



**VIT-AP
UNIVERSITY**

Administration policy



VIT-AP University, Amaravati

December 2021

Administration policy statement:

The University establishes administrative policies to align operations, directives that mandate requirements of, or provisions for, members of the University community, including procedures to assist with their implementation. These administrative policies give guidelines and define the functions of major constituent bodies of the university.

The policy includes the roles, functions, tenure of the various constituent bodies of university listed below :

- i) Governing Body
- ii) Board of Management
- iii) Finance Committee
- iv) Planning and Monitoring board
- v) Research Advisory Committee
- vi) Academic Council
- vii) Board of Studies

A. Governing Body

Constitution:

- (1) The Governing Body (GB) of the University shall consist of at least six members, including the Chancellor, the Vice Chancellor, and the remaining members to be nominated by the sponsoring body who shall be eminent people of standing in the fields as may be specified:

Provided that it shall be the duty of sponsoring body, to maintain the gender parity, in nominating women members not less than one half of the total members in the composition of the GB.

- (2) The Chancellor shall be the Chairperson of the GB and shall preside the GB meetings.
- (3) The Registrar shall be the Member-Secretary of the GB.

Tenure:

- (2.a) Save as otherwise provided in this section, the term of nominated members of the GB shall be a minimum of three and a maximum of five years from the date of nomination:

Provided that each nominated member is eligible to hold the position for additional term not more than 10 years.

- (2.b) An ex-officio member shall continue so long as s/he holds the office by virtue of which s/he is such a member;
- (2.c) As nearly as one third of the nominated members, except the exofficio member shall retire by rotation each year. In the first two instances, the Board may decide the procedure to identify the members who will retire;

- (2.d) A member may resign his office by informing in writing to the Chairperson, but he shall continue in office until his resignation has been accepted.
- (4) The GB shall be the overarching supervisory and statutory authority of the University. All the movable and immovable property of the University shall vest in the GB.

Powers

- (5) The GB shall have the following powers, namely -
- a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made thereunder;
 - b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, the Statutes, the Ordinances and the Regulations made thereunder;
 - c) to make Statutes
 - d) to approve the budget and annual report of the University;
 - e) to lay down the extensive policies to be followed by the University;
 - f) to recommend to the Sponsoring body about the voluntary liquidation of the University; and
 - g) to vest to the Board of Management or any other entity or official of the University such of its powers as it deems appropriate, along with the appropriate governance mechanism;
 - h) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards
 - i) to be responsible and accountable for the safety & correct utilization of the Endowment Fund.
 - j) to ensure that the University prepares an audited report on the status and utilization of interest proceeds of the Endowment Fund annually, which may be sought by the Government from time to time

Meetings and Quorum:

- (6) The Governing Body shall meet at least four times in a financial year with one meeting in each quarter.
- (7) A minimum of one-half of the members shall form a quorum for a meeting of the Governing Body.

Board of Management

Constitution:

- (1) The Board of Management shall consist of a minimum of 8 and a maximum of 12 members, including the following persons -
- (a) the Vice Chancellor;
 - (b) up to one-fourth members of the Board of Management to be nominated by the Sponsoring body;
 - (c) eminent persons from the fields of Management, Finance, Science & Technology or Public Administration, who are not the members of the Governing Body, to be nominated by the Sponsoring body;

(d) persons from amongst the Heads of Departments of the University, to be nominated by the Sponsoring body:

provided that it shall be the duty of the sponsoring body, to maintain the gender parity in nominating women members in any case not less than one fourth and not more than one half of total members in the composition of the Board.

(2) The Vice Chancellor shall be the Chairperson of the Board of Management:

Provided that in the absence of the Vice Chancellor, the Chancellor may, at his discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management.

(3) Registrar shall be the Member Secretary.

Tenure

The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

Powers

- i The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances.
- ii Further, it shall exercise all the powers of the University not otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfilment of the objectives of the University.
- iii In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Ordinances, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.
- iv To create teaching and other academic posts and to define functions of the faculty members and the staff employed by the University after taking into consideration the recommendations of the Academic Council.
- v To prescribe qualifications and other conditions of eligibility for faculty members and staff after taking into account the recommendations of the Academic Council.
- vi To make appointments of faculty members and staff as may be necessary, on the recommendations of the Committees constituted for the purpose.
- vii To manage, regulate and approve the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such consultants as may be considered fit by it.
- viii To regulate and enforce discipline amongst the employees in accordance with the Statutes, Ordinances and Regulations.
- ix To delegate any of its powers to the Vice - Chancellor, Pro Vice -Chancellor, the Registrar, the CFO or any other Officer, employee or authority of the University or to a Committee appointed by it. .

- x To institute and award fellowships, scholarships, etc.
- xi Shall be the final authority to approve the recommendation of the Academic Council for conferment of degrees and diplomas.

Meetings and Quorum

1. The Board of Management shall meet at least once in every two months
2. A minimum of one-half of the members shall form a quorum for a meeting of the Board of Management

Finance Committee:

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing, etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

Constitution

The Finance Committee shall consist of the following:

- (i) The Vice Chancellor — the Chairperson;
- (ii) The Registrar;
- (iii) One person to be nominated by the Board of Management from its members other than an employee of the University;
- (iv) Two persons to be nominated by the Sponsoring body;
- (v) The Chief Finance and Accounts Officer — Member Secretary.

Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

Powers:

- (i) To consider the annual accounts of the university and submit them to the BoM for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the GB
- (iii) To monitor the utilization of funds as per the budget
- (iv) To analyze the accounts and recommend cost saving measures.
- (v) To recommend various limits of expenditure

Meetings and Quorum

- (i) The Finance Committee shall meet at least twice a year.
- (ii) A minimum of one-third of the members shall form a quorum for a meeting of the Finance Committee.

Planning and Monitoring Board

Constitution

The Planning and Monitoring 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 and the Registrar shall be the Secretary.

Tenure:

All the nominated members of the Board shall hold office for a term of three years.

Powers:

- (a) The Planning and Monitoring 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 fulfilment of the objectives of the University.
- (b) The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.

Meetings and Quorum:

1. The Planning and Monitoring Board shall meet at least once a year.
2. A minimum of one-third of the members shall form a quorum for a meeting of the Board.

Attendance by video conferencing

Members of various authorities can attend meeting via video conferencing and such attendance is acceptable for Quorum.

Constitution:

The members of the Academic Council are:

- a. Vice Chancellor – Chairman
- b. Pro Vice-Chancellor
- c. Registrar – Secretary
- d. Deans
- e. Up to five internal faculty nominees (preferably HoDs) of the Vice-Chancellor
- f. Up to five nominees of the Chancellor
- g. Up to three external faculty nominees of the Vice-Chancellor
- h. Student representative
- i. Alumni representative

Tenure:

The Members of the Academic Council, except those who are exofficio, shall hold office for a period of three (3) years from the date of their nomination.

Powers:

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- i. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.
- ii. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, admissions, award of fellowships and scholarships, and other academic requirements.
- iii. To prescribe courses of study leading to degrees and diplomas of the university
- iv. To take measures for Quality Education and Accreditation of the University.
- v. To make recommendations to the Board of Management for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
- vi. To consider the recommendations of Boards of Studies for approval in the following matters:
 1. new courses and degree programmes
 2. new curriculum and syllabus of all programmes
 3. revision of curriculum and syllabi
 4. phasing out of courses and programmes
- vii. To make Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks/credits for individual courses in all the programs and its revisions.
- viii. The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for ratification.

Meetings and Quorum:

1. The Academic Council shall meet at least twice a year.
2. A minimum of one-third of the members shall form a quorum for a meeting of the academic council.

Research Advisory Committee**Constitution:**

The members of the Academic Council are:

- j. Vice Chancellor – Chairman
- k. Vice President(s)
- l. Registrar – Secretary
- m. Dean- Academic Research
- n. Director- SpoRIC

- o. Dean –Academics
- p. Director- IIC
- q. Dean SCOPE
- r. Dean SENSE
- s. Dean SMEC
- t. External member

Tenure:

The Members of the Research Advisory Committee, shall hold office for a period of two (2) years from the date of their nomination. Tenure can be extended for a second term on the approval of BoM.

Powers:

The Research Advisory Committee shall formulate and recommend appropriate plans for the development research footprint of the university. It shall have the right to advise the Board of Management and on any matter which it may deem necessary for the fulfilment of the broader vision of the University in terms of the research output.

The board may constitute such committees as may be necessary for Research in the programmes of the University.

Meetings and Quorum:

1. The Research Advisory Committee shall meet at least once a year.
- 2 A minimum of one-third of the members shall form a quorum for a meeting of the RAC.

Academic Council:

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act, the Statutes, the Ordinances and the rules made thereunder, coordinate and exercise general supervision over the academic policies of the University.

Constitution:

The members of the Academic Council are:

- 1 Vice Chancellor – Chairman
- 2 Pro Vice-Chancellor
- 3 Registrar – Secretary
- 4 Deans
- 5 Upto five internal faculty nominees (preferably HoDs) of the Vice-Chancellor
- 6 Upto five nominees of the Chancellor
- 7 Upto three external faculty nominees of the Vice-Chancellor
- 8 Student representative
- 9 Alumni representative

Tenure:

The Members of the Academic Council, except those who are exofficio, shall hold office for a period of three (3) years from the date of their nomination.

Powers:

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- i. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.
- ii. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, admissions, award of fellowships and scholarships, and other academic requirements.
- iii. To prescribe courses of study leading to degrees and diplomas of the university
- iv. To take measures for Quality Education and Accreditation of the University.
- v. To make recommendations to the Board of Management for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
- vi. To consider the recommendations of Boards of Studies for approval in the following matters:
 1. new courses and degree programmes
 2. new curriculum and syllabus of all programmes
 3. revision of curriculum and syllabi
 4. phasing out of courses and programmes
- vii. To make Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks/credits for individual courses in all the programs and its revisions.
- viii. The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for ratification.

Meetings and Quorum:

- 3 The Academic Council shall meet at least twice a year.
- 4 A minimum of one-third of the members shall form a quorum for a meeting of the academic council.

Board of Studies (BoS):

There shall be one BoS for each area of study.

Constitution:

Each BoS will be constituted by the Vice-Chancellor, consisting of:

1. Dean – Chairperson
2. Dean of Academics – Ex-officio member
3. HoD
4. Two external experts
5. Two senior faculty nominated by the Dean
6. One faculty from another related discipline

Tenure:

The tenure of the nominated members shall be two years from the date of notification.

Powers:

To recommend to the Academic Council on the following matters:

1. new courses and degree programmes
2. new curriculum and syllabus of all programmes
3. revision of curriculum and syllabi
4. phasing out of courses and programmes

Meetings and Quorum:

The BoS shall meet at least once a year. A minimum of one-third of the members with at least one external member, shall form a quorum for a meeting of the BoS.