

# **MAYA DEVI UNIVERSITY, DEHRADUN**

## **FIRST STATUTES,2024**

**As per power conferred by Section 36, Chapter-6 of Uttarakhand Private University Act No-02 of 2024, and on recommendation of Board of Management, the Board of Governors of Maya Devi University has passed its 1<sup>st</sup> Statutes-2024 in its special meeting held on 02 September 2024.**

### **CHAPTER I**

#### **PRELIMINARY**

<b>Contents [Section of Act (sub-Section)]</b>	<b>Statute No</b>	<b>Description of Statutes</b>	
<b>Short title and commencement</b>  <b>Section-1</b>	1.01	(1)	These Statutes may be called the Maya Devi University First Statutes, 2024.
		(2)	They shall come into force from the date of approval by the State Government.
<b>Definitions /Section-2</b>	1.02	(1)	In these Statutes, unless there is anything repugnant to the subject or the context -  (a) ' <b>Academic Staff</b> ' means such employees of the University who are appointed in the University, its Campuses, Departments for teaching and research work;  (b) " <b>Act</b> " means "The Uttarakhand Private University Act, 2023, (Act No. 02 of 2024");  (c) ' <b>Administrative Staff</b> ' means such employees of the University who are appointed in the University, its Campuses, Departments for administrative functions.  (d) ' <b>Section</b> ' means a section of the Act; and  (e) " <b>University</b> " means the Maya Devi University, Dehradun;
		(2)	Words denoting singular shall include the plural and also vice versa.
		(3)	Word denoting any gender shall include all genders.
		(4)	Words and expression used herein and not defined but defined in the Act, shall have the same meaning as assigned to them in the Act.
		(5)	In case of any conflict arises in interpretation of any definition given in the Act and statute; the concerned definition given in the Act shall be applicable.

**CHAPTER-II**  
**OFFICERS OF THE UNIVERSITY**

In conform to the Section 15, 16, 17, 18, 19, 20, 21, 22, 23, 24 & 36 of the Act

Procedure for the appointment of the President [Section 17 & 36 (c)]	2.01	(1)	<b>The Sponsoring Body</b> shall appoint the President from amongst the experienced academicians/administrators, in a manner as prescribed by the Ordinance made in this regard.
		(2)	The President shall be appointed on such terms and conditions and on such emoluments as may be decided by the Sponsoring Body of the University, from time to time.
		(3)	If the office of the President becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy because of absence due to illness of or any other cause, the Vice –President, if any, shall be the officiating President until the new President is appointed or until the incumbent resumes his office. If there is no Vice President, the <b>Sponsoring Body</b> shall appoint an officiating President until the new President is appointed or until incumbent resumes his office. The officiating President shall take all decisions in consultation with the Board of Governors.
		(4)	In case the President wishes to resign from his post, he shall submit a duly signed resignation letter to President/Secretary of the Sponsoring Body, who shall take decision on it;  Provided that he shall continue in his office until his resignation is accepted in writing by the Sponsoring Body.
			Subject to the provisions of the Act, Statutes and Ordinances, the President shall have following powers, namely:
<b>Power and Function of the President</b> [Section-17 (5) & 36 (3 c)]	2.02	(a)	The President shall preside over the meeting of the Board of the Governors;
		(b)	The President, while considering any matter referred to him or suo-motto may call for such records or documents or information from any office or Department or Campuses of the University, as he may deem necessary;
		(c)	Subject to the approval of the Board of Governors, the President may, after reviewing all facts and, if necessary taking into consideration the views of the Vice – Chancellor, suspend or modify any such resolution or order or proceedings of any authority or officer of the University, except that of the Board of Governors, which in his opinion, is not in the interest of the University or not in conformity with the provisions of the Act, Statutes, Ordinances or Regulations of the University as the case may be;

		<p>(d) If in any case the President finds that any decision or order of any office, authority, committee or board should be modified, annulled, reversed or remitted for reconsideration by such officer, authority, committee or board, the President may pass orders accordingly;</p>
		<p>(e) The President shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may so direct of examinations, teaching, research, administration and finance, buildings, laboratories, records and equipment thereof and also of any other work conducted or done by the University or any of its Faculties, Campuses, regional centres or Departments. The officer/officers, so deputed by the President to conduct such inspection/enquiry shall submit to the President the report of the inspection/enquiry within such period as stipulated by the President.</p> <p>This report shall remain confidential and shall only be for review and appraisal of the President and shall not be disclosed either by the officer/officers deputed to conduct such inspection/enquiry or by any other officer of the University;</p>
		<p>(f) The President shall communicate to the Vice Chancellor the result of such inspection or inquiry together with the recommended action to be taken thereon. The Vice Chancellor shall communicate the recommended action forthwith to the Board of Management for implementation;</p>
		<p>(g) Where the Board of Management, the other Authorities of the University or the officers of its Campuses, Departments, as the case may be, do not act upon the recommended action of the President to his satisfaction, he may after considering any explanation furnished or representation made by the Board of Management or the other Authorities of the University or the officers of Campuses, Department, as the case may be, issue such directives as he may deem fit and the University, its Campuses, Departments, as the case may be shall comply with such directives.</p>
		<p>(h) When any exigency arises and the President is of the opinion that it is not possible under the prevailing circumstances, to convene a meeting of the Board of Governors at such short notice, he may take any appropriate decision or action as he may deem fit and necessary in the interest of the University. He shall have the power to issue any order or instruction to all or any of the Authorities, Officers, Academic Staff, Administrative Staff Employees and/or Students of the University and they shall be bound to comply with such orders/instructions forthwith. All such decisions/actions shall be reported by him to the Board of Governors in the next meeting for ratification;</p>
		<p>(i) The President shall consider and may approve proposals relating to expenditures which are duly examined and forwarded by the Board of Management and have not been included in the budget and shall report to the Board of Governors in the next meeting for approval;</p>

			<p>(j) The President shall consider and may approve proposals forwarded by the Vice Chancellor relating to the expenditures not included in the budget, which are of an urgent nature, unavoidable and are in conformity with the objectives of the University. The President shall report such proposals to the Board of Governors in the next meeting for approval</p> <p>(k) In the event of conflict of interpretation with regard to the provisions of Act, Statutes, Ordinances or Regulations of the University, the decision of the President shall be final;</p> <p>(l) The President shall have the power to direct the bankers to stop payment on cheques which have already been issued</p> <p>(m) On the recommendations of the Vice Chancellor, the President may approve appointment of academic /administrative staff for a period of not exceeding one year;</p> <p>(n) The President shall exercise such other powers and perform such other duties as may be assigned to him by the Board of Governors from time to time.</p>
<b>Procedure for the Appointment of the Vice Chancellor</b> <b>Section-18 &amp; 36 (3 c)</b>	2.03	(1)	The eligibility and procedure for the appointment of the Vice-Chancellor shall be as prescribed in Section -18 of the Act.
		(2)	The emoluments and other terms and conditions of service of the Vice-Chancellor shall be as provided in the Ordinances.
		(3)	The President may direct the Vice-Chancellor, after his terms has expired, to continue in office until his successor assumes the office but for a period not exceeding one year.
		(4)	<p>If the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise or if there is temporary vacancy because of absence due to illness or any other cause, the President shall appoint, the Pro Vice Chancellor if any, or the senior Dean or if there is no Dean, the senior Professor to perform the duties of the Vice-Chancellor until a new Vice Chancellor is appointed or until the incumbent Vice-Chancellor resumes duties.</p> <p>Provided that such interim arrangement shall not exceed a period of one year from the date on which such an arrangement is made. Decisions taken by the officiating Vice-Chancellor shall be subject to approval by the Board of Management.</p>
		(5)	<p>The Vice Chancellor may resign from his post by submitting one month notice in writing addressed to the President.</p> <p>Provided that where the circumstances so warrant, the President may waive-off the period of notice and accept the resignation forthwith.</p>

	(6)	<p>The Vice-Chancellor may be removed as per the provisions of sub section (6) of section-18 of the Act.</p> <p>Provided that, the President, before initiating any disciplinary action against the Vice-Chancellor, shall serve a show cause notice or shall place the Vice-Chancellor under suspension and shall order an enquiry to be conducted by a committee constituted by the President comprising of three members of the Board of the Governors. The President shall take appropriate action in accordance with the recommendations of the enquiry committee;</p> <p>Provided further that the Vice-Chancellor shall be given at least 15 days' time to reply the show cause notice or put his case before the enquiry committee.</p>
<b>Power and Function of the Vice-Chancellor [Section 19 &amp; 36 (3 c)]</b>	2.04	<p>Subject to the provisions of the Act, Statutes and Ordinances and control and the Board of Governors the Vice-Chancellor shall also have following additional powers and function, namely:-</p> <ul style="list-style-type: none"> <li>(a) The Vice Chancellor shall be Chairperson of the Academic Council, the Board of Examinations, the Finance Committee and other committees, as may be provided in the Statutes/Ordinances/Regulations of the University;</li> <li>(b) He shall be responsible to provide leadership for maintaining excellence in teaching, training, research, assessment and accreditation in the University, its campuses;</li> <li>(c) It shall be the duty of the Vice-Chancellor to see that the directives of the State / Central Government, if any, and provisions of the Act, the Statutes, the Ordinance and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance;</li> <li>(d) He shall give effect to the decision of the President and all the authorities of the University.</li> <li>(e) He shall have all the powers necessary for the proper maintenance of discipline amongst the Faculty, Officers, Employees Students in the University and its campuses;</li> <li>(f) He may delegate any such power, with the approval of the Board of Management, to such officer or officers as he may deem fit;</li> <li>(g) He shall be empowered to grant leave, under the provisions of leave rules, to any officer under his control or the employees of the University and make necessary arrangements for the discharge of the functions of such officer or the employee during his absence;</li> <li>(h) He shall have the power to convene or cause to be convened the meeting of the Board of Governors, with the approval of President, and the meetings of the Board of Management, the Academic Council and the Finance Committee and any other authority or committee duly prescribed under Statute and Ordinances;</li> </ul>

		<ul style="list-style-type: none"> <li>(i) He shall act as a vital link with the University Grants Commission, National and international Accreditation Bodies, State Government, other National &amp; International agencies and other Regulatory Authorities as the case may be;</li> </ul>
		<ul style="list-style-type: none"> <li>(j) He shall take steps to get financial grants from various funding agencies including UGC, DST, State Government, Central Government, NGOs other Societies and Trusts, other Universities and Institutions of Higher Learning, National and International Agencies;</li> </ul>
		<ul style="list-style-type: none"> <li>(k) He shall take steps to keep abreast with the latest educational policies of both the State and Central Governments and to apprise the various Faculties/ Schools/ Departments of the University about the same and to guide them in their proper implementation;</li> </ul>
		<ul style="list-style-type: none"> <li>(l) He shall make periodical reviews of the University's preparedness to deal with any kind of violation or failure at any level, not only with respect to the compliance of all Statutes and laws but also towards conservation of the University's assets and systems;</li> </ul>
		<ul style="list-style-type: none"> <li>(m) The Vice-Chancellor, at the close of each academic year, shall assess and evaluate the teaching, training, research and consultancy work done by the members of the Faculty/School, and the work of the other employees of the University, and if deemed necessary, he may appoint a committee of experts for the purpose;</li> </ul>
		<ul style="list-style-type: none"> <li>(n) On the basis of such assessment and evaluation, if the Vice-Chancellor is of the opinion that the work and the conduct of any member of the Faculty/School or any employee of the University is not satisfactory, he may initiate action against such a member as per the provisions of the Statutes and Ordinances;</li> </ul>
		<ul style="list-style-type: none"> <li>(o) He shall approve the appointment of examiners, moderators, tabulators and such other personnel for different examinations as presented by the Controller of Examination on recommendations of concerned Head of the Departments (HODs);</li> </ul>
		<ul style="list-style-type: none"> <li>(p) He shall present the Annual Report of all the activities of the University before the Board of Governors;</li> </ul>
		<ul style="list-style-type: none"> <li>(q) On the recommendation of the Finance Officer, direct the bankers to stop payments of cheques which have already been issued;</li> </ul>
		<ul style="list-style-type: none"> <li>(r) He shall furnish to the Board of Governors such information as the Board may call for;</li> </ul>
		<ul style="list-style-type: none"> <li>(s) He shall verify the signature of the registrar and provide the same to the state Government from time to time;</li> </ul>
		<ul style="list-style-type: none"> <li>(t) He shall perform, such other duties as may be assigned to him by the President and Board of Governors, and perform such other functions ad may be prescribed by the Ordinances and Regulations;</li> </ul>

<b>The Procedure for the appointment of the Pro-Vice-Chancellor</b> <b>[Section-20 &amp; 36 (3c)]</b>	2.05	<p>(1) The Pro Vice Chancellor shall be appointed by the President from a list of three senior Professors of the University, after taking into consideration the ability, suitability and administrative experience, submitted by the Vice-Chancellor to him.</p> <p>(2) The term of the Pro-Vice-Chancellor shall be three years or until the expiry of the term of the Vice-Chancellor, whichever is earlier. He shall be eligible for re-appointment.</p> <p>(3) The emoluments and other terms and conditions of service of Pro-Vice-Chancellor shall be as laid down in the Ordinance.</p>				
<b>The Power and Functions of the Pro-Vice-Chancellor</b> <b>[Section-20 &amp; 36 (3c)]</b>	2.06	<p>(1) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this regard, from time to time.</p> <p>(2) He shall also exercise such powers and perform such duties as may be assigned or delegated to him by the President/Vice-Chancellor / Board of Management from time to time.</p>				
<b>Procedure, terms and conditions for appointment of the Dean of the Faculty/School</b> <b>[Section 21 &amp; 36 (3c)]</b>	2.07	<p>(1) There shall be a Dean for each Faculty /School in the University. He shall be a Principal Academic Officer of the Faculty/ School and shall work directly under the supervision, direction and control of the Vice-Chancellor.</p> <p>(2) The Dean of the Faculty/School shall be appointed by the Vice Chancellor, from amongst the Professors in the Faculty/ School on rotation basis, after taking into consideration seniority, ability and administrative experience.</p> <p>(3) The term of office of the Dean of Faculty/School shall be for a period of 03 (three) years or until his retirement, whichever is earlier. He shall be eligible for reappointment.</p> <p>(4) In the absence of Dean, the Vice-Chancellor may appoint a Senior Professor to perform the duties of the Deans's office.</p> <p>(5) A Professor, who is appointed as Dean of the Faculty/School, shall act as a Dean of the Faculty/School in addition to his assigned duties.</p>				
<b>Power and Duties of the Dean of the Faculty/School</b> <b>[Section 21 &amp; 36 (3c)]</b>	2.08	<p>Subject to provisions of the Statutes and Ordinances and under the control of the Vice Chancellor and the Academic Council, the Dean of Faculty/School shall have the following powers and duties, namely:-</p> <table border="1" data-bbox="638 1543 1543 1860"> <tr> <td data-bbox="638 1543 670 1712"></td><td data-bbox="670 1543 1543 1712"> <p>(a) To implement academic policies approved by the authorities of the University in respect of academic development, maintenance of standards of teaching, training and research within his Faculty/School;</p> </td></tr> <tr> <td data-bbox="638 1712 670 1860"></td><td data-bbox="670 1712 1543 1860"> <p>(b) To convene and preside over the meetings of the board of Faculty/School, as and when required, with the approval of the Vice-Chancellor and to see that the various decisions of the Board are implemented;</p> </td></tr> </table>		<p>(a) To implement academic policies approved by the authorities of the University in respect of academic development, maintenance of standards of teaching, training and research within his Faculty/School;</p>		<p>(b) To convene and preside over the meetings of the board of Faculty/School, as and when required, with the approval of the Vice-Chancellor and to see that the various decisions of the Board are implemented;</p>
	<p>(a) To implement academic policies approved by the authorities of the University in respect of academic development, maintenance of standards of teaching, training and research within his Faculty/School;</p>					
	<p>(b) To convene and preside over the meetings of the board of Faculty/School, as and when required, with the approval of the Vice-Chancellor and to see that the various decisions of the Board are implemented;</p>					

			<ul style="list-style-type: none"> <li>(c) To be present and to speak at any meeting of the Boards of Studies of any Department pertaining to his Faculty/School but shall have no right to vote thereat unless he is member thereof;</li> <li>(d) To provide leadership in formulating the policies and developmental programs and budget requirements of the Faculty/School and to present the same to appropriate Authorities for their consideration;</li> <li>(e) To resolve the grievances of students regarding enrolment, eligibility, migration, scholarships or free-ships, grant of terms and permission of examinations in his faculty/School;</li> <li>(f) To enquire into any malpractice related to any academic program in his Faculty/School by any department and report the findings to the Vice-Chancellor;</li> <li>(g) To prepare proposals for award of fellowships, scholarships and other distinctions in his Faculty/School for submission to the Academic Council; and</li> <li>(h) To exercise such other powers and perform such other duties as assigned to him by the Vice- Chancellor and the Academic Council from time to time.</li> </ul>
<b>Procedure for appointment of the Principal/ Director of the Campus/ College/ Institution[Section 21 &amp; 36 (3c, d)]</b>	2.09	(1)	<p>There shall be a Principal / Director for each Campus/College / Institution of the University, who shall be appointed by the President from amongst the Professors of the University on the recommendations of the Vice-Chancellor for a maximum term of 3(three) years:</p> <p>Provide that the University may appoint a Principal / Director on the recommendations of a selection committee constituted by the University, in a manner as prescribed in Statute 6.04 of this Statute, for the selection of the officers of the University:</p> <p>Provided further that the Principal / Director shall be eligible for reappointment.</p>
		(2)	The eligibility criteria for appointment of Principal / Director shall be as prescribed by the UGC or the regulatory bodies, if any.
		(3)	The salary and emoluments of the Principal / Director shall be as provided by the Ordinances/Regulations of the University.
		(4)	The Principal/Director shall work directly under the supervision, direction and control of the Vice- Chancellor.
		(5)	A Teacher who is appointed as the Principal shall act as Principal in addition to his assigned duties.
		(6)	If the office of the Principal/Director becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy because of absence due to illness or any other cause, the President on recommendation of the Vice-Chancellor, shall appoint an eligible person to perform the duties of the Principal/Director, until a new Principal/Director is appointed or until the incumbent Principal/ Director resumes duties.

<b>Power and Duties of the Principal/Director of the Campus/College/Institute [Section 21 &amp; 36 (3c, d)]</b>	2.10	<p>Subject to provisions of the Statutes and Ordinances and under the control of the Vice-Chancellor and the Academic Council, the Principal / Director of the Campus/College / Institution shall have the following powers and duties, namely:-</p> <ul style="list-style-type: none"> <li>(a) Be responsible for overall supervision of Academic and administrative activities of the Campus/College / Institution;</li> <li>(b) To coordinate academic activities of various Departments and to ensure that quality of teaching and training is imparted in the Campus/College / Institution as per the norms laid down by the University or the relevant Regulatory Body;</li> <li>(c) Take all necessary steps for promoting research and getting research grant from external agencies for the Campus/College / Institution;</li> <li>(d) Be responsible for overall discipline of the students inside the Campus/College / Institution as well as in the hostels (Boys &amp; Girls);</li> <li>(e) Ensure the overall supervision of the work assigned to the faculty members, technical staff, non-teaching staff and other staff and their presence of the Campus/College / Institution;</li> <li>(f) Be responsible for getting the University Examinations conducted in the Campus/College / Institution and follows all formalities related thereto in consultation with the Registrar/ Controller of the Examinations;</li> <li>(g) Be responsible for maintaining all the relevant records of the Campus/College / Institution;</li> <li>(h) Ensure to follow the directions of higher authorities issued from time to time;</li> <li>(i) Report to the Vice-Chancellor of the University on any matter related to the any academic/ administrative work;</li> <li>(j) Ensure liaising and coordination with other campuses and officers of the University;</li> </ul>
		<ul style="list-style-type: none"> <li>(k) Arrange extracurricular activities in the campus like NSS, NCC, Sports, Rover &amp; Ranger, and cultural programmers etc. as per directions of the Board of Management.</li> <li>(l) Supervise and monitor the hostel and transport and other welfare facility being provided to the students;</li> <li>(m) To maintain the movable or immovable property of the Campus/College/Institution and to coordinate with the Registrar and the Finance Officer of the University in this regard;</li> <li>(n) To help the Departments in organizing workshops, seminars and in conducting faculty development programs, refresher courses for up gradation of skills of Academic Staff and other employees;</li> </ul>

			<ul style="list-style-type: none"> <li>(o) Ensure all activities relating to the law and order of his Campus/College/Institution;</li> <li>(p) Seek prior instructions from the competent authority and take action accordingly in the matters, not covered above;</li> <li>(q) Perform any other duty to be assigned as per provisions of Ordinances and Regulations made for the concerned Campus/College /Institution or given by the President/Vice-Chancellor from time to time.</li> </ul>
<b>Procedure for appointment of the Registrar[Section 22&amp; 36 (3c)]</b>	2.11	(1)	<p>The Registrar shall be appointed by the President, from the list of three persons, on the recommendation of a Selection Committee, consisting of the following:</p> <ul style="list-style-type: none"> <li>(a) Vice- Chancellor- Chairperson;</li> <li>(b) Two experts (at least one should be external) nominated by the President;</li> <li>(c) One nominee of Board of Governors;</li> <li>(d) One nominee of Board of Management.</li> </ul>

Provided that such interim arrangement shall not exceed a period of one year from the date on which such an appointment is made.

		<p>(7) The President, in the case of misconduct or misuse of the power, may serve a show cause notice or place the Registrar under suspension Suo-motto or, on the recommendations of the Vice-Chancellor, may order an inquiry and take appropriate action in accordance with the findings of the inquiry committee:</p> <p>Provided that the Registrar shall be given at least 15 days time to give the reply of show cause notice or to appear before the inquiry Committee to defend his case.</p>
		<p>(8) If the President, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, it may, by an order in writing stating the reasons therefore, ask the Registrar to relinquish his office from such date as may be specified in the order;</p> <p>Provided that before taking an action under this sub-clause, the Registrar shall be given an opportunity of being heard by the Board of Management.</p>
<b>Power and Functions of the Registrar[Section 22&amp; 36 (3c)]</b>	2.12	<p>Subject to provisions of the Act, Statutes &amp; Ordinances and control of the President /Vice- Chancellor, the Registrar shall have the powers and duties, namely:-</p> <ul style="list-style-type: none"> <li>(a) To conduct and be responsible for all the official correspondence with the State Government and the Regulatory Bodies on behalf of the University;</li> <li>(b) To issue notice, convening meetings of all Authorities of the University or committees/ sub-committees constituted by these authorities ;</li> <li>(c) To maintain and secure the minutes of the meetings of all the Authorities of the University and of all the Committees constituted by any of these Authorities;</li> <li>(d) To forward a copy of the approved minutes of the meetings of the Board of Management, the Academic Council and the Finance Committee to the President;</li> <li>(e) Report all correspondence and circulars relating the regulations, reports, clarification, suggestions etc. received from the State and Central Governments and their agencies to the Vice Chancellor for appropriate action;</li> <li>(f) To co-ordinate with Controller of Examination in making arrangements for smooth conduct and supervision of all examinations conducted by the University;</li> </ul>

		<ul style="list-style-type: none"> <li>(g) To represent the University with prior approval of the President, Vice-Chancellor or Board of Management in suits or proceedings by or against the University, to sign power of attorney and other required documents;</li> </ul>
		<ul style="list-style-type: none"> <li>(h) To act as the custodian of all movable and immovable properties of the University unless otherwise provided by the Board of Management. He shall be responsible for proper maintenance and upkeep of properties and assets of the University;</li> </ul>
		<ul style="list-style-type: none"> <li>(i) To prepare and publish the handbook of the Statutes, Ordinances, Rules and Regulations framed by the Departments and Authorities of the University from time to time, and make them available to all respective members of the Authorities and Officers of the University; get them periodically updated and uplink to the University website;</li> </ul>
		<ul style="list-style-type: none"> <li>(j) Ensure to maintain an updated website of the University with all information and activities of the University.</li> </ul>
		<ul style="list-style-type: none"> <li>(k) To upload the profile of all Officers, teachers and other academic staff, on the website of the University from time to time;</li> </ul>
		<ul style="list-style-type: none"> <li>(l) To upload in the website of the University the details of the‘ courses/ programs offered by the University;</li> </ul>
		<ul style="list-style-type: none"> <li>(m) To make sure that the Academic calendar of the University is published and uploaded in the website before the start of the Session in each year;</li> </ul>
		<ul style="list-style-type: none"> <li>(n) To prepare the Annual Report of all the activities of the University and place the same before the Board of Management;</li> </ul>
		<ul style="list-style-type: none"> <li>(o) To keep the President and Vice- Chancellor apprised of all significant legal proceedings in respect of the University from time to time and to place before the Board of Management all such information as may be necessary for transaction of its business;</li> </ul>
		<ul style="list-style-type: none"> <li>(p) Subject to provisions of the Board of management, to maintain records of students pertaining to admission, enrolment, migration, results of various examinations including entrance examination and award of degrees, diplomas, certificates, etc;</li> </ul>
		<ul style="list-style-type: none"> <li>(q) To maintain personnel records of all officers, academic staff, administrative staff and other employees of the University;</li> </ul>
		<ul style="list-style-type: none"> <li>(r) To superintend the task of all subordinate officers and to distribute the work among them with the prior approval of the Vice-Chancellor;</li> </ul>

			<ul style="list-style-type: none"> <li>(s) To delegate any of his powers or duties to any other officer of the University with the approval of the Vice-Chancellor;</li> <li>(t) To facilitate any inquiry/investigation conducted by any Authority or officer of the University and to provide relevant information and documents in this regard; and</li> <li>(u) To exercise such other powers and perform such other duties as may be assigned to him by the President, Vice-Chancellor and other Authorities of the University from time to time.</li> </ul>
<b>Procedure for appointment of the Finance Officer</b> <b>[Section 23]</b>	2.13		<p>The Finance Officer shall be a whole time salaried officer of the University and he shall be appointed by the President from a list of three persons, on recommended by a Selection Committee consisting of the followings:-</p> <ul style="list-style-type: none"> <li>(a) Vice-Chancellor — Chairperson</li> <li>(b) Two experts (at least one should be external) nominated by the President</li> <li>(c) One nominee of Board of Governors:</li> <li>(d) One nominee of Board of Governors:</li> <li>(e) Registrar of the University- Secretary.</li> </ul>
		(1)	
		(2)	<p>The eligibility criteria for the appointment of the Finance Officer shall be such, as prescribed by the UGC or Regulatory Body or the University.</p>
		(3)	<p>The service period, emoluments and other terms and conditions of service of the Finance Officer shall be as provided in the Ordinances made in this regard.</p>
		(4)	<p>The Finance Officer shall work directly under the supervision, direction and control of the Vice-Chancellor.</p>
		(5)	<p>The Finance Officer shall be the Member Secretary of the Finance Committee.</p>
		(6)	<p>If the office of the Finance Officer becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy because of absence due to illness or any other cause, the President, on recommendation of the Vice-Chancellor, shall appoint a suitable person to perform the duties of the Finance Officer until a new Finance Officer is appointed or until the incumbent Finance Officer resumes duty;</p> <p style="text-align: center;">Provided that such interim arrangement shall not exceed a period of 01 (one) year from the date on which such an appointment is made.</p>

<b>Power &amp; Duties of the Finance Officer[Section 23&amp; 36 (3c)]</b>	2.14	<p>Subject to provisions of the Act, Statutes &amp; Ordinances and control of the Vice-Chancellor, the Finance Officer shall have the following powers and duties, namely: -</p> <ul style="list-style-type: none"> <li>(a) To prepare and maintain the minutes of the meetings of the Finance Committee and Committees constituted by the Finance Committee;</li> <li>(b) To take part in the proceedings of the other Authorities of the University and Committees constituted by the Authorities on such matters which have financial implications, but shall not be entitled to vote;</li> <li>(c) To maintain proper accounts and other relevant records of all the funds received by the University;</li> <li>(d) To prepare the annual budget and annual statement of accounts and place the same along with the audit reports before the concerned Authorities of the University;</li> <li>(e) To supervise the funds of the University;</li> <li>(f) To advise the University in any financial matter either suo-moto or on his advice being sought;</li> <li>(g) To maintain records of the funds, properties, investments, endowed properties and trusts;</li> <li>(h) To ensure that the limits fixed in the annual budget of the University for recurring and non-recurring expenditures are not exceeded, and that all allocations are utilized for the purposes for which they are granted or allotted;</li> <li>(i) To monitor cash flow, bank balances and investments;</li> <li>(j) To monitor the progress of revenue collection from all sources and advise the University on methods to be employed for collection;</li> <li>(k) To ensure that internal and statutory audits of the accounts of the University are conducted as prescribed;</li> <li>(l) To collect the income, disburse the payments and maintain the accounts of the University;</li> <li>(m) To ensure that registers for all capital and fixed assets are prepared and maintained on a regular basis;</li> <li>(n) To ensure that physical verification of all fixed assets and consumables is carried out at regular intervals;</li> <li>(o) To propose to the Vice-Chancellor that explanation be called for unauthorized expenditures or other financial irregularities, if any, from any Committee or individual of the University and recommends appropriate disciplinary action;</li> </ul>
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			<p>(p) To call from any Campus, Faculty, Department, Office or Centre of the University, for any information and return that he thinks is required for proper discharge of his financial responsibilities;</p> <p>(q) To superintend the task of all subordinate employees and to distribute work among them with the prior approval of the Vice-Chancellor;</p> <p>(r) To exercise disciplinary control over all employees in the Audit and Finance Department of the University; and</p> <p>(s) To exercise such other powers and perform such other duties as assigned to him by the President, Vice-Chancellor or any Authority of the University from time to time.</p>
<b>Procedure for the appointment of the Controller of Examinations[Section 24&amp; 36 (3c)]</b>	2.15	(1)	<p>The Controller of Examinations shall be a whole-time salaried officer of the University and he shall be appointed by the President from a list of three persons whose names are recommended to him by a Selection Committee consisting of the followings:</p> <p>Provided that the President may appoint a person as controller of Examination from amongst the Professors/ Associate Professors of the University, after taking into consideration seniority, ability and administrative experience.</p> <p>(a) Vice-Chancellor — Chairperson;</p> <p>(b) Two experts (at least one should be external) nominated by the President;</p> <p>(c) One nominee of Board of Governors;</p> <p>(d) One nominee of Board of Management;</p> <p>(e) Registrar of the University- Secretary.</p>
		(2)	The eligibility criteria for the appointment of the Controller of Examination shall be such, as prescribed by the UGC or Regulatory Body or the University.
		(3)	The emoluments and other terms and conditions of service of the Controller of Examinations shall be as provided in the Ordinance made in this regard.
		(4)	The term of office of the Controller of Examinations shall be for a period of 03 (three) years or until his retirement, whichever is earlier: He shall be eligible for reappointment.
		(5)	The Controller of Examinations shall be the Principal Officer for conducting all examinations of the University and for declaring their results. He shall work directly under the supervision, direction and control of the President/Vice-Chancellor.
		(6)	The Controller of Examinations shall be the Member Secretary of the Board of Examinations.

		(7)	<p>If the office of the Controller of Examination becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy because of absence due to illness or any other cause, the President, on recommendation of the Vice Chancellor, shall appoint a suitable person to perform the duties of the Controller of Examination until a new Controller of Examination is appointed or until the incumbent Controller of Examination resumes duty;</p> <p>Provided that such interim arrangement shall not exceed a period of 01 (one) year from the date on which such an appointment is made</p>
<b>Power &amp; Duties of the Controller of Examinations[Section 24 &amp; 36 (c)]</b>	2.16		<p>Subject to provisions of the Statutes, Ordinances and control of the Vice-Chancellor, the powers and duties of the controller of Examination shall to:-</p> <ul style="list-style-type: none"> <li>(a) Make all necessary arrangements for free, fair, smooth, orderly and timely conduct of the all examinations of the University including entrance examinations and declaration of their results;</li> <li>(b) Prepare and announce in advance the scheme and calendar of examinations in consultation with the concerned Deans/ Principal/ Director of the School College / Institution;</li> <li>(c) Appoint paper setters, examiners, tabulators/collators, moderators, observers, flying squads, etc. with the approval of the Vice-Chancellor;</li> <li>(d) Decide the examination centers and appoint centers superintendents with the prior approval of the Vice-Chancellor;</li> <li>(e) Arrange inspection of examination centers by the flying squad and observers with the prior approval of the Vice-Chancellor;</li> <li>(f) Arrange for printing of question papers and other material related to Examination with the approval of the Vice- Chancellor and to maintain secrecy;</li> <li>(g) Co-ordinate with Principals / Director of College / Institution / School and Heads of Departments with regard to conduct of examinations;</li> <li>(h) Arrange for proper assessment of candidates appearing for examinations and accordingly process for timely declaration of results and distribution of the mark sheets/Grade cards ;</li> <li>(i) Notify results of examinations to the concerned College / Institution / School;</li> <li>(j) Maintain a data base of student' performance in examinations;</li> <li>(k) Forward names of candidates to the Registrar for conferment of degrees, diplomas, certificates, etc. except honorary degrees;</li> <li>(l) Act as custodian of all records related to conduct of examinations and declaration of results;</li> </ul>

		<ul style="list-style-type: none"> <li>(m) Postpone or cancel examinations with the prior approval of the Vice-Chancellor in the event of malpractices or if the circumstances so warrant, and to take or recommend disciplinary action, as the case may be, or recommend initiation of any civil or criminal proceedings against any person or a group of persons or a College/Institution/School alleged to have committed such malpractices;</li> </ul>
		<ul style="list-style-type: none"> <li>(n) Recommend disciplinary action, where necessary, against candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to examinations;</li> </ul>
		<ul style="list-style-type: none"> <li>(o) Prepare the annual report of the Examination conducted by the University and present it before the Board of Examination for consideration;</li> </ul>
		<ul style="list-style-type: none"> <li>(p) Review and evaluate, from time to time, results of the University examinations and forward reports thereon to the Vice-Chancellor;</li> </ul>
		<ul style="list-style-type: none"> <li>(q) Take necessary steps for continuous examination reforms so as to keep updating the existing Ordinances relating to University examinations and to propose new Ordinances in this regard;</li> </ul>
		<ul style="list-style-type: none"> <li>(r) Counter-sign and approve various TA/DA and remuneration bills in respect of the examiner, supervisor, invigilator, paper setter, tabulator/ collator, moderator, observer and any other person appointed for the purpose of confidential works related to the conduct of examinations;</li> </ul>
		<ul style="list-style-type: none"> <li>(s) Prepare and maintain accounts for secrecy funds, get the same checked and counter-signed from the concerned Authority and keep permanent records for all such confidential transactions or accounts;</li> </ul>
		<ul style="list-style-type: none"> <li>(t) Prepare and maintain minutes of meetings of the Board of Examinations and other Committees constituted by it;</li> </ul>
		<ul style="list-style-type: none"> <li>(u) Ensure that decisions taken by the Authorities of the University and Committees constituted by them with regard to the examination system are promptly implemented;</li> </ul>
		<ul style="list-style-type: none"> <li>(v) Superintend the task of all subordinate employees and to distribute work among them with the prior approval of the Vice-Chancellor;</li> </ul>
		<ul style="list-style-type: none"> <li>(w) To exercise disciplinary control over all employees in the examination section; and</li> </ul>
		<ul style="list-style-type: none"> <li>(x) Exercise such other powers and perform such other duties as assigned to him by the Vice-Chancellor and other Authorities of the University from time to time.</li> </ul>

**CHAPTER-III**  
**OTHER OFFICERS OF THE UNIVERSITY**

In-conform to the Section 25of the Act

<b>Other officers of the University [Section 25]</b>	3.01	<p>In addition to the officers specified in Section 15 of the Act, there may be the following other officers in the University, namely:-</p> <ul style="list-style-type: none"> <li>(a) Vice- President</li> <li>(b) Dean, Students Welfare;</li> <li>(c) Dean, Academic;</li> <li>(d) Dean, Research and Innovation;</li> <li>(e) Dean, International Affairs;</li> <li>(f) Director, IQAC</li> <li>(g) Chief Proctor</li> <li>(h) Heads of Departments;</li> <li>(i) The Chief Librarian;</li> <li>(j) Chief Warden; and</li> <li>(k) Any other officer as appointed by the President from time to time.</li> </ul>
<b>Appointment, Terms and Condition of the Vice- President [section 25&amp; 36 (3 c, d)]</b>	3.02	<p>(1) The Sponsoring Body shall appoint the Vice-President in the manner as provide by the Ordinance made in this regard. He shall be eligible for reappointment.</p>
		<p>(2) The Vice- President shall be appointed on such terms and conditions and on such emoluments as may be decided by the Sponsoring Body of the University, from time to time.</p>
		<p>(3) The Vice-President shall be whole time salaried officer of the University who shall function through authorities and officers of the University.</p>
		<p>(4) If the office of the Vice-President becomes vacant due to death, resignation or otherwise, or if there is a temporary vacancy because of absence due to illness or any other cause, the Sponsoring Body may appoint an officiating Vice- President until the new Vice- President is appointed or until the incumbent resumes his office.</p>
		<p>(5) In case the Vice-President wishes to resign from his post, he shall submit a duly signed resignation letter to president/ Secretary of the Sponsoring Body, who shall take the decision on it.</p> <p>He shall continue in his office until the Sponsoring Body accepts his resignation in writing.</p>
<b>Power &amp; Functions of The Vice-President [Section 25&amp;36 (3 c,d)]</b>	3.03	<p>(1) The Vice- President shall assist the President in discharge of his/her Academic, Finance, Administrative and General activities.</p> <p>(2) The Vice-President shall exercise such powers and perform such duties as provided in the ordinance, made in this regard or as assigned to him by the Board of Governors or the President from time to time.</p>

<b>Procedure for the appointment of Dean Students Welfare</b> <b>[Section 25&amp;36 (3 c, d)]</b>	3.04	<p>(1) The Vice- Chancellor, with prior approval of the president, shall appoint the Dean of Students Welfare from amongst the teachers of the University, who is not below the rank of the Associate professor.</p> <p>(2) The teacher who is appointed as Dean of Students Welfare shall perform the duties of Dean of Students Welfare in addition to his own duties as teacher.</p> <p>(3) The term of office of the Dean of Students Welfare shall be three years unless determined earlier by the Board of Management; Provided that the Dean of Student Welfare holding office as such on the date immediately preceding the date of commencement of these Statues shall be deemed to have been appointed under this Statues.</p> <p>(4) The Dean of Students Welfare shall be assisted by a set of a teachers, who shall be appointed in the manner laid down in the Ordinance and who shall perform their duties in addition to their normal duties of teaching. The teachers so selected shall be called Assistant Deans of Students Welfare; Provide that at least one of the Assistant Deans of students Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl Students.</p> <p>(5) When the office of the Dean of Students Welfare and Innovation is vacant or when the Dean of Students Welfare is by reason of illness or absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the president/ Vice- Chancellor may appoint for the Purpose.</p>
<b>Power and Duties of Dean students Welfare</b> <b>[Section 25 &amp; 36 (3 c, d)]</b>	3.05	<p>The powers and duties of the Dean, Students welfare shall be as provided by the ordinance.</p>
<b>The Dean Academic [Section 25 &amp; 36 (3 c, d)]</b>	3.06	<p>(1) There shall be a Dean, Academic at the University, who will be appointed by the Vice- chancellor, with prior approval of the President, from amongst the Deans/ professors and shall hold the office for a period of three years.</p> <p>(2) The Deans Academic shall have following duties:-</p> <ul style="list-style-type: none"> <li>(a) Advise the management/ Administration about the academic activities including the different course to be introduced in the University, the curriculum, eligibility/ admission criteria and relevant required information;</li> <li>(b) Formulate the teaching standards, policies and academic calendar of the university;</li> <li>(c) To be responsible for framing the academic ordinance for the different course of the university;</li> </ul>

			<p>(d) To assist the Board of Management about the Faculty development programmers and also assist in the processes of selection;</p> <p>(e) To assist the administration in getting the feedback of the faculties.</p> <p>(f) To be responsible for preparing Annual Progress Report of the university, getting the inspection of the U.G.C./ A.I.C.T.E./ N.A.A.C. or other statutory bodies conducted and submitting report to the above agencies.</p>
		(3)	He shall perform all such other duties as may be assigned to him by the Vice- Chancellor or the Board of Management.
<b>Procedure for the appointment of the Dean, (Research and Innovation) [Section 25&amp;36 (3 c, d)]</b>	3.07	(1)	<p>The Dean (Research and Innovation) shall be appointed by the Vice-Chancellor with prior approval of the President on the recommendation of the Selection Committee, constituted as per clause 6.04 of this Statute:</p> <p>Provided that the Vice-Chancellor may appoint the Dean (Research and Innovation) with prior approval of the President from amongst the Professors of the University.</p>
		(2)	The term of office of the Dean (Research and Innovation) shall be for a period of 03 years or until his retirement, whichever is earlier. He shall be eligible for reappointment.
		(3)	The Dean (Research and Innovation) shall be the Head of all Research Activities of the University and shall work directly under the supervision, direction and control of the Vice-Chancellor.
		(4)	The eligibility criteria, emoluments and other terms and condition of service of the Dean (Research and Innovation) shall be as laid down in the Ordinance.
		(5)	A teacher who is appointed as the Dean (Research and Innovation) shall act as the Dean (Research and Innovation) in addition to his assigned duties.
		(6)	When the office of the Dean (Research and Innovation) is vacant or when the Dean (Research and Innovation) is by reason of illness or absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the President/ Vice-Chancellor may appoint for the purpose;
<b>Powers and Functions of the Dean (Research and Innovation) [Section 25 &amp; 36 (3 c, d)]</b>	3.08		<p>Subject to Provisions of the Statutes, Ordinances and control of the Vice-Chancellor, the Dean (Research and Innovation) shall have the following powers and duties, namely:-</p> <p>(a) To be the Chairman of the Research and Project Committee of the University;</p> <p>(b) To coordinate research activities conducted in the University and its Faculties, Campuses and Departments;</p> <p>(c) To liaise with various Government and Non- Government, National and International agencies for research opportunities, grants and consultancies, to prepare and submit the necessary</p>

			proposals and carry out the required follow-ups;
			(d) To make efforts for getting the grants sanctioned for running the different projects (minor and major) and to ensure the submission of utilization certificates to the funding agencies;
			(e) To deal with the matters of consultancy in collaboration with outside departments/agencies;
			(f) To ensure that research tie-ups and collaborations with various Governmental & Non-Governmental, National & International agencies, Educational institutions and Research Organizations are established and maintained;
			(g) To monitor the progress of research activities and consultancy projects, to carry out overall coordination and to ensure that decisions are implemented;
			(h) To prepare periodic progress reports of research activities and submit the same to the appropriate Authorities of the University;
			(i) To ensure that all records pertaining to research activities conducted by the University are properly archived;
			(j) to ensure that research is conducted in the University as per the norms laid down by various regulatory authorities;
			(k) To coordinate with the Registrar, the Finance Officer and other Officers for smooth conduction of various research projects undertaken by the University;
			(l) To ensure that any new terms invention, discovery or other intellectual property of the University is projected by patents/trademarks/copyrights;
			(m) To ensure that the terms and conditions of various memoranda of understanding signed for research and development with various agencies are implemented and renewed as required;
			(n) To prepare the research budget of the University and submit the same to the Finance Officer and to ensure that the budget is utilized as intended; and
			(o) To exercise such other powers and performs such other duties as assigned by the President/ Vice-Chancellor and other Authorities from time to time.
<b>Appointment and duties of the Dean (International Affairs)</b> <b>[Section 25 &amp; 36 (3 c, d)]</b>	3.09	(1)	There shall be a Dean (International Affairs) in the University, who shall be appointed by the Vice- Chancellor, with prior approval of the President, from amongst the Professors and shall hold office for three years. He shall be eligible for reappointment.
		(2)	The Dean (International Affairs) shall have the following duties.
			(a) Assist the Board of Management and Academic Council and the

			<p>International Education Committee with strategic planning, budgeting, and institutional coordination of related programs and services;</p> <p>(b) Exercise direct supervision over professional, technical staff of the International programs;</p> <p>(c) Coordinate assigned activities with other Institution, Departments and outside agencies;</p> <p>(d) Oversee and participate in the efforts to attract and enroll international students into the University's credit and non – credit programs;</p> <p>(e) Develop and support programs and services that will attract and serve international students;</p> <p>(f) Provide educational and academic leadership related to the international programs for faculty and staff in pursuit of excellence in teaching and learning and encourage innovation for continuous improvement;</p> <p>(g) Create and nurture collaborative relationships with faculty, of various schools and act as partner in creating cohesive teams;</p> <p>(h) Coordinate the development, review and revision of publications, publicity, and other activities;</p> <p>(i) Set annual professional goals and engage in continual professional development activities;</p> <p>(j) Perform such other duties as may be assigned to him by the President/ Vice- Chancellor and Authorities of the University.</p>
<p><b>Procedure for the appointment of Director of the Internal Quality Assurance Cell (IQAC)</b></p> <p>[Section 25 &amp; 36 (c, d)]</p>	3.10	(1)	There shall be a director of Internal Quality Assurance Cell (IQAC) in the University, who shall be a key officer responsible for ensuring the effective functioning of the cell and for devising procedures and instruments for assuring quality culture and best practices.

			appoint for the purpose.
<b>Power and Functions of the Director, Internal Quality Assurance Cell (IQAC) [Section 25 &amp; 36 (3 c, d)]</b>	3.11		<p>Subject to Provisions of the Statutes, Ordinances and control of the Vice-Chancellor, the Director, IQAC shall have the following powers and duties, namely: -</p> <ul style="list-style-type: none"> <li>(1) He shall be responsible for overseeing and coordinating the efforts to maintain and improve the quality of academics &amp; administration.</li> <li>(2) He shall plan, guide and monitor Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.</li> <li>(3) He shall Interact with the Internal Quality Assurance Cells of the State in the pre and post accreditation for quality assessment, sustenance and enhancement endeavors.</li> <li>(4) He shall coordinate all functions of the IQAC as provided in the Statutes and give effect to its decisions.</li> <li>(5) He shall exercise such other powers and perform such other duties, as may be prescribed/assigned to him by the President/Vice Chancellor or the Board of Management.</li> </ul>
<b>Appointment and Duties of the Chief Proctor [Section 25 &amp; 36 (3 c, d)]</b>	3.12		<ul style="list-style-type: none"> <li>(1) The Chief Proctor shall be appointed from amongst the teachers of the University, not below the rank of Associate Professor by the Vice-Chancellor with prior approval of the President.</li> <li>(2) The Proctors, whose number shall be fixed by the Vice- Chancellor as per the requirements, shall assist the Chief Proctor, At least one of the Proctors shall be female.</li> <li>(3) The Vice-Chancellor in consultation with the Chief Proctor shall appoint Proctors.</li> <li>(4) The Chief Proctor/ Proctor shall hold the office for two year duration and shall be eligible for reappointment; Provided the Vice- Chancellor may remove the Chief Proctor or Proctor even before the Expiry of the said period.</li> <li>(5) Proctors shall submit any report to the Chief Proctor who shall report to the Vice-Chancellor.</li> <li>(6) The Chief Proctor/Proctors shall assist the Dean/Principal/Director in the exercise of his Disciplinary Authority in respect of students of the concerned School/College/Institute.</li> <li>(7) The Chief Proctor/Proctors shall exercise such other powers and perform such duties about maintenance of discipline amongst the students as may be prescribed in the Ordinances or as decided as by the Vice- Chancellor from time to time.</li> </ul>
<b>Procedure for the appointment of the Head of the</b>	3.13	(1)	Each of the Department in the university shall have a Head who shall be appointed by the Vice- Chancellor in consultation with the Dean/Director/Principal of the concerned School/Campus/ Institute

<b>Department</b> <b>[Section 25 &amp; 36 (c, d)]</b>		<p>from amongst the Professors of the Department on rotation basis:</p> <p>Provided that if there is no Professor in any Department the Vice-Chancellor may appoint an Associate Professor as Head of Department;</p> <p>(2) The term of office of the Head of a Department shall normally be for a period of 03 years or until his retirement, whichever is earlier. He shall be eligible for reappointment in case of non – availability of eligible faculty.</p> <p>(3) The Head of a Department shall work under the overall control, supervision, direction and guidance of the Dean/Director/ Principal of the concerned School/College/Institute</p> <p>(4) A teacher, who is appointed as the Head of a Department, shall act as the Head in addition to his assigned duties.</p>
<b>Power and Functions of the Head of the Department</b> <b>[Section 25&amp;36 (c, d)]</b>	3.14	<p>(1) Subject to provisions of the Statutes the Head of a Department shall have the following powers and duties, namely:-</p> <p>(a) To provide a suitable environment and maintain high standard of undergraduate and post graduate teaching, training and research activities in the Department as per guidelines of the University and respective regulatory bodies;</p> <p>(b) To lead and direct innovative research in the department by inducting, inspiring and guiding the academic staff;</p> <p>(c) To make facilities and resources of the department available to the academic staff and students for their overall development.</p> <p>(d) To nominate/recommend the academic staff and other employees for training/award/facilitations/commendations etc. as per their merit, to higher authorities as and when required;</p> <p>(e) To maintain discipline amongst academic staff, other employee and students in the department and to initiate appropriate disciplinary action, as and when required, after consultation with the Dean/Director of the Faculty/Institution;</p> <p>(f) To supervise the working of academic staff and other employees of the department and to assign responsibilities for smooth functioning of the department;</p> <p>(g) To prepare the annual budget of the department with full justification and submit it to the Dean/Director/Principal of the Faculty/Institute;</p> <p>(h) To prepare periodic and annual reports of the activities and assists of his department, maintain the necessary records pertaining to it and submit the same to the Dean/Director/Principal; of the faculty/Institute/ College;</p> <p>(i) To conduct monthly departmental meetings to discuss and resolve</p>

			various issues of the department and submit the minutes to the Dean/Director/Principal;
			(j) To ensure that necessary information/circulars are brought to the notice of academic staff and other employees of the department;
			(k) To look into the grievances of academic staff, other employees and students in all matters concerning the department and to redress them appropriately;
			(l) To execute and implement orders, policies and other directives issued by the Authorities from time to time;
			(m) To co-ordinate/collaborate inter- departmental activities in administration, academic and research towards the common institutional goal of excellence;
			(n) To provide innovative foresight for futuregrowth of the department as per goals set by the Campus and the University; and
			(o) To exercise such other powers and perform such other duties as assigned to him from time to time.
<b>Appointments of The Chief Librarian</b>  [Section 25 & 36 (c, d)]	3.15	(1)	The Chief Librarian shall be appointed by the Board of Management on the recommendation of the Selection Committee, constitutes as per Statute 6.04 of this Statute.
		(2)	He shall be a full-time salaried officer of the University and shall work directly under the supervision, direction and control of the Vice-Chancellor,
		(3)	The eligibility criteria, emoluments and other terms and conditions of the service of the Chief Librarian shall be as laid down in the Ordinance.
		(4)	The Vice- Chancellor may authorize a Professor/Associate Professor of the University to exercise any or all of the duties of the Librarian in his absence.
<b>Powers and Duties of The Chief Librarian</b>  [Section 25&36 (c, d)]	3.16		Subject to provision of the Statutes and control of the Vice-Chancellor, the Librarian shall have the following powers and duties, namely to: -
			(a) To supervise and maintain all the libraries of the University;
			(b) To prepare the annual budget for the Library in consultation with Deans Campus Director and other Officers of the University and submit the same to the Finance Officer;
			(c) To ensure that the budget earmarked for the Library is Utilized for the purposes specified and in a timely manner;
			(d) To maintain the records of research papers, theses, dissertations and publications by academic staff, scholars and students;

			<ul style="list-style-type: none"> <li>(e) To ensure that subscriptions of journals are renewed on time;</li> <li>(f) To prepare a bi-monthly University Library Newsletter;</li> <li>(g) To remain updated with new technologies and concepts in the field of library science and to upgrade the library accordingly;</li> <li>(h) To coordinate with various Deans of Faculties, Director of the Campus &amp; Officers of the University regarding their requirement of books, periodicals and journals etc;</li> <li>(i) To maintain discipline in the library and to recommend appropriate disciplinary action against any academic staff, other employee or student of the University to the Vice- Chancellor; and</li> <li>(j) To exercise such other powers and perform such other duties as assigned to him by the Authorities from time to time.</li> </ul>
<b>Procedure for Appointment of the Chief Hostel Warden</b> <b>[Section 25 &amp; 36 (c, d)]</b>	3.17	(1)	<p>The Chief Hostel Warden shall be appointed by the President on the recommendation of the Selection Committee, constitutes as per Statute 6.04 of this Statute:</p> <p>Provided that the Vice- Chancellor, with prior approval of the President, may appoint Chief Hostel Warden from amongst the teaching faculty/officers of the University.</p>
		(2)	<p>To assist Chief Hostel Warden there shall be required number of Assistant Hostel Warden who shall be appointed by the Vice-Chancellor in consultation with Chief Hostel Warden:</p> <p>Provided that in the girls hostel only the woman teacher shall be appointed as Assistant Hostel Warden.</p>
<b>Powers and Functions of the Chief Hostel Warden</b> <b>[Section 25 &amp; 36 (c, d)]</b>	3.18		<p>The Chief Warden shall perform following functions:</p> <ul style="list-style-type: none"> <li>(a) To administer hostels and mess of the Campus/Institutions of the University.</li> <li>(b) To distributed the work among the Assistant Hostel Wardens for smooth functions of the hostels;</li> <li>(c) To take responsibilities of formulating and implementing policies and rules and regulations to be followed by inmates in the hostels according to the general policy of the University;</li> <li>(d) To allocate rooms to eligible students as per guideline.</li> <li>(e) To promote and administer sports and cultural activities of inmates in the Hostel;</li> <li>(f) To visit hostels regularly and interact with students for maintaining discipline in the hostel;</li> <li>(g) To nominate student members in the Mess and hostel Purchase Committees;</li> </ul>

			<p>(h) To ensure supply of quality food in the hostel mess;</p> <p>(i) To ensure adequate security, sanitation and other essentials facilities for the students in the hostel;</p> <p>(j) To perform such other duties as may be assigned to him/her by the president or the Vice- Chancellor from time to time.</p>
<b>Any Other Officer [Section 25&amp;36 (3 c, d)]</b>	3.19		The President in consultation with Board of Management may appoint any other officer from time to time for smooth functioning of the University in the manner as provided in the Ordinance made in this regard.

**CHAPTER – IV**  
**AUTHORITY OF THE UNIVERSITY**  
**(In-confirm to the Sections 26,27, 28, 29, 30, 31, 32 & 33 of the Act)**

<b>The Board of Governors and its Power &amp; Functions [Section 27 &amp;36 (3 a, b)]</b>	4.01	(1)	The meeting of the Board of Governors shall be Chaired by the President, In his absence, a member designated by the President , for that particular meeting shall chair the meeting.
		(2)	All members of the Board of Governors, other than the Ex- officio member, shall be the members for a period of 03 years from the date of their appointment and shall be eligible for reappointment.
		(3)	The quorum for the meeting of the Board of Governors shall be 3/5 of the total appointed membership of the Board.
		(4)	Subject to provisions of Act, Statutes and Ordinances the Board of Governors shall have the following other powers& functions, namely
		(a)	Making, amending and rescinding administrative and financial regulations;
		(b)	Requesting to the sponsoring body on matters related to acquisition, transfer and disposal of any immovable and movable properties of the University;
		(c)	Raising, collecting, subscribing and borrowing, whether on the security or the property of the University, money for the purpose of the University;
		(d)	Establishment of colleges/school's/ institutes, academic centers, regional study centers and research centers under the University and to close the same;
		(e)	Commencement, suspension or abolishing of any program in any Institute or Department of the University;
		(f)	Payment of all expenses, incidental to raising or borrowing of money and so repay and redeem any money borrowed from the funds of the University;

			(g) Create and abolish endowment chairs;
			(h) Establishment and support of associations ,institutions funds and trust and conveyance, calculated for the benefit of the staff and students of the University;
			(i) Investing any funds belonging to the University in such investment, vehicles as permitted by law;
			(j) To make donations or grants or providing assistance to institutions, social institutions and charitable institutions.
<b>The Board of Management</b> <b>[Section 27 &amp;36 (3 a, b)]</b>	4.02	(1)	The meeting of the Board of Management, constitutes as per Section 28 of the Act, shall be convened and chaired by the Vice-Chancellor. In this absence, the Pro-Vice-Chancellor, if any, or a person nominated by the President, shall chair the meeting of the Board.
		(2)	The quorum for the meeting of the Board of Management shall be 1/2 (one half) of the total appointed membership of the Board:
		(3)	The meeting of the Board of management shall take place at least 03 times in a calendar year and the interval between the previous meeting and the next meeting shall not exceed four months:  Provided that the Vice- Chancellor, whenever deems fit, may convene additional meeting of the Board of Management.
		(4)	Process and conduct of the meeting shall be as defined in the ordinance.
		(5)	All members of the Board of Management , other than Ex- officio member, shall be the members for a period of 03 years from the date of their appointment and shall be eligible for reappointment.
<b>Power and Functions of the Board of Management</b> <b>[Section 27 &amp;36 (3 a, b)]</b>	4.03	(1)	The Board of Management shall be the Principal Executive Body of the University and shall have the authority to take all necessary decisions for smooth and efficient functioning of the University.
		(2)	Subject to control of the Board of Governors and provisions of the Act & Statutes, the Board of Management shall have the following powers and functions namely:-
		(a)	To manage administrative affairs of the University and for that purpose to appoint such persons or officers with such powers and duties as it may deem fit;
		(b)	To frame, amend and rescind Ordinances for smooth functioning of the University;
		(c)	To appoint academic staff, administrative staff and other employees as may be required for various Campuses, Departments of the University on the recommendations of Selection Committees and to fix their emoluments in consultation with the Finance Committee as per norms of the Regulating Bodies;
		(d)	To lay down the duties and conditions of service of officers,

		academic staff, administrative staff and other employees of the University;
	(e)	To lay down the eligibility criteria for appointment of officers, administrative staff and other employees as prescribed in the ordinances/ rules;
	(f)	To lay down the eligibility criteria for appointment of academic staff, as per norms of the UGC/ Regulating bodies, in consultation with the Academic Council;
	(g)	To avail services of various consultants, professionals, advisors and counsels on retainer ship basis or on such terms and conditions as mutually agreed upon;
	(h)	To appoint Visiting fellows, Visiting Professors and Professor of Practice on such terms and conditions as mutually agreed upon;
	(i)	To enforce discipline among the officers (with the exception of the Vice- Chancellor, the Registrar and the Finance Officer), academic staff, administrative staff, other employees of the University and to take appropriate disciplinary action, when necessary;
	(j)	To redress grievances of the employees and students of the University;
	(k)	To create any faculty or Department and to allocate areas of study, teaching and research on the advice of the Academic Council and Finance Committee;
	(l)	To conduct examinations for all the courses conducted by the University including the entrance examinations for admission to these courses and to declare their results;
	(m)	To confer, grant or award degrees, diplomas, certificates and other academic titles and distinctions and to withdraw the same on the recommendation of Academic Council;
	(n)	To recognize, maintain, control and supervise hostels owned and managed by other agencies for students of the University and to rescind such recognition;
	(o)	To create, abolish or modify salary structures and pay scales of various officers, academic staff, administrative staff and other employees of the University and its Academic Units, Departments in consultation with the Finance Committee;
	(p)	To provide, establish, manage and maintain all movable and immovable properties of the University;
	(q)	To approve signing of MOU with various National, International, Governmental and Non-Governmental Agencies, Institutions, Organizations, Universities Societies and Business houses;
	(r)	To select an emblem, flag, insignia or motto for the University and

		<p>to create a common seal for the University and to provide for the custody and use of the same;</p>
		<p>(s) To institute or suspend or cancel fellowships, including travelling fellowships, scholarships, studentships, medals, prizes and other academic distinctions in consultation with the Academic Council;</p>
		<p>(t) To authorize any officer or its representative to represent University before any government/ non- government agencies and other statutory authorities and bodies;</p>
		<p>(u) To determine, amend &amp; collect fees and other charges, according the norms prescribed in section -53 of the Act, for various courses conducted by the University in consultation with the Finance Committee;</p>
		<p>(v) To issue appeals for raising funds to carry out the objectives of the university;</p>
		<p>(w) To receive grants, donations, contributions, gifts, prizes, scholarships, fees and other grant in aid;</p>
		<p>(x) To review the annual Statements of Accounts including the Balance sheet for every preceding financial year and place the same before the Board of Governors;</p>
		<p>(y) To review the annual budget of the university and place the same before the Board of Governors for approval;</p>
		<p>(z) To review the Annual Report of various activities of the University and place the same before the Board of Governors for approval</p>
		<p>(aa) To get the accounts of the University audited internally at such intervals, as it may deem fit;</p>
		<p>(bb) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Finance Committee;</p>
		<p>(cc) To fix travelling and other allowances for the officers and employees of the University for any journey undertaken for official purposes of the University;</p>
		<p>(dd) To make arrangements for instruction and examinations of students enrolled under open &amp; distance learning and online learning programmers; and</p>
		<p>(ee) To exercise such other powers and discharge such other functions as assigned by the Board of Governors or required for efficient functioning of the University.</p>

<b>The Academic Council</b> <b>[Section 29 &amp;36 (3 a, b)]</b>	4.04	(1)	<p>The Composition of the Academic Council shall be as follows:-</p> <ul style="list-style-type: none"> <li>(a) The Vice- Chancellor – Chairman;</li> <li>(b) The Pro Vice- Chancellor- Co- Chairman;</li> <li>(c) Dean of Faculties/Schools;</li> <li>(d) Director/Principals of Colleges/ Institutions;</li> <li>(e) The Controller of Examination;</li> <li>(f) The Dean Research &amp; Innovation;</li> <li>(g) Three Academicians who are not employee of the University, nominated by the President for a period of three years;</li> <li>(h) Two Heads of Departments from each Colleges/Institution/School on rotation basis, nominated by the Vice- Chancellor for a period of two years;</li> <li>(i) Two Professors from each Colleges/ Institution/ School who is not the Head of the Department on rotation basis, nominated by the Vice- Chancellor for a period of two years;</li> <li>(j) Two Associate Professors from each Colleges/ Institution/ School on rotation basis, nominated by the Vice- Chancellor for a Period of two years; and</li> <li>(k) One Assistant Professor from each College/ Institution/ School on rotation basis, nominated by the Vice- Chancellor for a Period of two years.</li> </ul>
		(2)	<p>A nominated member from a given Collage/Institution/ School/ Faculty shall not be eligible for the second term unit all other teachers of the concerned College/ Institution/ School/ Faculty have served their first term.</p>
		(3)	<p>The meeting of the Academic Council shall be convened and Chaired by the Vice-Chancellor. In his absence, the Pro Vice- Chancellor if any, shall chair the meeting of the Council.</p> <p>Provided that if there is no Pro-Vice Chancellor, the Dean/Director/Principal, nominated by the President shall chair the meeting of the Council.</p>
		(4)	<p>The meeting of the academic Council shall be convened at least once in six months:</p> <p>Provided that the meeting of Academic Council may also be convened as and when necessary.</p>
		(5)	<p>The quorum for the meeting of the Academic Council shall be 2/5 of the total appointed membership of the Council.</p>
			<p>Subject to control of the Board of Management and provisions of Act, Statutes, the academic Council shall have the following powers and functions namely:-</p> <ul style="list-style-type: none"> <li>(a) To exercise general supervision over the academic &amp;research activities of the University and to give direction regarding methods of instruction, evaluation, research or improvements in academic standards;</li> </ul>
<b>Power and Functions of Academic Council</b> <b>[Section 29 &amp; 36 (3 a, b)]</b>	4.05		

		<ul style="list-style-type: none"> <li>(b) To maintain standards of education, teaching, training, research and examinations in the University;</li> <li>(c) To maintain coordination amongst Campus and Departments with respect to teaching, training and research;</li> <li>(d) To promote research within the University and to obtain reports on such research from time to time;</li> <li>(e) To consider matters of academic interest either on its own initiative or on the directive of the Board of Management and to take proper action thereon;</li> <li>(f) To consider and approve recommendations of various Faculties and Boards of Studies;</li> <li>(g) To review the conduct of examinations of the University;</li> <li>(h) To recognize degrees and diplomas of other Universities and Institutions and to determine equivalence with the degrees and diplomas of the University, in accordance with regulations and guideline of Statuary bodies;</li> <li>(i) To recognize certificates issued by various Educational Boards and Bodies;</li> <li>(j) To prescribe eligibility criteria and procedures for admission into various courses conducted by the University;</li> <li>(k) To prescribe courses of study leading to degrees, diplomas, certificates and other academic distinctions of the University;</li> <li>(l) To make recommendations to the Board of Management on:- <ul style="list-style-type: none"> <li>(i) Measures for improvements of standers of teaching, training and research;</li> <li>(ii) Institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc;</li> <li>(iii) Creating, abolishing, merging or –structuring any Department or Faculty and to allocate areas of study, teaching and research;</li> <li>(iv) Creation of Academic and Research posts;</li> <li>(v) Commencement of D.Sc., Ph.D., M. Phil., Post Graduate, Graduate, Diploma and Certificate Programs in the Campus and Departments of the University;</li> <li>(vi) Institution of degrees, diplomas, certificates and other academic distinctions;</li> <li>(vii) Framing, amending and rescinding Ordinances on academic matters;</li> <li>(viii) To make proposals for establishment of centers/institutions of higher learning, research, specialized studies and academic service units.</li> </ul> </li> <li>(m) To undertake annual review of activities of the Campus, Departments and to take appropriate action for maintaining and improving the standards of instruction;</li> <li>(n) To prescribe qualifications and norms for appointment of paper-</li> </ul>
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			<p>setters, examiners, moderators and other concerned with conduct of examinations;</p> <p>(o) To conduct periodic review of existing courses of study and the desirability of modifying them in the light of new knowledge or changing social requirements;</p> <p>(p) To advise the University on all academic matters; and</p> <p>(q) To exercise such other powers and perform such other functions as assigned by the Board of Management or which are conducive for academic growth of the University,</p>
<b>The Board of Examinations</b> <b>[Section 30 &amp; 36 (3 a, b)]</b>	4.06	(1)	<p>The Board of Examinations shall consist of the following members:-</p> <p>(a) The Vice- Chancellor – Chairman;</p> <p>(b) All Deans of Faculties/Schools;</p> <p>(c) All Principals/Directors of Colleges/ Institutions/ Schools;</p> <p>(d) Registrar; and</p> <p>(e) The Controller of Examinations- Member Secretary.</p>
		(2)	The Board of Examinations shall be responsible to and report all actions to the Academic Council.
		(3)	The Board of Examinations shall meet at least once in a semester
		(4)	The quorum for the meeting of the Board of examinations shall be 1/2 (half) of the total appointed membership of the Board of Examinations.
<b>Powers and Functions of the Board of Examinations</b> <b>[Section 30 &amp; 36 (3 a, b)]</b>	4.07		<p>Subject to control of the Academic Council and provisions of Statutes the Board of Examinations shall have the following powers and functions, namely: -</p> <p>(a) To regulate and ensure smooth conduct of all examinations of the University including the entrance examinations for various courses offered by the University;</p> <p>(b) To frame policies with regard to organizing and conducting of all examinations and improving the system of examinations;</p> <p>(c) To finalize the schedule of dates for holding examinations and for declaring the results;</p> <p>(d) To deal with all complaints and malpractices pertaining to conduct of examinations, assessment, evaluation and declaration of results;</p> <p>(e) To decide the quantum of punishment in case of unfair means and malpractices as per the Ordinance;</p> <p>(f) To prepare the budget for conduct of various examinations and submit the same to the Finance Officer;</p> <p>(g) To make arrangements for strict vigilance during the conduct of examinations; and</p> <p>(h) To take all such other decisions with regard to conduct of examinations and issues related to examinations as it may deem fit.</p>
<b>Board of Studies</b>	4.08	(1)	There shall be a Board of Studies for every department/ program, The

<p><b>[Section 31 &amp; 36 (3 a, b)]</b></p>		<p>Board of Studies shall be responsible to and shall report actions to the Academic Council.</p> <p>(2) Each Board of Studies shall consist of the following members, namely:-</p> <ul style="list-style-type: none"> <li>(a) The Head of the Department/School- Chairman;</li> <li>(b) All Professors of the Department/School;</li> <li>(c) A Maximum of 02 Associate Professors of the Department/School nominated by the Vice- Chancellor;</li> <li>(d) Two external subject experts, nominated by the Vice- Chancellor. In case of industry aligned program 01 external shall be from concerned industry;</li> </ul> <p>The Chairperson shall convene the meetings of the Boards of Studies.</p> <p>(3) The meeting of the Board of studies shall be held at least once in a year.</p> <p>(4) The quorum for the meetings of the Board of Studies shall be 1/2 (one half) of the total appointed membership of the Board. The presence of one external expert member shall be mandatory.</p>
<p><b>Powers and Functions of Board of Studies</b></p> <p><b>[Section 31 &amp;36 (3 a, b)]</b></p>	<p>4.09</p>	<p>Subject to control of the Academic Council and provisions of Statutes, the Board of Studies shall have the following powers and functions, namely: -</p> <ul style="list-style-type: none"> <li>(1) To recommend the courses of study, curriculum and methods of assessment in the concerned department/ programme within its preview;</li> <li>(2) To recommend books, including text- books, supplementary reading, reference book and other study material for such courses of study;</li> <li>(3) To advise the Academic Council regarding improvements in the courses of study; and</li> <li>(4) To recommend organization of orientation and refresher courses in the department/program.</li> </ul>
<p><b>The Planning Board [Section 32 &amp; 36 (3 a, b)]</b></p>	<p>4.10</p>	<p>(1) The Planning Board shall consist of the following</p> <ul style="list-style-type: none"> <li>(a) The President- Chairperson;</li> <li>(b) The Vice- Chancellor- Vice - Chairperson;</li> <li>(c) Two persons nominated by the Sponsoring Body;]</li> <li>(d) Finance Officer;</li> <li>(e) Director, IQAC</li> <li>(f) Two External Experts nominated by the President;</li> <li>(g) Registrar- Member Secretary;</li> </ul> <p>(2) The Planning Board shall be the principal planning body of the University and shall be responsible for strategic planning of the University</p> <p>(3) The Board shall have at least one meeting in a year. The quorum for the</p>

			meeting shall be half of the total members.
		(4)	The recommendations of the Planning Board shall be placed before the Board of Governors for consideration and approval.
		(5)	The powers and functions of the Planning Board shall be as provided by the Ordinance made in this regard.
<b>The Finance Committee</b> <b>[Section 33&amp; 36 (3 a, b)]</b>	4.11	(1)	<p>The Finance Committee shall be constituting as follows: -</p> <ul style="list-style-type: none"> <li>(a) The President – Chairperson;</li> <li>(b) The Vice – Chancellor – Co-Chairperson</li> <li>(c) Registrar – Member</li> <li>(d) The Finance Officer – Member Secretary;</li> <li>(e) One person nominated by the Sponsoring Body – Member;</li> <li>(f) One person nominated by the President – Member;</li> <li>(g) One person nominated by the Board of Governors – Member; and</li> <li>(h) One member from the Finance and Account profession, nominated by the Board of Governors, who is not an employee of the University.</li> </ul>
		(2)	All the members of the Finance Committee other than the ex-officio members shall be members for a period of 03 (three) years from the date of their appointment and shall be eligible for reappointment.
		(3)	The meeting of the Finance Committee shall be convened and Chaired by the Vice-Chancellor.
		(4)	The Finance Committee shall meet at least twice a year.
		(5)	The quorum for the meeting of the Finance Committee shall be 3/5 (three fifth) of total appointed membership of the Finance Committee.
<b>Power and Functions of Finance Committee</b> <b>[Section 33 &amp;36 (3 a, b)]</b>	4.12		<p>Subject to Control of the Board of Management and provisions of Statutes, the Finance Committee shall have the following powers and functions, namely:-</p> <ul style="list-style-type: none"> <li>(a) To prepare the annual budget of the University and to fix limits of total annual recurring &amp; non- recurring expenditures based on the income and resources of the University;</li> <li>(b) To examine and review the annual accounts and audit reports of the University;</li> <li>(c) To ensure that no expenditure is incurred in excess of the limits so fixed;</li> <li>(d) To recommend to the President the approval of expenditures other than that provided in the budget;</li> <li>(e) To advise the Board of Management on financial implications of newly proposed Campus, Academic Units, Departments and posts, etc.;</li> <li>(f) To make, amend, rescind Financial Regulation for approval of the</li> </ul>

		<p>Board of Governors;</p> <p>(g) To assist the Fee Committee in deciding the fees to be charged by the University for various courses offered by it;</p> <p>(h) To assess the financial viability of various existing programs as well as proposed programs;</p> <p>(i) To monitor and assess financial management, financial compliance and financial viability of Campus, Academic Units etc. and to suggest to the Board of Management specific remedial measures as required; and</p> <p>(j) To exercise such other powers and perform such other functions as assigned by the Board of Management or as required for efficient financial management of the University.</p>
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## CHAPTER V

### OTHER AUTHORITIES OF THE UNIVERSITY

#### In-conform to the Section 34, Chapter V of the Act

<b>Other Authorities of the University [Section 34 &amp; 35 (3a, b)]</b>	5.01	In addition to the Authorities as defined in section 22 of the Act, there shall be some other Authorities of the University as follows, namely:
		<ul style="list-style-type: none"> <li>(a) The Research and Innovation Committee;</li> <li>(b) Internal Quality Assurance Cell (IQAC);</li> <li>(c) The Audit Committee;</li> <li>(d) The Admission Committee;</li> <li>(e) Other committees</li> </ul>
<b>The Research and Innovation Committee[Section 34 &amp; 36 (3a, b)]</b>	5.02	(1) The Research and Innovation Committee shall be responsible for overall development of Research Activities in the University
		<ul style="list-style-type: none"> <li>(2) The Research and Innovation Committee shall consist of the following members, namely:-           <ul style="list-style-type: none"> <li>(a) Vice Chancellor- Chairperson;</li> <li>(b) The Dean Research and Innovation — Member Secretary;</li> <li>(c) Deans / Principals / Director of All College / Institutions / Schools;</li> <li>(d) Head of IPR Cell, if any;</li> <li>(e) Head of Startup and Entrepreneur Cell, if any;</li> <li>(f) One Teacher with an established research background from each College / Institutions / Schools to be nominated by the Vice-Chancellor for a period of 02 years; and</li> <li>(g) Two external experts nominated by the Vice- Chancellor for a period of 02 years.</li> </ul> </li> </ul>
		(3) The nominated members shall be eligible for reappointment.
		(4) The meeting of the Research and Innovation Committee shall be convened at least twice in a year:

			Provided that the meeting may also be convened as and when required.
		(5)	The Quorum for the meeting of the Research and Innovation Committee shall be 2/5 (two fifth) of its total members.
<b>Power and Functions of the Research and Innovation Committee</b> <b>[Section 34 &amp; 36 (3a, b)]</b>	5.03		<p>Subject to control of the Academic Council and provisions of the Statutes, the Research and Innovation Committee shall have the following powers and functions, namely:-</p> <ul style="list-style-type: none"> <li>(a) To exercise general supervision over the research work conducted within the University;</li> <li>(b) To consider all matters related to research on its own initiative or when referred by various Colleges / Institutions / School of the University;</li> <li>(c) To promote Inter-Faculty and Inter-Departmental research in the University;</li> <li>(d) To frame and implement guidelines for conducting and monitoring research including, but not limited to the followings: <ul style="list-style-type: none"> <li>(i) Ethical conduct of laboratory, animal and clinical research;</li> <li>(ii) Procedure for submission and funding of research proposals;</li> <li>(iii) Reporting progress of research projects;</li> <li>(iv) Dissemination of research findings through publications and presentations;</li> <li>(v) Submission of research budget to the Finance Committee;</li> <li>(vi) Monitoring of research expenditures;</li> <li>(vii) Documentation of all research activities of the University.</li> </ul> </li> <li>(e) To undertake annual review of the research activities of Departments, Faculties, Academic Units and Campuses of the University; and</li> <li>(f) To facilitate collaborative and multi-disciplinary research in conjunction with National, International, Governmental &amp; Non-Governmental Institutions, Universities, Organizations and Agencies.</li> </ul>
<b>Internal Quality Assurance Cell (IQAC) [Section 34 &amp; 36 (3a, b)]</b>	5.04	(1)	<p>The University shall form an Internal Quality Assurance Cell (IQAC) to develop a system for conscious, consistent and catalytic improvement in the overall performance of University and its Colleges / Institutions/ Schools.</p>
		(2)	<p>The IQAC shall be composed of the following persons; namely</p> <ul style="list-style-type: none"> <li>(a) The Vice- Chancellor – Chairperson;</li> <li>(b) The pro –Vice- Chancellor;</li> <li>(c) The Registrar;</li> <li>(d) Dean of the Faculties/ Schools;</li> <li>(e) Dean Student’s Welfare;</li> <li>(f) Controller of Examination;</li> <li>(g) One Member from Industry/ employers nominated by the president;</li> </ul>

			<p>(h) Three to Five experts nominated by the President;</p> <p>(i) Two Alumni of the University nominated by the Vice-Chancellor;</p> <p>(j) Any other officer nominated by the President;</p> <p>(k) Director, IQAC- Member Secretary.</p>
		(3)	The IQAC shall develop a mechanism for its robust functioning by optimizing on the strength and contribution by the members.
		(4)	The meeting of the IQAC may be held quarterly and its Director shall periodically report the progress made to the President, for his information and guidance.
		(5)	<p>Each member of the IQAC, except the ex-officio members, shall have a term of two years;</p> <p>Provided that the membership of any member may be extended by another year.</p>
<b>Power and Functions of Internal Quality Assurance Cell (IQAC) [Section 34 &amp; 36 (3a, b)]</b>	5.05		<p>Subject to control of the President and provisions of the Statutes, the Internal Quality Assurance cell shall have the following powers and functions, namely:-</p> <ul style="list-style-type: none"> <li>(a) Development and application of quality benchmarks/parameters/initiatives for various academic and administrative activities of the University;</li> <li>(b) Parameters for various academic and administrative activities of the institution;</li> <li>(c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;</li> <li>(d) Arrangement for collection and analysis of feedback responses from students, parents and all other stakeholders on quality-related institutional processes;</li> <li>(e) Dissemination of information on various quality parameters to all stakeholders;</li> <li>(f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;</li> <li>(g) Documentation of the various programmes/ activities of the University, leading to quality improvement;</li> <li>(h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption, sharing and dissemination of best practices;</li> <li>(i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;</li> <li>(j) Periodical conduct of Academic and Administrative Audit and ensuring proper follow-up of its findings;</li> <li>(k) Preparation and submission of the Annual Quality Assurance Report (AQAR) of the University, in the prescribed format, as per guidelines and parameters of NAAC.</li> </ul>

<b>Audit Committee</b> <b>[Section 34 &amp; 36 (3a, b)]</b>	5.06	<p>(1) There shall be an Audit Committee of the University comprising of at least 03 (three) members, appointed by the Board of Governors.</p> <p>(2) The Chairperson of the Audit Committee shall be a member of the Board of Governors and shall be appointed by the President.</p> <p>(3) The Audit Committee shall have the authority for periodic auditing of implementation of policies and procedures followed by any or all Offices and Departments of the University, Campuses, Academic Units, Research Centers, etc.</p> <p>(4) The Audit Committee may take the services of external professionals, experts and agencies.</p> <p>(5) The Audit Committee is answerable to and shall submit all its reports and recommendations to the Board of Governors.</p>
<b>Admission Committee</b> <b>[Section 11 (1) &amp; 36 (3a, b)]</b>	5.07	<p>(1) There shall be admission committees for each College/ Institution / School constituted by the Vice- Chancellor in the manner as provided in the Ordinances.</p> <p>(2) The admission committee shall be responsible to ensure that the candidate seeking admission has the minimum qualification and valid certificates for admission in the particular programme.</p> <p>(3) The admission committee shall do all such duties as provided in the Ordinances made in this regard.</p>
<b>Other Committee</b> <b>[Section 27 (4)(k) &amp; 34]</b>	5.08	<p>(1) An Authority of the University may constitute as many standing or special or ad-hoc Committees as it may deem fit for the smooth functioning of the University.</p> <p>(2) A Committee constituted under above sub-statute (1) may deal with any subject delegated to it subject to subsequent confirmation by the Authority appointing it.</p> <p>(3) The power and function of all such committees shall be as provided in the Ordinances and Regulations.</p>
<b>Filling of Vacancies of Members</b> <b>[Section 36 (3 b) 64]</b>	5.09	<p>(1) The Registrar shall initiate the process of filling of vacancies 03 (three) months prior to the provided term of the membership is to expire.</p> <p>(2) All casual vacancies among the members (other than ex-officio members) of any authority or body of the University shall be filled as per Section 64 of this Act.</p>
<b>Decision of the Meeting of the Authorities</b> <b>[Section 36 (3 b)]</b>	5.10	<p>Each member of an Authority of the University including the Chairperson shall have one vote. Simple majority shall take decisions at the meeting of the Authorities. In case of a tie, the Chairperson shall have the casting vote.</p>

<b>Notification for the Meeting of Authorities/Bodies [Section 36 (3 b)]</b>	5.12	<p>(1) The Secretary of an Authority shall issue the notice for its meeting at least 15 days prior to the scheduled meeting.</p> <p>(2) The Agenda of the meeting along with relevant documents and minutes of the previous meeting shall be circulated so as to reach the members at least 07 (seven) days prior to the meeting.</p>
<b>Procedure for Meeting under incomplete Quorum [Section 36 (3 b)]</b>	5.13	<p>(1) If the requirement of quorum for a meeting of an Authority is not fulfilled, the meeting shall be adjourned and reconvened at the same venue after 01 (one) hour. The requirement of quorum shall not be necessary for such reconvened meeting.</p> <p>(2) The decisions taken in the reconvened meeting shall be valid for all purposes. An item or business that has not been included in the agenda circulated to the members cannot be taken up at such a reconvened meeting.</p>
<b>Special Invitee [Section 36 (3 b)]</b>	5.14	<p>Any Authority of the University shall have the power to invite an expert to attend its meeting when required. Such a Special Invitee shall attend the meeting of the Authority to give his expert opinion on the subject matter and shall leave the meeting thereafter. He shall not have the power to vote.</p>
<b>Proceedings of the Meetings of Authorities/Bodies [Section 22, 36 (3 b)]</b>	5.15	<p>(1) The Secretary of the Authority/Body shall record the proceedings/ minutes of the meetings:</p> <p style="padding-left: 40px;">Provided that if the Secretary is not present then the Chairman of the meeting may appoint any member of the Authority/Body to act as Secretary for that particular meeting.</p> <p>(2) The proceeding shall be signed by the Chairperson and the Secretary and shall be sent to the Registrar who shall forward it to the President and other Authorities for information and action.</p>
<b>Business by Circulation [Section 36 (3 b)]</b>	5.16	<p>(1) If the situation so requires, a business of the Authority of the University may, with prior approval of the Chairperson of the Authority, be transacted by circulating all relevant papers and an appropriate resolution thereon, among its members within the time as specified by the Authority.</p> <p>(2) Any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Authority.</p> <p>(3) The resolution so passed shall be placed before the Authority in its next meeting for ratification.</p>
<b>Provision for Members &amp; Acting Chairperson of a Authority [Section 35 &amp; 36 (3 b)]</b>	5.17	<p>(1) Any member, other than an ex-officio member of any Authority of the University, may resign by writing a letter addressed to the Chairperson of that Authority and the resignation shall take effect as soon as the Chairperson of that Authority accepts it.</p> <p>(2) If any dispute arises regarding disqualification of any person for being a member of any authority of the University, as per Section 35 of the Act, then the Vice- Chancellor shall refer the matter to the President, whose decision shall be final and no suit or proceeding shall lie in any civil court against such decision.</p>

		(3)	Subject to provisions of these Statutes if the Chairperson, of an authority of the University is not able to Chair the meeting of the authority, a person designated by him shall Chair that meeting.
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## CHAPTER VI

### APPOINTMENT AND SERVICE CONDITIONS OF THE TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

**In-conform to the Section 36, 59 of Chapter X of the Act**

<b>Selection &amp; Appointment of the Teachers &amp; Academic Staff</b>  [Section 36 (3 e)]	6.01	(1)	There shall be Selection Committees, Chaired by the Vice Chancellor, for making recommendations to the Board of Management for the appointment on the post of the level of assistant Professor and above in the university.
		(2)	<p>The essential and desirable qualifications for all categories of teachers shall be as prescribed in the Regulations of the UGC or other Regulatory Bodies:</p> <p>Provided that if the UGC or other regulatory body does not define the desirable qualification for a category of teacher, the University may prescribe the essential and desirable qualification.</p>
		(3)	The Secretary of the Committee shall convene the meetings of the Selection Committee on the direction of the Chairperson as and when required.
		(4)	Every teacher and member of the academic staff of the University shall be appointed on a written contract on a format as provided by the University.
		(5)	A copy of every contract shall be deposited with the Registrar.
		(6)	The emoluments of members of the academic staff shall be such, as provided by the Ordinances.
		(7)	The appointment letters shall be issued by the President or an officer nominated by him based on the recommendations of selection committees and approval of Board of Management.
<b>Appointment, Terms and conditions of service of the Employees</b> [Section 36 (3 d, f), 59]	6.02	(1)	For various non-teaching posts of the University, the essential and desirable eligibility, qualification shall be as provided by the Ordinance made in this regard.
		(2)	The manner of appointment, terms and conditions of appointment, age of superannuation and emoluments of employees, other than the teachers and other academic staff, shall be as provided by the Ordinance made in this regard.
		(3)	All the employees of the University, including the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct, as provided by the Ordinance made in this regard.

<b>Constitution of Selection Committee [Section 36 (3 b), ]</b>	6.03	(1)	The Selection Committee for appointment to the Teachers and equivalent Academic staff shall be as under:
			<ul style="list-style-type: none"> <li>(a) The Vice- Chancellor — Chairman;</li> <li>(b) 01 (one) person nominated by the Board of Governors;</li> <li>(c) 02 (two) to Three subject experts not below the rank of Professor and who are not employee of the University, nominated by the President;</li> <li>(d) Dean / Principal / Director of the concerned School/College / Institution;</li> <li>(e) Head of the Department, provided he is a professor;</li> <li>(f) Registrar — Secretary.</li> </ul>
		(2)	For the post of Assistant Professor at least 04 (four) members including one subject expert and for the Associate Professor and Professor 04 (four) members including two subject experts shall constitute the quorum.
6.04			<p>The Selection Committee for Officers and Administrative Staff, other than the Registrar, Finance Officer and Controller of Examination, of the University shall consist of the following members, namely:-</p> <ul style="list-style-type: none"> <li>(a) The Vice- Chancellor — Chairman;</li> <li>(b) Two outside experts of the concerned discipline nominated by the President;</li> <li>(c) Two persons nominated by the Board of Governors;</li> <li>(d) Registrar — Secretary.</li> </ul> <p><b>Note: Fifty percent of the total members including one expert shall constitute the quorum.</b></p>
6.05			<p>The Selection Committee for other employees of the University shall consist of the following members, namely:-</p> <ul style="list-style-type: none"> <li>(a) The Chairman nominated by the President;</li> <li>(b) One expert nominated by the President;</li> <li>(c) Two persons nominated by the Vice-Chancellor;</li> <li>(d) The Registrar or his nominee not below the rank of Deputy Registrar — Secretary.</li> </ul> <p><b>Note: Fifty percent of the total members including one expert shall constitute the quorum.</b></p>
<b>Special made of appointment[Section 36 (3 e)]</b>	6.06	(1)	Notwithstanding anything contained in Statute, the Board of Management may invite a person of high academic distinction and professional attainments and who fulfill the required qualification to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit:

			<p>Provided that the Board of Management may also create supernumerary post for a specified period for appointment of such persons with the approval of President:</p> <p>Provided further that the number of supernumerary post so created should not exceed five per cent of the total posts in the University.</p>
		(2)	The Board of Management may appoint a teacher or any other academic staff, working in any other University or organization, for undertaking a joint project in accordance with the manner laid down in the Ordinances.
		(3)	The emoluments, terms and condition of such appointment shall be as provided in the Ordinances or as per the conditions of joint Project.
<b>Seniority of service of employees[Section 36 (3 g)]</b>	6.07	(1)	Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University, by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade and in accordance with such other principle as the Board of Management may from time to time prescribe.
		(2)	It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of sub- Statute (1) above.
		(3)	If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall at the request of any such person, submit the matter to the Board of Management whose decision thereon shall be final.
<b>Pension Provident Fund and other benefits of Employees[Section 36 (3 r) 62]</b>	6.08		Pension, Provident Fund, Insurance, Gratuity, Welfare scheme and provisions for retirement benefits for Employees of the University shall be as decided by the Board of Governors on recommendation of Board of Management.
<b>Resignation of the Employees of the University [Section 36 (3 f) ]</b>	6.09		<p>An employee of the University may resign from his post by submitting his signed letter of resignation in writing, address to the Vice- Chancellor, by giving a notice as per the terms &amp; conditions of his appointment:</p> <p>Provided that where the circumstances so warrant, the Vice Chancellor may waive-off the period of notice and accept the resignation forthwith.</p>

## CHAPTER - VII

### MAINTENANCE OF DISCIPLINE AMONGST THE EMPLOYEES OF THE UNIVERSITY & DISCIPLINARY ACTION AGAINST THEM

In-conform to the Sections 36 (3) (o) and 59 (2) of the Act

<b>The Manner of taking disciplinary</b>	7.01	(1)	All the employees of the University, including the teachers and other academic staff shall, follow the code of conduct as specified by the University from time to time in the Ordinances. The University may take
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		<p>action for any misconduct or breach of discipline after following the due procedure</p> <p>(2) The Disciplinary Authority for each category of employee shall be as provided in the Ordinance.</p> <p>(3) The disciplinary authority may take disciplinary action against an Employee of the University for any of the following reasons:</p> <ul style="list-style-type: none"> <li>(a) Breach of any of the conditions of appointment.</li> <li>(b) Failure or inefficiency in discharging the duties.</li> <li>(c) Violation of any clauses or provisions of code of conduct of the</li> </ul> <p>(4) In case of an allegation of any breach of the code of conduct or any other misconduct, the University may take action against the teacher, academic staff, officer, or other employee in following manner:-</p> <ul style="list-style-type: none"> <li>(a) On receipt of information regarding misconduct of an employee, he shall be served the show cause notice/charge sheet in writing personally or be delivered by post at the last contact address or through electronic medium of communication (phone no. or email) recorded in the records of the University:  The show cause notice shall stipulate that the Employee gives his explanation in writing by a specified date. The charge sheet shall clearly set forth the charges leveled against him indicating there in the nature of offence or misconduct with full particulars thereof;</li> <li>(b) The employee shall be given at least 15 days time to give the response of the Notice;</li> <li>(c) If the Employee refuses to accept the show cause notice/charge sheet served to him, it shall be recorded in the presence of two witnesses. In the event of refusal, the date, place and time of enquiry shall be displayed on the notice board of the University as well as at his work place. If he refuses to attend or fails to attend at the specified date, place and time, the enquiry/investigation shall be conducted in his absence.</li> </ul>
<p><b>Process of Suspension of employees of the University[Section 36 (3 f) &amp; 59 (2)]</b></p>	7.02	<p>(1) If the explanation given by the a teacher, a member of the academic staff or other employee of the University is not satisfactory, he shall be placed under suspension and the Vice- Chancellor shall constitute an enquiry committee comprising of maximum 03 (three) members to conduct an enquiry/investigation into the charges levelled against an Employee. The enquiry committee shall have members, who shall not be lower in rank than the accused.</p> <p>Provided that the Vice- Chancellor/ Board of Management may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff or other employee, revoke such order.</p> <p>(2) The disciplinary authority or the officer designated shall suspend an employee who has been accused in a Court of Law for any offence</p>

			<p style="text-align: center;">involving moral turpitude until the disposal of the case.</p>
		(3)	An order of suspension shall be given in written and shall take effect from the date of the order or from such date as may be specified therein.
		(4)	An order of suspension shall remain in force until it is modified or revoked by the disciplinary authority or the officer designated, who made the order, or by the Higher Authority.
		(5)	The suspended Employee shall mark his attendance every day at the place and time mentioned in the order of suspension. If he fails to mark his attendance on any day, he shall not be entitled to receive subsistence allowance for that day.
		(6)	During the enquiry, the concerned Employee shall be' given all reasonable opportunities to defend himself including permission to produce witnesses in his defense.
		(7)	<p>Subsistence allowance will be paid as follows:</p> <p class="list-item-l1">(a) During departmental enquiry/investigation against an Employee, the subsistence allowance for the first 90 (ninety) days from the date of suspension shall be equal to 50% of the gross emoluments drawn immediately prior to the date on which the employee was suspended;</p> <p class="list-item-l1">(b) If the departmental enquiry/investigation against and the employee continues to be under suspension for a period exceeding 90 (ninety) days, then the subsistence allowance for the period in excess of 90 (ninety) days shall be equal to 75% of the gross emoluments drawn immediately prior to the date on which he was suspended:</p> <p style="padding-left: 40px;">Provided that where such an enquiry/investigation is prolonged beyond a period of 90 (ninety) days for reasons directly attributable to suspended employee, the subsistence allowance for the period exceeding 90 (ninety) days shall be reduced to 25% of the gross emoluments drawn immediately prior to the date on which he was suspended.</p>
		(8)	On the conclusion of the departmental enquiry/investigation, if the suspended Employee is found to be not guilty of any of the charges framed against him, he will be deemed to have been on duty during the period «of his suspension and shall be entitled to the same wages/ as he would have received had he not been placed under suspension. He shall be paid his full wages for the suspension period after deducting the subsistence allowance already received by him during the period of his suspension.
<b>Punishment on the basis of enquiry[Section 36 (3 f) &amp; 59 (2)]</b>	7.03	(1)	At the conclusion of the enquiry/investigation, the committee shall compile the evidence and shall record its findings on each of the charges leveled against the Employee and shall submit its report to the Vice- Chancellor who shall place the enquiry report before the Board of Management. If the Vice- Chancellor is of the opinion that the enquiry/investigation has not been conducted appropriately, the Vice- Chancellor shall have the power to direct the committee to conduct the enquiry/ investigation afresh or re-constitute another committee.

		(2)	The Board of Management shall consider the report of the Enquiry Committee and shall decide either exonerate the concerned Employee-or to award upon him punishments, mentioned as follows,
		(3)	<p>Following departmental enquiry/investigation made as per clause above sub clause (1) of clause - 7.02, an employee, who is adjudged to be guilty of misconduct, based on the gravity of the misconduct, is liable to be punished as follows:-</p> <p>(a) Minor Punishment shall be:</p> <ul style="list-style-type: none"> <li>(i) Warning; or</li> <li>(ii) Fine (as decided by the Vice Chancellor); and</li> <li>(iii) Recovery of the amount of loss.</li> </ul> <p>(b) Major punishment shall consist of:-</p> <ul style="list-style-type: none"> <li>(i) Withholding of increments for any specific period with or without cumulative effect;</li> <li>(ii) Suspension without wages/salary;</li> <li>(iii) Demotion to lower post, lower grade or lower place in the scale of pay;</li> <li>(iv) Stoppage of increments; and</li> <li>(v) Removal /Termination from service.</li> </ul>
		(4)	The order of punishment shall be communicated to the concerned Employee in writing.
<b>Removal of employees of University[Section 36 (3 f) &amp; 59]</b>	7.04	(1)	Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Board of Management shall have the power to remove a teacher or a member of the academic staff or other employee, as the case may be, on the reasons as mentioned in the Statutes 7.01(3).
		(2)	On the conclusion of the departmental enquiry/investigation, if the suspended Employee is found guilty of the charges framed against him the University may pass an order of his termination/removal and he shall not be entitled for any additional remuneration/allowances.
		(3)	<p>The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:</p> <p>Provided that where the teacher, member of the academic staff or other employee is already under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.</p>
		(4)	Save as aforesaid, the Board of Management, or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.

		(5)	No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
		(6)	While awarding the punishment, the Board of Management shall take into consideration the gravity of the misconduct of the Employee.
		(7)	The decision of the Board of Management regarding awarded punishment shall be final and subject to the right to appeal by the aggrieved.

## CHAPTER VIII

### MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS OF THE UNIVERSITY AND DISCIPLINARY ACTION AGAINST THEM

In-conform to the Sections 36 (3) (o) of the Act

<b>Power to make Rules for Maintenance of Discipline [Section 36 (30) &amp; 59]</b>	8.01	(1)	All powers relating to the maintenance of discipline and disciplinary action in relation to the students of the University shall vest in the Vice-Chancellor.
		(2)	The Vice-Chancellor may delegate all or any of the powers referred to in clause (1), as he deems proper, to the Chief Proctor or to any other officer as he may deem fit.
		(3)	At the time of admission, every student shall be required to sign a declaration that he shall abide by the rules and regulations of the University and shall maintain discipline as per the norms of the University. During the term of his studies in the University or its Faculty/ College/ Institution/ Departments, he shall not indulge in any act of indiscipline, failing which appropriate disciplinary action shall be taken against him as per Statutes or Ordinances made in this regard.
		(4)	Without prejudice to the powers of the Vice-Chancellor and the Dean / Principal / Director and other persons as may be specified, detailed rules of discipline and proper conduct shall be made by the University. The Dean / Principal / Director of Faculty/ School/ College / Institution may also make such supplementary rules as they deem necessary for the purposes stated therein.
<b>Category of Gross Indiscipline[Section 36 (3 o)]</b>	8.02	Without prejudice to the generality of powers to in-force discipline under the Statutes, Ordinances and Rules & Regulation of the University, the following shall amount to an act of gross indiscipline: -	
		(a) Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee, vendors/service providers or student of the University or its Constituent Academic Units;	
		(b) Carrying, or use of, or threat to use, any weapons or chemicals;	
		(c) Any violation of provisions of the Protection of Civil Rights Act, 1955;	

			<ul style="list-style-type: none"> <li>(d) Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled Tribes;</li> <li>(e) Indulging in arousing caste or regional feelings or creating disharmony among students;</li> <li>(f) Any gender - related verbal or other derogatory act;</li> <li>(g) Creating ill-will or intolerance on religious or communal grounds;</li> <li>(h) Any act of bribery or corruption;</li> <li>(i) Any act of malpractice related to any examination conducted by the University or its Constituent Academic Units, Departments, Regional Centers, Study Centers, etc.;</li> <li>(j) Willful damage to any movable or immovable property of the University and its Constituent Academic Units, Departments, Regional Centers, Study Centers, etc.;</li> <li>(k) Causing disruption in any manner in the functioning of the University, its Constituent Academic Units, Departments, Regional Centers, Study Centers etc.;</li> <li>(l) Possession and/ or use of banned substances such as Narcotics Drugs and psychotropic substances;</li> <li>(m) Publishing/Posting/Sharing derogatory material/comments/remarks against any student, teacher, staff, officer or persons connected with the University through any medium or at any platform;</li> <li>(n) Circulating any misleading information regarding functioning of the University or against any student, teacher, staff, officer or persons connected with the University through any medium or at any platform;</li> <li>(o) Demonstrating disloyalty towards the Nation, Constitution of India, National Anthem &amp; Indian National Flag;</li> <li>(p) Any act of obscenity and or indecent behavior;</li> <li>(q) Ragging;</li> <li>(r) Other act as provided in the Ordinance; and</li> <li>(s) Any other act of commission or omission which constitutes indiscipline in the view of the Disciplinary Authority.</li> </ul>
<b>Manner of Taking Action against Indiscipline [Section 36 (3 o)]</b>	8.03	(1)	Any Act of indiscipline shall be immediately reported to the Dean/Principal/Director of the concerned School/ College / Institution or Head of the Department or Head of Regional/Study Centre or any officer authorized by the Vice-Chancellor or the Vice- Chancellor.
		(2)	The Dean/Principal/ Director of the School/ College / Institution or Head

		<p>of the Department or Head of Regional/Study Centre or the officer authorized by the Vice-Chancellor shall conduct preliminary enquiry/investigation regarding the act of indiscipline reported to him and after the preliminary enquiry/investigation, if he feels that a proper enquiry/investigation is required to be conducted, he himself or through his authorized person, shall forthwith place the accused student under suspension and shall issue show cause notice in writing, seeking explanation from the accused student within the specified time and order the proper enquiry/investigation;</p> <p>Provided that if the Dean/Principal/Director of the School/ College / Institution or Head of the Department or Head of Regional/Study Centre or the officer authorized by the Vice- Chancellor has sufficient evidence in his hands against the accused student for any act of indiscipline, without conducting preliminary enquiry he himself or through his authorized person shall forthwith place the accused student under suspension in writing issuing show cause notice seeking explanation from the accused student within the specified time.</p>
	(3)	Depending upon the gravity of act of indiscipline, the accused student may be directed to vacate the hostels or premises of the University occupied by him.
	(4)	The order of suspension/show cause notice shall be served on the accused student either personally or at his email id or address recorded in the record of the University. A copy of the order of suspension /show cause notice shall also be sent to the Vice-Chancellor and to the parents of concerned accused student by post or by email recorded in the record of the University.
	(5)	If the Dean/Principal/Director of the School/ College / Institution or Head of the Department or Head of Regional/Study Centre or the officer authorized by the Vice- Chancellor is not satisfied by the explanation submitted by the accused student the matter shall be referred to the Vice-Chancellor.
	(6)	If the accused student fails to respond to the show cause notice the matter shall be proceeded ex-parte.
<b>Action at the level of Vice- Chancellor</b> <b>[Section 36 (3 o)]</b>	8.04	<p>(1) The Vice- Chancellor shall constitute a 03 (three) member enquiry committee, headed by a person who is not below the rank of a Professor. In case of female accused student 02 (two) members of the committee shall be female.</p> <p>(2) The Committee shall conduct the enquiry/investigation and shall submit its report within 30 (thirty) days. The committee shall compile the evidence and shall record its findings on each of the charges levelled against the accused student and shall submit its report to the Vice-Chancellor. If the Vice -Chancellor is of the opinion that the enquiry/investigation has not been conducted appropriately, he shall have the power to direct the committee to conduct the enquiry/investigation afresh or re-constitute another committee.</p> <p>(3) After considering the report of the enquiry committee, the Vice-Chancellor taking into consideration gravity of proven act of indiscipline,</p>

		<p>may order or direct that any one or more of the following penal actions be taken against the guilty Student:-</p> <ul style="list-style-type: none"> <li>(a) Be suspended for a stated period;</li> <li>(b) Be fined monetarily with a specified amount;</li> <li>(c) Be rusticated for a stated period;</li> <li>(d) Be debarred from one or more examinations conducted by the University or its Constituent Academic Units or Departments;</li> <li>(e) That the result of the concerned student in the examination in which he has appeared be withheld for a stated period or cancelled; and</li> <li>(f) Be expelled from the University or its Constituent Academic Units, Department, Regional Centers and Study Centers.</li> </ul>
	(4)	The decision of the Vice- Chancellor regarding punishment shall be final subject to the right to appeal by the aggrieved student.

## CHAPTER IX

### PROCESS FOR RESOLVING DISPUTES AND GRIEVANCES

In-conform to the Sections 36 (3) (j,o), 60 of the Act

<b>Right to Appeal and its Disposal [Section 36 (3j,o) &amp; 60]</b>	9.01	(1)	As per section 60 of the Act, any Teacher aggrieved from the decision taken by the Board of Management as disciplinary (appointing) Authority, shall have the right to appeal to the Board of Governors/ President against any punitive order within 30 (thirty) days of passing of the punitive order.
		(2)	Any student of the University or its Constituent Academic Units and Departments shall have the right to appeal before the President against any punitive order within 30 (thirty) days of the communication of the punitive order.
		(3)	The President after going through the records available with him, may ask for more information from the University or the Employee/Student who has filed the appeal.
		(4)	The President shall dispose of the appeal within maximum 60 (sixty) days from the date of filing of appeal after consulting the Board of Governors. The decision of the President regarding the punitive order shall be final and binding.
		(5)	If, in any case, any officer, teacher or employee after referring any dispute to the Arbitral Tribunal, fails to appear before the Tribunal for presenting his case, the Tribunal may proceed to hear the dispute ex-parte.
		(6)	The decision of the Arbitral Tribunal shall be final and binding on both the parties as per the provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time).
<b>Resolving Disputes between University and</b>	9.02	(1)	All disputes arising between the University and regular/temporary/ adhoc employee shall be settled as per the provisions of sub-sections (3), (4) & (5) of section 59 of the Act.

<b>Employees[Section 36 (3 j,) &amp; 59]</b>		<p>(2) Any dispute involving financial obligations/claims arising out of any disciplinary action taken by the University against its officers, teachers or employee, may, on request of either party, be referred from passing of the final order to an Arbitral Tribunal appointed by the President.</p>
		<p>(3) Either party desiring to resolve the dispute through the Arbitral Tribunal shall do so by submitting a request in writing to the President. Upon receipt of the written request, the President shall constitute the Arbitral Tribunal within 30 (thirty) days and refer the matter to it.</p>
		<p>(4) The arbitration shall be conducted at the headquarters of the University. All proceedings of arbitration shall be conducted as per the provisions of the Arbitration &amp; Conciliation Act, 1996 (as amended from time to time).</p>
		<p>(5) If, in any case, any officer, teacher or employee after referring any dispute to the Arbitral Tribunal, fails to appear before the Tribunal for presenting his case, the Tribunal may proceed to hear the dispute ex-parte.</p>
		<p>(6) The decision of the Arbitral Tribunal shall be final and binding on both the parties as per the provisions of Arbitration &amp; Conciliation Act, 1996 (as amended from time to time).</p>
<b>Dealing with the Grievances of Employees and Students [Section 61]</b>	9.03	<p>(1) Any grievance of an academic staff, administrative staff &amp; other employees of the University shall be dealt by a Grievance Redressal Committee, constituted at level of the College / Institution / School.</p> <p>(2) If the aggrieved academic staff, administrative staff or other employee of the University is not satisfied with the outcome of Grievance Redressal Committee constituted at the College / Institution / School, he shall approach the University Grievance Redressal Committee constituted under the Section 61 of the Act.</p> <p>(3) The Composition of the Grievance Redressal Committees, their powers and functions and procedure for dealing with the Grievance shall be as provided in the Ordinance.</p> <p>(4) The grievances of students of the University shall be dealt in accordance with the Regulations made by University Grant Commissions in this regard, time to time.</p>

## CHAPTER X MISCELLANEOUS

In-conform to the Sections 10,16, 17,36 (3) (o), 37,38,40,42-45, 54 of the Act

<b>Regulations and Rules (Section 37 &amp; 38)</b>	10.1	<p>(1) The Authorities of the University may make Regulations consistent with the Act, the Statutes and the Ordinances, related to different administrative and academic activities, which may be deemed fit and not covered under the Act, Statutes and Ordinances.</p>
		<p>(2) The University may make Rules from time to time for regulating those activities, which are not covered under Statutes, Ordinances or Regulations.</p>

<b>Honorary Degree</b> <b>[Section 10 (d),</b> <b>16(3) &amp;</b> <b>36, (3, k)]</b>	10.02	(1)	<p>The Board of Management may, on the recommendation of the Academic Council, make proposals to the Board of Governors for the conferment of Honorary Degrees or any other academic distinctions upon persons who are distinguished and have made noteworthy contributions;</p> <p>Provided that such proposal for conferment of Honorary Degrees or any other Academic Distinctions after approval of the Board of Governors shall be sent to the Visitor of the University for his consent;</p> <p>Provided further that the serving members of any Authority of the University shall not be entitled for an Honorary Degree or Academic Distinction.</p>
		(2)	<p>The Board of Management by a resolution passed by a majority of not less than two-thirds of the members present and with the prior sanction of the Visitor, may withdraw, any honorary degree conferred by the University.</p>
<b>Convocation</b> <b>[Section 16 (2), 11(2)</b> <b>&amp; 40]</b>	10.03	(1)	<p>The University shall organize the convocation every year for conferring Degrees, Diploma, Certificate and other Academic distinctions on such date and time as may be fixed by the President for it and shall be held in such manner as may be prescribed by the Ordinances.</p>
		(2)	<p>The University may organize any special Convocation with the prior approval of the President.</p>
		(3)	<p>The procedure and protocols to be observed at the convocation, referred to in this Statutes and other matters connected therewith, shall be such as may be laid down in the Ordinances.</p>
		(4)	<p>If, under special circumstances, the University is unable to hold the convocation, the degrees, diplomas, and other academic distinctions may be handed over personally or dispatched to the concerned candidate by registered post.</p>
<b>Fellowships,</b> <b>Scholarships,</b> <b>Studentships,</b> <b>Medals,</b> <b>Scholarships, and</b> <b>Prizes [Section 36</b> <b>(3, l)]</b>	10.04		<p>Institution and condition for award of Fellowships, Scholarships, Studentships, Medals and Prizes shall be as provided by the Ordinances made in this regard.</p>
<b>Withdrawal</b> <b>of</b> <b>degree etc</b> <b>[Section 36 (3, l)]</b>	10.05		<p>The Board of Management may, by a resolution passed by a majority of not less than two-thirds of the members present, withdraw a degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause in the manner as provided by the Ordinances made in this regard:</p> <p>Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice, as to why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Board of Management.</p>

<b>Operation of different Funds of the University [Section 36 (3, m) 27 (4 i) &amp; 42-45]</b>	10.06	All types of funds of the University, mentioned in the Act, shall be used and maintained by the University according the Act and in a manner as decided by the Board of Governors.
<b>Creation and Abolition of the Posts [Section 10 (e, f) &amp; 36 (3, m)]</b>	10.07	<p>On the recommendation of the Board of Management, the President may create the post of teaching, administrative or other staff from time to time, as per norms of the Regulatory Bodies and as per the Ordinances made by the University in this connection.</p> <p>Provided that on the recommendation of the Board of Management the President may abolish any post.</p>
<b>Dissolution/Winding up of University [Section 36 (3,q) &amp; 54]</b>	10.08	<p>(1) As per the provisions of Sub-Section (1) of Section 54 of the Act, the State Government shall fix the date for dissolution of the University on receipt of the proposal for dissolution of the University.</p> <p>(2) If the State Government has decided to wind up the University as per the provisions of Sub-Section (3) of Section 54 of the Act, the State Government shall fix the date for winding up of the University.</p> <p>(3) From the date of dissolution/winding up so fixed by the State Govt., no further admission shall be made to any of the programs of the University.</p> <p>(4) The authorities and officers of the University shall continue to function till the last student has passed out from the University.</p> <p>(5) The fees collected from the students enrolled in the University, and amounts received from other sources shall continue to be deposited in the accounts of the University.</p> <p>(6) From the date of passing out of the last student of the University, the University shall be considered dissolved/wound up and subject to provisions of the Act, the assets, moveable and immovable properties assigned by the Sponsoring Body to the University shall revert back to the Sponsoring Body and shall stand transferred to and vest in the Sponsoring Body.</p>