in a year and 5 members present will be the quorum. They shall hear the complaint received from Anti-Ragging Squad and decide on the course of action as per the laws of the regulatory bodies. / Govt.

Anti-Ragging Squad

It will comprise of

1. Dean Student Welfare
2. HODS Two Depts. by rotation
3. Hostel Warden

The Anti-Ragging Squad will roam around the campus and keep vigilant, see that no ragging takes place and if there is any ragging they can investigate and report to Anti-Ragging Cell for further action. The squad will be very active during the admission time and throughout the year. They have to maintain a diary of their rounds and submit the same to Anti-Ragging Cell for scrutiny.

STATUTE-47 UNIVERSITY SERVICES

The following services which are required by the university may out sourced to a company specializing in the respective services for a period of one year and may be renewed by the board of management.

The services are the following:

1. House Keeping
2. Security
3. Canteen
4. Transportation
5. Hostel Mess
6. Printing
7. Internet and web services.
8. Publicity (All types of Media)
9. Etc.

STATUTE-48 NATIONAL ACADEMIC DEPOSITORY FOR STUDENTS

The vision of National Academic Depository (NAD) is born out of an initiative to provide an online store house of all academic awards. National Academic Depository (NAD) is a 24X7 online store house of all academic awards viz. certificates, diplomas, degrees, mark-sheets etc. duly digitized and lodged by academic institutions / boards / eligibility assessment bodies. NAD not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage.

The University will utilize the services of NAD for the benefit of its students.

All the academic records of the students of the university will be uploaded to NAD so that the student can utilize the same whenever he wants it.