

SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (UP)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2018/438

December 7, 2018

Notification

The revised draft of Statutes of Sharda University, which were placed and approved in the 16th Executive Council Meeting held on 8th September, 2018 vide item no. 16.10, is hereby notified for all concerned.



(Amal Kumar)
Registrar

Enclosure: The Statutes of Sharda University.

To,

- The Dean
(SET/SBS&R/SAP/SCADMS/ SOL/SHSS/SBS/SOEd./SOP/SMS&R/SDS/SNS&R and SAHS)
- **Web Content** (with a request to upload on University website)

Copy to;

1. Chancellor/ Pro-Chancellor
2. Vice-Chancellor/ Pro Vice-Chancellor
3. Principal Advisor
4. All Deans/ Directors/ Executive Director
5. Dean, Academic Affairs/ Students' Welfare/ Research and Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Medical Superintendent (Sharda Hospital)
8. General Manager (PPM)/ Chief Warden/ Sr. Security Officer (SSO)
9. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
10. Notification file

STATUTES

OF

THE UNIVERSITY

(Statutes as approved by the Executive Council in its 16th Meeting held on 08-09-2018)



SHARDA UNIVERSITY

Plot No. 32, 34, Knowledge Park-III,
Greater Noida-201310 (U.P.) INDIA

STATUTES OF SHARDA UNIVERSITY

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CHAPTER – 1 PRELIMINARY

Preliminary

1.01 Preliminary

- (i) The Statutes shall be called as the Statutes of the Sharda University, Uttar Pradesh
- (ii) The Statutes shall come into force with effect from the date of approval of the Executive Council of the University.

Definitions

1.02 Definitions

Unless the context otherwise provide:

- (i) The 'Act' shall mean the Sharda University Uttar Pradesh Act, 2009.
- (ii) The 'Trust' shall mean the Sharda Educational Trust, Agra.
- (iii) The 'Board of Trustees' shall mean the Board of Trustees of Sharda Educational Trust, Agra.
- (iv) The 'Clause' shall mean a clause of these Statutes in which that expression occurs.
- (v) The 'Faculty' shall mean Faculty or School of the University and the two expressions shall be interchangeable.
- (vi) 'Prescribed' means as may be laid down in Ordinances.
- (vii) The 'Section' shall mean a section of the Sharda University Act, 2009.
- (viii) The 'State Government' means the Government of Uttar Pradesh.
- (ix) The 'University' means the Sharda University, Greater Noida.

- (x) The Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act and;
- (xi) The powers conferred on the University under the Act shall be executed by the Officers and the Authorities of the University, as may be laid down in the Statutes and Ordinances.

CHAPTER – 2 OFFICERS OF THE UNIVERSITY

The Chancellor

The following shall be the officers of University

2.01 The Chancellor

- (i) The Trust shall appoint the Chancellor of the University for a tenure of three years which may be renewed for additional tenures. Chancellor shall hold his office at the pleasure of the Trust.
- (ii) The Chancellor shall, by virtue of his office, be the Head of the University and the Court and shall preside over convocations of the University and the meetings of the Court.
- (iii) The Chancellor shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the Chancellor, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against anyone as he deems fit and the Vice- Chancellor shall comply with such directives.
- (iv) The Chancellor shall have the right to inspect any of the Faculty, hostels, offices, examination centres or any other establishment/ part of the University by himself, or to direct any person or authority to do so on his behalf. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with

the academics (curricular, co curricular and extracurricular), administration and finances of the University. The decision of conducting an inspection or inquiry can be taken by the Chancellor *suo-moto* or on a representation.

- (v) The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the Chancellor and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall take action on the advice given by the Chancellor within a reasonable time.
- (vi) The Authority concerned shall communicate, through the Vice-Chancellor, to the Chancellor the action taken on the advice of the Chancellor.
- (vii) Where the Authority concerned does not take action to the satisfaction of the Chancellor within the time limit, if any, fixed by the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- (viii) Without prejudice to the foregoing provisions of the section, the Chancellor may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University;

provided that, before making any such order, he shall call upon the Officer/ Authority concerned of

the University to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the Chancellor the same shall be considered.

- (ix) If in the opinion of the Chancellor, the Vice-Chancellor wilfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may suspend the Vice-Chancellor during the pendency or in contemplation of any inquiry against him. In such a situation the Pro-Vice-Chancellor or any other Professor will be assigned officiating charge to work as Vice-Chancellor by the Chancellor. The Chancellor shall appoint a high power enquiry committee and based on its recommendations, if so decided, by order under his signatures, remove the Vice-Chancellor. The Chancellor shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- (x) The Chancellor shall also have such other powers as may be specified elsewhere in the Act or Statutes.

The Pro-Chancellor

2.02 **The Pro-Chancellor**

- (i) The Pro-Chancellor shall be appointed by the Chancellor in consultation with the Board of Trustees, Sharda Education Trust for a period of three years. The Pro -chancellor shall hold office at the pleasure of the Chancellor.
- (ii) The Pro-Chancellor shall assist the Chancellor in discharging his duties, as may be assigned by the Chancellor.
- (iii) The Pro-Chancellor shall in the absence of the Chancellor preside over the meetings of the Court and the convocations of the University.

- (iv) He shall exercise such other powers and perform such other functions as may be assigned or delegated to him by the Chancellor.

The Vice-Chancellor

2.03 **The Vice-Chancellor**

- (i) The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the Chancellor from amongst the panel of names submitted by a Search Committee constituted for the purpose;

provided that if the Chancellor does not approve any of the names recommended by the Search Committee, he may call for fresh recommendations, or may even constitute a new Committee.

- (ii) The Search Committee for the selection of the Vice-Chancellor shall comprise:
 - a. a person of eminence in the sphere of higher education, and not connected in any manner with the University, nominated by the Trust shall be the Chairman;
 - b. a nominee of the Chancellor; and
 - c. a Vice-Chancellor or former Vice-Chancellor of any other University, or a Director or former Director of an Institution of National importance, or any other distinguished academician, nominated by the Chancellor.
- (iii) The Committee shall, at least 30 days prior to a vacancy is likely to occur, or even before such date if so specified by the Chancellor, submit in alphabetical order, a panel of names to the Chancellor suitable to hold the office of the Vice-Chancellor.

(iv) No act or proceeding of the Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members or by reason of some person having taken part in the proceeding who is subsequently found not to have been entitled to do so.

(v) The Vice-Chancellor shall hold office for a term of three years from date on which he enters upon his office and shall be eligible for reappointment for a further term(s) not exceeding three years;

provided that no persons shall hold the office of Vice-Chancellor who is more than seventy years of age;

(vi) The person eligible for appointment to the office of Vice-Chancellor shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/ or academic administrative organisation. The emoluments and other conditions of service of the Vice-Chancellor shall be such as determined by the Chancellor.

(vii) If the office of Vice-Chancellor becomes vacant due to death or resignation, the Pro-Vice-Chancellor, or in case there is no Pro-Vice-Chancellor, one of the Deans or any senior Professor, as may be directed by the Chancellor, shall perform the duties of the Vice-Chancellor;

provided that such officiating Vice-Chancellor shall exercise full powers as may be vested in the Vice-Chancellor;

provided further that such officiating arrangement shall be for a period of six months, extendable for another period of six months. Such appointment or extension shall be ratified by the Executive Council who may also allow further extension, depending on the exigencies of circumstances.

- (viii) If the Vice-Chancellor is unable to perform his duties, due to ill-health or any other cause such as long leave, the Pro-Vice-Chancellor, or in case there is no Pro-Vice-Chancellor, one of the Deans or any senior Professor, as may be directed by the Chancellor, shall perform the duties of the Vice-Chancellor;

provided that such officiating Vice-Chancellor shall carry out only the routine functions and will not take any major financial or policy decision unless prior approval of the Chancellor is obtained. However, the Chancellor may, at his discretion, empower the officiating Vice-Chancellor to take such decisions as he may deem necessary.

- (ix) The Vice-Chancellor may resign his office after giving a three months notice and he shall cease to hold his office on the acceptance of his resignation by the Chancellor, and on expiry of the notice period, whichever is later.
- (x) The Chancellor may remove the Vice-Chancellor without assigning any reason, after giving him a notice of one month or salary in lieu thereof.
- (xi) **Powers and Duties of The Vice- Chancellor:**
 - a. The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions and recommendations of the various bodies and the Authorities of the University and shall be responsible for the maintenance of discipline in the University.
 - b. He shall be responsible for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates.

c. The Vice-Chancellor shall be the *ex-officio* Chairman of the Academic Council, Planning Board and the Finance Committee.

d. He shall have the power to convene or cause to be convened, meetings of the Academic Council, Planning Board and the Finance Committee;

provided that he may delegate this power to any Officer of the University.

e. In the absence of the Chancellor and the Pro-Chancellor, the Vice-Chancellor shall preside at the meetings of the Court and the convocation of the University.

f. In a matter of urgent nature requiring immediate attention, the Vice-Chancellor may take a decision on behalf of the Officer or the Authority of the University empowered to take the decision and shall forthwith inform of the action taken to the Officer or Authority concerned;

provided that if the Officer or the Authority is of opinion that such action ought not have been taken, the Vice-Chancellor may refer the matter to the Chancellor who may either confirm, annul or modify the action taken by the Vice-Chancellor. However, such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice-Chancellor;

provided further that the aggrieved employee of the University shall have the right to appeal against such action to the Chancellor within a period of 30 days from the date on communication of the decision to him. The Chancellor may confirm, modify or reverse the decision taken by the Vice-Chancellor.

g. Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any Authority is

beyond the power conferred on it by the provisions of the Act and the Statutes or that the decision taken is not in the interest of the University, may ask that Authority concerned to review its decision within a period of 30 days from the date of issue of the communication, and if the Authority refuses to review its decisions, either in whole or in part, as requested by the Vice-Chancellor, or no decision is taken by it within the 30 days, the matter shall be referred by the Vice-Chancellor to the Chancellor whose decision thereon shall be final;

provided that the decision of the Authority concerned shall remain suspended during the period of review of such decision, if so directed by the Vice-Chancellor.

- h. The Vice-Chancellor shall have the right to speak in and otherwise to take part in the meetings of any other Authority or Body of the University, but shall not, by virtue of this sub-clause, be entitled to vote.

(xii) **Disciplinary Powers of the Vice- Chancellor**

- a. The Vice-Chancellor shall have disciplinary control over all the members of staff and employees of the University, including the teachers, other academic staff and non-academic staff of the rank of Deputy Registrar and above, for whom the Registrar is not the disciplinary authority. The Vice-Chancellor shall also exercise power to issue show cause or suspend them, pending any inquiry or in contemplation of an inquiry, and may administer warning, or impose the penalty of censure or withholding of increment, as the case may be;

provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

- b. An appeal shall lie to the Chancellor against any order of suspension, or any of the above penalties imposed by the Vice-Chancellor.
- c. In a case where the inquiry discloses that punishment beyond the power of the Vice-Chancellor is called for, the Vice-Chancellor shall, upon the conclusion of the inquiry, submit a report to the Chancellor along with his recommendations;

provided that an appeal against an order of the Chancellor imposing any penalty shall lie to the Executive Council, as the case may be.

The Pro-Vice-Chancellor 2.04 **The Pro-Vice-Chancellor(s)**

- (i) The University shall have one or more Pro-Vice-Chancellors, depending on the number of Schools, Disciplines and the administrative complexities of the University.
- (ii) The Pro Vice- Chancellor(s) shall be appointed by the Vice-Chancellor with the approval of the Executive Council, for a period as may be specified, on such conditions of service as the Executive Council may direct;

provided that the person considered for appointment as the Pro-Vice-Chancellor(s) shall be eligible for appointment to the post of Professor, if he is not from amongst the Professors of the University;

provided that the Pro-Vice-Chancellor(s) shall continue to discharge his duties as a Professor in case he is appointed from amongst the Professors of the University;

provided further that the term of office of the Pro-Vice-Chancellor may be extended by the Executive Council on the recommendations of the Vice-Chancellor.

- (iii) The Pro-Vice-Chancellor(s) shall assist the Vice-Chancellor in discharging his day to day duties and responsibilities, as and when required by the Vice-Chancellor.
- (iv) The Pro-Vice-Chancellor may resign his office after giving a three months notice and he shall cease to hold his office on the acceptance of his resignation by the Chancellor, and on expiry of the notice period, whichever is later.
- (v) The Chancellor may remove the Pro-Vice-Chancellor without assigning any reason, after giving him a notice of one month or salary in lieu thereof.
- (vi) The Pro-Vice-Chancellor(s) shall exercise such other powers and perform such duties as may be assigned or delegated to them by the Vice-Chancellor.

Principal/ Director/
Head of Institution

2.05 Principal/ Director/ Head of Institution

- (i) The Principal shall be the head of the Institution/school concerned and shall be appointed by the Chancellor, on the recommendations of selection committee constituted for this purpose.
- (ii) The constitution of the selection committee shall be:
 - a. Vice-Chancellor - Chairman
 - b. one nominee of the Trust - Member
 - c. one member of the Executive Council nominated by the Chancellor – Member
 - d. Registrar - ex-officio Secretary
- (iii) If the post of the Principal falls vacant due to any unforeseen reason, the Vice-Chancellor shall appoint a suitable senior teacher, to officiate as Principal until a final selection is made.

- (iv) The qualifications and experience for the post of Principal shall be as prescribed by the University or by the UGC/ AICTE/ MCI/ DCI/ BCI or any other regulatory body, as the case may be. If no such eligibility qualifications are prescribed by the relevant Council, the eligibility criterion will be decided by the Executive Council on the recommendations of the Academic Council.
- (v) In exceptional circumstances, the Executive Council may relax the prescribed qualifications for the post of Principal.
- (vi) The Principal/Director/Head of the Department shall be the chief executive and academic officer of the Institute/college and shall exercise supervision and control over the affairs of the Institute and will take decisions on the recommendations of the various departmental heads of the Institute. He will be accountable to the Vice-Chancellor.

The Registrar

2.06 The Registrar

- (i) The Registrar shall be appointed by Chancellor, in his capacity as the Chairman Executive Council, on recommendations of a Selection Committee consisting of the following:
 - a. Vice-Chancellor - Chairman
 - b. Pro-Vice-Chancellor, if any, nominated by the Vice-Chancellor.
 - c. two members nominated by the Managing Trustee of the sponsoring Trust.
 - d. one person of academic or administrative or financial background, not in the service of the University, nominated by the Chancellor.

- (ii) The term of the office of Registrar shall be for a period of three years, renewable for additional term(s). The age of superannuation of Registrar shall be 62 years;

provided that in exceptional circumstances the Chancellor may extend the term of Registrar beyond 62 years of age, on year to year basis, up to the age of 65 years.

- (iii) The Chancellor may suspend the Registrar, institute an inquiry and take appropriate action against him/her in a case of misconduct, *suo-moto* or on the recommendations of the Vice-Chancellor.
- (iv) The Chancellor may remove the Registrar without assigning any reason after giving him a notice of one month or salary in lieu thereof.
- (v) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Chancellor may appoint on the recommendation of the Vice-Chancellor.
- (vi) The Registrar may resign his office after giving a three months notice to the Chancellor through the Vice-Chancellor. He shall cease to hold his office on the acceptance of resignation by the Chancellor, and on expiry of the notice period, whichever is later.
- (vii) The Registrar shall:
 - a. be the custodian of the records and the common seal and such other properties of the University, as the Executive Council shall assign to his charge;
 - b. be the ex-officio non-member Secretary of the Court, the Executive Council, the Academic Council and the Planning Board and shall issue all the notices for convening their meetings;

- c. provide to the Chancellor, Pro-Chancellor and the Vice-Chancellor, the copies of the agenda of the meetings to the Authorities as soon as they are issued and the minutes of such meetings;
 - d. conduct the official correspondences of the Court, the Executive Council and the Academic Council and the Planning Board;
 - e. make available such documents and information as the Chancellor, Pro-Chancellor, Vice-Chancellor may direct;
 - f. exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university;
 - g. represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - h. perform such other duties as may be prescribed by the Statutes and Ordinances or required from time to time by the Executive Council, Chancellor or the Vice-Chancellor.
- (viii) The Registrar would be assisted in his work by a number of other officers, including Joint Registrar, Deputy Registrar, Assistant Registrars and OSD level of officers, whose work and conduct shall be supervised by him;
- (ix) the Registrar will also be assisted, in discharge of his duties and responsibilities, by Directors (other than that mention in Para 2.05 above) and equivalent level officers, as may be assigned by the Vice-Chancellor, from time to time.
- a. The Registrar shall have disciplinary control over the non-academic staff and employees of the University, excluding the staff of the rank of Deputy Registrar and above. The Registrar shall also

exercise power to suspend them, pending any inquiry or in contemplation of an inquiry, and may administer warning, or impose the penalty of censure or holding with of increment, as the case may be;

provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

- b. An appeal shall lie to the Vice-Chancellor against any order of suspension, or any of the above penalties imposed by the Registrar.
 - c. In a case where the inquiry discloses that punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, submit a report to the Vice-Chancellor along with his recommendations for a decision;
 - d. provided that an appeal against an order of the Vice-Chancellor imposing any penalty shall lie to the Chancellor, or Executive Council, as the case may be.
- (x) To be the custodian of all properties of the University unless otherwise provided for by the Executive Council.
 - (xi) To issue all notices convening meetings of various Authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings.
 - (xii) To conduct the official correspondence of the Court, the Executive Council and the Academic Council.
 - (xiii) To exercise such other powers as may be necessary or expedient for carrying out the decisions of University Authorities or bodies of

which he acts as a non member or a member secretary.

Deans of the Faculties 2.07 **Dean of Faculty**

(i) A Professor of the University shall be appointed as a Dean by the Vice-Chancellor, based on the recommendations of a duly constituted Selection Committee, with the approval of the Chancellor in his capacity as the Chairman of the Executive Council.

(ii) The Dean shall hold his office for a period as may be specified;

provided that when the office of the Dean is vacant or when the Dean, by reason of illness or absence or any cause, is unable to perform his duties, the duties of the office of Dean, will be performed by Associate Dean, and if there is no Associate Dean by such other Dean of Faculty or Professor, as the Vice-Chancellor may nominate for the purpose.

no person shall continue to be Dean after he/she has ceased to hold the post by virtue of which he/she came to hold the office of Dean.

(iii) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies pertaining to his/her Faculty.

(iv) The Dean of a Faculty shall have the following powers and duties:

- a. shall be the head of the concerned Faculty;
- b. shall be responsible for the conduct and standard of the teaching and research in the Faculty;
- c. shall preside at the meetings of Faculty Board and shall ensure that the decisions of the Board are given effect to;

- d. shall be responsible for bringing the academic, financial and other requirements of the Faculty to the notice of the Vice-Chancellor; and
- e. shall take necessary measures for proper maintenance of libraries, laboratories and all other assets of the Departments comprising the Faculty.

Note: *In the Faculties having substantially higher number of students/ administrative load, the Vice-Chancellor, in consultation with the Dean of Faculty, may nominate one or more Professor/ Associate Professor as Associate/ Assistant Dean(s), in addition to their existing duties as faculty, to strengthen the academic administration.*

The Dean of Students' Welfare

2.08 The Dean of Students' Welfare

- (i) Dean of Students Welfare shall be appointed by the Vice-Chancellor, from amongst the teachers of the University not below the rank of Associate Professor and possessing teaching experience of not less than 10 years, with the approval of the Chancellor in his capacity as the Chairman of the Executive Council.
- (ii) The Vice-Chancellor may appoint one or more Associate Deans of Students Welfare to look after the welfare of the girl students, out of whom at least one would be a women teacher in case the Dean is a male teacher. The Associate Dean shall, for the purpose, report to the Dean of Students Welfare.
- (iii) The term of office of the Dean/Associate Dean of Students Welfare shall be for a period, as may be specified.
- (iv) The Dean/ Associate Dean Students Welfare shall be responsible for:
 - a. organising cultural and sports activities at the University level;

- b. arranging medical advice and assistance to students in case of emergency;
 - c. securing pecuniary assistance in deserving cases of extreme hardship;
 - d. students' counselling as and when required; and
 - e. any other activities related to students welfare.
- (v) The Dean and the Associate Dean Students Welfare may communicate with the parents/guardian of the students in any matter, as and when necessary.

The Controller of Examinations

2.09 **The Controller of Examinations**

- (i) The Controller of Examinations shall be a whole time salaried officer and should have a teaching experience of at least 10 years. He shall be appointed, for a period as may be specified, by the Vice-Chancellor on the recommendations of a duly constituted selection committee, with the approval of the Chancellor, in his capacity as the Chairman of the Executive Council;

provided that the age of superannuation of the Controller of Examination shall be 62 years;

provided that in exceptional circumstances the Chancellor may extend the term of the Controller of Examination beyond 62 years of age, on year to year basis, up to the age of 65 years;

provided further that, if considered necessary, the Chancellor may, on the recommendations of the Vice-Chancellor, appoint a teacher not below the rank of Associate Professor to discharge the duties of Controller of Examination for the duration as he may decide.

- (ii) The Controller of Examinations shall be the responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction and guidance of the Vice-Chancellor.
- (iii) The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Executive Council, and the Academic Council as and when a matter related to examinations is under consideration.
- (iv) The Controller of Examinations with prior approval of the Vice-chancellor shall:
 - a. prepare and announce the calendar of examinations;
 - b. get the examiners and moderators appointed from the list finalized by the Examination Committee;
 - c. be responsible for getting the paper set, printing of question papers and blank answer books and their safe custody, planning and conduct of examination, assessment of answer books, consolidation-preparation and timely declaration of results, verification, revaluation, issue of various certificates / degrees/ diplomas , maintenance of examination records etc;
 - d. arrange to make available one set of question papers in the University library after the examinations are over;
 - e. get the Committee constituted to find facts and settle the existence of Unfair Means, if any, and to take action as recommended;
 - f. postpone or cancel the examinations, in the event of a malpractice, in part or in full, or if the circumstances so warrant, take disciplinary action or initiate a civil or criminal proceedings, against a

person or persons alleged to have committed the malpractice;

- g. make suitable recommendations required for ensuring fairness, secrecy and confidentiality of examination;
 - h. make a performance analysis of the students, within a period of one month, and report the outcome thereof to the Vice-Chancellor, in addition to the concerned Deans and Heads of Department; and
 - i. submit an overall report to the Academic Council on the examination conducted in each Academic Year.
- (v) The Controller of Examinations shall also exercise such other powers and perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.
 - (vi) In absence of the Controller of Examinations, the Deputy Controller of Examinations, if any, shall be performed his duties or by any officer or teacher of the University, as nominated by the Vice-Chancellor.
 - (vii) The Controller of Examinations may resign his office after giving a three months notice and he shall cease to hold his office on the acceptance of his resignation by the Chancellor, and on expiry of the notice period, whichever is later.
 - (viii) The Chancellor may remove the Controller of Examinations without assigning any reason, after giving him a notice of one month or salary in lieu thereof.

The Chief Proctor

2.10 **The Chief Proctor**

- (i) The Chief Proctor shall be appointed by the Vice-Chancellor, from amongst the teachers of the University not below the rank of Associate Professor, with the approval of the Chancellor in his capacity as the Chairman of the Executive Council.
- (ii) He shall exercise such powers and perform such duties in respect of discipline of the students as may be assigned to him by the Vice-Chancellor and required for maintenance of discipline amongst the students of the University.
- (iii) Proctors and Assistant Proctors shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor.
- (iv) The Chief Proctor, shall hold his office for a period as may be specified. The power of his removal prior to the expiry of his terms, shall lie with the Chancellor.

The Finance Officer

2.11 **The Finance Officer/ Director Finance/ Controller of Finance**

- (i) The Finance Officer, who may also be known as Director Finance or Controller of Finance, shall be a whole time salaried Officer of a University, appointed by the Vice-Chancellor on the recommendations of a duly constituted Selection Committee, with the approval of the Chancellor in his capacity as the Chairman of the Executive Council.
- (ii) The qualifications for appointment of the Finance Officer shall be Post-Graduate, preferably in Commerce/ Economics/ MBA in Financial Management/Chartered Accountant, or a person having other equivalent attainment with five years of work experience in any University/ Institute/

Organization, and as a part of such work have been managing Accounts/Finance.

- (iii) The term of the office of Finance Officer shall be for a period of three years, renewable for additional term(s). The age of superannuation of Finance Officer shall be 62 years;

provided that in exceptional circumstances the Chancellor may extend the term of Finance Officer beyond 62 years of age, on year to year basis, up to the age of 65 years.

- (iv) The emoluments and other terms and conditions of service of the Finance Officer shall be as prescribed by the Executive Council;

- (v) The Chancellor may suspend the Finance Officer, institute an inquiry and take appropriate action against him in a case of misconduct, *suo-moto* or on the recommendations of the Vice-Chancellor;

provided that the Chancellor may also remove the Finance Officer without assigning any reason there for by giving him one months' notice or salary in lieu thereof.

- (vi) When the office of the Finance Officer is vacant or when by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose

- (vii) The Finance Officer may also resign after giving three months' notice to the Chancellor or salary in lieu thereof and shall cease to hold office on the acceptance of such resignation and on expiry of the notice period, whichever is later.

- (viii) Subject to the supervision and directions of the Finance Committee, the Finance Officer shall:

- a. exercise general supervision over the funds of the University and shall advise it as regards its financial policy;
- b. hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;
- c. ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded than the approved expenditure and that all moneys are expended on the purposes for which they are granted or allotted;
- d. be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
- e. keep a constant watch on the maintenance of the cash and bank balances and on the state of investments;
- f. watch the progress of collection of revenue and advise on the methods of collection employed;
- g. be responsible for the annual statutory audit of the financial statements of the University conducted by an independent statutory auditor appointed by the Trust;
- h. ensure that the registers of buildings, land and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and other consumable materials;
- i. call for explanation for unauthorised expenditure or other financial irregularities and bring (after having been satisfied that the expenditure incurred is unauthorised), the same to the notice of the Vice-Chancellor;

- j. call for from any office or institution under the University, the information or returns that he may consider necessary to discharge his financial responsibilities; and
 - k. perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Ordinances, Rules and the Regulations.
- (ix) The receipt by the Finance Officer or of the person or persons duly authorised in this behalf by the Executive Council for any money payable to, or by, the University shall be sufficient discharge for the same.

The Dean, Academic Affairs

2.12 The Dean, Academic Affairs

- (i) The Dean, Academic Affairs shall be appointed by the Vice-Chancellor, with the approval of the Chancellor in his capacity as the Chairman of the Executive Council, for a period as may be specified, on the recommendations of a committee chaired by the Vice-Chancellor consisting of a Chancellor's nominee and at least three experts drawn from the University as well as from outside;

provided that the Dean, Academic Affairs shall be eligible for re-appointment for another period so specified.
- (ii) A senior Professor, having at least 10 years of teaching experience, requisite institutional commitment, necessary administrative acumen and sound academic credentials shall be eligible for appointment as Dean, Academic Affairs.
- (iii) The Dean, Academic Affairs, as an academic administrator, shall:
 - a. assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the various Faculties of the University;

- b. ensure that the decisions of the Academic Council are followed in letter and spirit and shall advise the Vice-Chancellor regarding updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute; and
- c. scrutinise the academic proposals emanating from the Faculties before these are forwarded for consideration of the Vice-Chancellor or the Research Advisory Board or the Academic Council.

The Dean, Research

2.13 The Dean, Research

- (i) The Dean Research shall be appointed by the Vice-Chancellor, with the approval of the Chancellor in his capacity as the Chairman of the Executive Council, for a period as may be specified, on the recommendations of a committee chaired by the Vice-Chancellor consisting of a Chancellor's nominee and at least three experts drawn from the University as well as from outside. The selected candidate should have been a Professor having at least 10 years of teaching and research experience;

provided that the Dean Research shall be eligible for re-appointment for another period so specified.

- (ii) A Senior Professor, having requisite institutional commitment, necessary administrative acumen and sound academic credentials shall be eligible for appointment as Dean, Research.
- (iii) The Dean, Research shall:
 - a. be the secretary of the Research Advisory Board and as such will give effect to its decisions;
 - b. be overall in-charge of the Ph.D. programme and as such he shall ensure that the topic of research

selected has relevance to the present day requirement;

- c. ensure quality of research work done by the students admitted to Ph.D. programme and shall also guide the younger faculty members in undertaking their own research;
- d. head the Research & Technology Development Centre (RTDC) of the University and shall endeavour to make it broad-based;
- e. help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry; and
- f. mobilise funds for research.

CHAPTER – 3 AUTHORITIES OF THE UNIVERSITY

The Court

3.01 The Court

- (i) The Court shall consists of following members;
 - a. Chancellor
 - b. Pro- Chancellor
 - c. Vice-Chancellor
 - d. Pro-Vice-Chancellor(s), if any
 - e. the members of Executive Council other than the Chancellor, Pro-Chancellor, Vice-Chancellor and Pro-Vice-Chancellor(s).
 - f. Registrar-- *ex-officio Secretary*
 - g. all Deans of Faculties
 - h. Dean, Academic Affairs, Dean, Research and Dean of Students Welfare

- i. one Professor, one Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor, with the approval of the Chancellor.
 - j. Finance Officer
 - k. two students to be nominated by the Vice-Chancellor.
 - l. not more than ten, but not less than seven out-side members representing learned professions to be nominated by the Chancellor.
 - m. the Chancellor may co-opt, if considered necessary, any other person as a member on the Court.
- (ii) The term of office of the nominated members under sub-clause (e) and (i) shall be a period of two years and one year for the members nominated under sub-clause (k)
 - (iii) While nominating the members of the Court diversity, including gender diversity, shall be ensured.
 - (iv) The following shall be the powers and functions of the Court:
 - a. to review the broad policies and programs of the University from time to time and suggest measures for the working, improvement and development of the University;
 - b. to consider and pass resolutions on the Annual Report and the Annual Accounts of the University and Audit Report of such accounts;
 - c. to nominate members to various councils of Government, semi government or private bodies, where such a member is required to be sent and represent the University for specific period as may be prescribed;

- d. to advise the Chancellor in respect of any matter which may be referred for advice; and
 - e. to perform such other functions as may be assigned to it by the Statutes or by the Chancellor provided such functions are consistent with the provisions of the Act.
- (v) The annual meeting of Court shall be held on a date fixed by the Chancellor. If necessary, special meeting of the Court may be convened by the Executive Council or the Chancellor.
 - (vi) Fifteen members of the Court shall form the quorum

The Executive Council

3.02 **The Executive Council**

- (i) The Executive Council shall be the principal executive body of the University.
- (ii) The Executive Council shall consist of the following members:
 - a. Chancellor, who shall be the chairman
 - b. Pro-Chancellor
 - c. Vice-Chancellor
 - d. Pro-Vice-Chancellor(s), if any
 - e. one Dean representing each of the following four groups of the Faculties, to be nominated for a period of two years by the Chancellor;

Group 1: (i) Faculty of Medical Sciences & Research (ii) Faculty of Dental Sciences (iii) Faculty of Nursing Sciences and (iv) Faculty of Allied Health Science (v) Faculty of Pharmacy;

Group 2: (i) Faculty of Engineering and Technology (ii) Faculty of Basic Sciences and Research. (iii) Faculty of Architecture and Planning;

Group 3: (i) Faculty of Business Studies (ii) Faculty of Law (iii) Faculty of Creative Art, Design and Media Studies (iv) Faculty of Humanities & Social Sciences (v) Faculty of Education;

Group 4: (i) Dean, Academic Affairs, (ii) Dean, Research *and* (iii) Dean of Students' Welfare.

- f. two members of Faculty nominated by the Chancellor for a period of two years.
- g. seven distinguished persons in the field of education, administration, law, management, engineering, medicine, social service, industry or finance nominated for a period of two years by the Chancellor.
- h. the Controller of Examinations and the Finance Officer may be invited to a meeting of the Executive Council as and when considered necessary.
- i. while nominating the members of the Executive Council diversity, including gender diversity, shall be ensured.
- j. the Chairman may co-opt, if considered necessary, any other person as a member or a special invitee on the Council, but he/she will not have the right to vote.
- k. the Registrar shall be the non-member Secretary of the Executive Council.
- l. seven members of the Executive Council shall form the Quorum.

(iii) **Power and Function of the Executive Council**

- a. Subject to the provisions of the Act, the Statutes and Ordinances, the Executive Council shall have the power of management and administration of the revenue and property of the University and

conduct of all administrative affairs of the University not otherwise provided for.

- b. The Executive Council shall have the following specific powers:
- i. to create teaching and academic positions, define the duties and terms and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University;
 - ii. to create administrative, ministerial and other necessary posts;
 - iii. to regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and the Ordinances;
 - iv. to acquire, hold, manage, transfer and dispose off through sale/ lease/ rent of any moveable or immovable property on behalf of the University, with the prior approval of Board of Trustees.
 - v. to manage and regulate the finances, accounts, investments, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may deem fit;
 - vi. to approve the budget of the University;
 - vii. to invest, with prior approval of the Trust, any money belonging to the University in such stock, funds, shares or securities as it shall, from time to time, deem fit or in the purchase of immovable property in India or abroad;

- viii. to accept on behalf of the University any Trust, bequest, donation or transfer of any movable or immovable property;
- ix. to provide for the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University;
- x. to enter into, vary, carry out and cancel contracts on behalf of the University;
- xi. to entertain, adjudicate upon any grievance of any of the salaried faculty members, officers and employees of the University who may feel aggrieved for any reason;

provided that in disciplinary matters where the final power has been vested in the Vice-Chancellor, an appeal shall lie only with the Executive Council;
- xii. to fix the fees, emoluments and travelling and other allowances of the examiners;
- xiii. to institute Scholarships, Fellowships, Studentship, Medals and Prizes;
- xiv. to make, amend or repeal any Statute or Ordinance of the University;
- xv. to select common seal for the University and to provide for its use and custody;
- xvi. to create supernumerary posts of teachers including the post of Professor Emeritus on terms and conditions as it may decide; and
- xvii. to approve conferment of honoris causa, distinctions, degrees, diplomas and certificates of the University prior to its distribution in the convocation or otherwise.

- (iv) The Executive Council shall give due consideration to every resolution of the Court, and take such action thereon as it may deem fit and report to the Court, the action taken or, as the case may be, the reasons for not taking action thereon.
- (v) There shall be at least two meetings of the Executive Council in each academic year;

provided that in case of urgency, specific agenda item may be circulated to the members for their comments/inputs for enabling the Chairman of the Executive Council to take a decision.

The Academic Council

3.03 **The Academic Council**

- (i) The Academic Council shall be the principal academic body of the University and shall consist of the following:
 - a. Vice-Chancellor- Chairman
 - b. Pro-Vice-Chancellor(s)
 - c. Deans of all the Faculties
 - d. Dean, Academic Affairs
 - e. Dean, Research
 - f. Director, Internal Quality Assurance Cell
 - g. one Professor, one Associate Professor and one Assistant Professor nominated by the Vice-Chancellor from each of the following three groups of the Faculties;

Group 1: (i) Faculty of Medical Sciences & Research (ii) Faculty of Dental Sciences (iii) Faculty of Nursing Sciences and (iv) Faculty of Allied Health Science (v) Faculty of Pharmacy;

Group 2: (i) Faculty of Engineering and Technology (ii) Faculty of Basic Sciences and Research. (iii) Faculty of Architecture and Planning;

Group 3: (i) Faculty of Business Studies (ii) Faculty of Law (iii) Faculty of Creative Art, Design and Media Studies (iv) Faculty of Humanities & Social Sciences (v) Faculty of Education;

- h. five persons of eminence representing academic trade, industry, science and technology, professionals etc. nominated by the Chancellor.
 - i. the Vice-Chancellor may co-opt, if considered necessary, any other person as a member on the Council for a period of two years.
 - j. while nominating/co-opting the members of the Academic Council, diversity, including gender diversity, shall be ensured.
 - k. Registrar, *ex-officio* secretary of the Academic Council.
- (ii) The nominated members shall hold office for a period of two years.
- (iii) **Powers of Academic Council**

Subject to the provisions of the Act and the Statutes, the Academic Council, in addition to the powers vested in it, shall have the following powers;

- a. to exercise general control over the academic policies of the University, issue direction in methods of instruction, quality of question paper, co-ordination of teaching amongst various Faculties, maintenance and improvement of academic standards and evaluation of research undertaken at the University;
- b. to make proposals to Executive Council for establishment Departments, Specialised Centres, Board and Specialised Laboratories;

- c. to recommend to the Executive Council to institute the degrees, diploma, certificates and distinctions, to be awarded by the University;
- d. to consider and approve the proposals submitted by the Board of Studies through the Faculty Board concerned in respect of the course structures, credit details and syllabi and the research degree programmes offered for by the University;
- e. to recommend to the Executive Council, the criteria for appointment of examiners and inspectors, and fixation of their fees, emoluments, travelling and other expenses;
- f. to advise the Executive Council on all academic matters including- (i) matters related to examinations conducted by the University (ii) qualifications of the persons imparting instructions in particular subject leading to award of a degree and; (iii) matters referred to it for advice by the Executive Council to the Court of the University;
- g. to recognise the Diplomas and Degrees of other Universities and institutions and to determine their equivalence with the Diplomas and Degrees offered by the University and the equivalence of the Certificates awarded by other examining bodies;
- h. to perform in relation to the academic matters, all such duties and to do all such acts as may be necessary for carrying out of the provisions of the Act, these Statutes and the Ordinances;
- i. the meeting of the Academic Council shall be called by the Registrar on the advice of the Vice-Chancellor; and
- j. there shall be at least two meetings of Academic Council in an academic year, preferably one in each term.

The Finance Committee 3.04 **The Finance Committee**

- (i) The Finance Committee shall consist of:
 - a. Vice-Chancellor as Chairman
 - b. Pro-Vice-Chancellor(s), if any
 - c. Registrar
 - d. three persons not in service of the University, nominated by the Executive Council out of whom at least one shall be the member of Executive Council.
 - e. three persons, including at least one Professor of the University, nominated by the Chancellor.
 - f. Vice-Chancellor may co-opt, if considered necessary, any other person as a member on the Committee.
 - g. Finance Officer shall be the Member Secretary of the Committee.
- (ii) The term of membership of the persons, except the ex-officio members, shall be two years. The nominated members shall be eligible for re-nomination for further term(s).
- (iii) The Annual Accounts and Financial Estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for its consideration and recommendations before the same are submitted to the Executive Council for approval.
- (iv) The Finance Committee may also, after scrutiny of proposals for expenditure, recommend limits on total recurring and non-recurring expenditure for the year, based on income and resources of the University.
- (v) The Finance Committee shall meet at least twice every year. However, the unaudited Quarterly report shall be submitted by the Finance Office to

the Chairman Executive Council for his information.

- (vi) The meeting of the Finance Committee shall be convened by the Finance Officer in consultation with the Vice-Chancellor.
- (vii) The minutes of the meeting shall be reported to the Chairman, Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.
- (viii) The auditor for auditing the accounts of the University shall be appointed by the Board of Trustees.

The Planning Board

3.05 **The Planning Board**

- (i) There shall be a Planning Board for the whole University
- (ii) The Board shall consist of:
 - a. Vice-Chancellor – Chairman
 - b. Pro-Vice-Chancellor(s), if any
 - c. Deans of all Faculties
 - d. Finance Officer
 - e. Chief Engineer/ Project Engineer of the University
 - f. five persons nominated by the Chancellor
 - g. Vice-Chancellor may co-opt, if considered necessary, any other person as a member on the Council
 - h. Registrar - Member Secretary
- (iii) The functions of the Board shall, inter alia, be as under:
 - a. to ensure compliance of the norms laid down by the University Grant Commission and other statutory bodies in respect of infrastructure and supportive teaching aids;

- b. to assess the need and plan the utilization of the infrastructure as per the guidelines of the U.G.C. and other statutory bodies;
 - c. to devise ways and means to augment the financial resources of University;
 - d. to plan the development of University and its campus and ensure its implementation; and
 - e. any other work that might be in the interest of the University.
- (iv) The Planning Board shall have at least two meetings in a year.
 - (v) The minutes of the meeting of Planning Board shall be reported to Chairman, Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.

Research Advisory Board

3.06 Research Advisory Board

- (i) There shall be a Research Advisory Board comprising:
 - a. Vice-Chancellor - Chairman
 - b. Pro-Vice-Chancellor(s), if any
 - c. Dean, Research - Member Secretary
 - d. Deans of all Faculties
 - e. Dean, Academic Affairs
 - f. all the Professor Emeritus/ Distinguished Professors in the University.
 - g. out-side expert members, not exceeding five, appointed by the Chancellor; and
 - h. Vice-Chancellor may co-opt, any member from the Faculty or an outside person having proven research track record, on the Board

- (ii) The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken by the University, including prioritization of the research areas.
- (iii) The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
- (iv) The Board may select e-resources such as e-journals, e-books, on-line lectures reference material and reference websites for students and faculty.
- (v) The Board, under its direct supervision will help develop, sustain and manage:
 - a. Incubation/Innovation Centre, basic workshop for entrepreneurs;
 - b. develop business models and field test products and services; and
 - c. development of start up ventures.
- (vi) The Board shall advise the Deans of Faculties in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.
- (vii) The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
- (viii) The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies

- (ix) The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism;

the Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.

- (x) Nine members of the Research Advisory Board shall form the Quorum.

The Admission Committee

3.07 **The Admission Committee**

- (i) The Admission Committee shall consist of the following:
 - a. Vice-Chancellor - Chairman
 - b. Pro-Vice-Chancellor
 - c. Registrar
 - d. all the Deans of the Faculties
 - e. Dean Academic Affairs
 - f. Director International Affairs
 - g. Director, Admission Cell - Member-Secretary
- (ii) The Admission Committee may appoint such number of sub-committee(s) as it deems fit.
- (iii) Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification for admission to various programmes of studies, the number of seats in each of the programme and the date(s) of the commencement and conclusion of the admission process.
- (iv) The admission made each academic year, shall be placed before the Academic Council for

information soon after the conclusion of the admission process.

- (v) Seven members of the Admission Committee shall form the Quorum.

The Examination
Committee

3.08 **The Examination Committee**

- (i) There shall be an Examination Committee in the University, which will consist of the following members:
 - a. Vice Chancellor – Chairman
 - b. Pro-Vice-Chancellors, if any
 - c. Registrar
 - d. all Deans of Faculties
 - e. Controller of Examination- Member-Secretary
 - f. Deputy Controller of Examination
 - g. an Assistant Controller of Examination nominated by the Vice-Chancellor.
- (ii) The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation.
- (iii) The Committee shall take action, including that of debarment, wherever necessary, against the candidates found guilty of using unfair means at any examination, or against any paper setter, examiner, moderator or any other person connected with the conduct of an examination who indulge in any malpractices in relation to the conduct of an examination.
- (iv) The Examination Committee shall review from time to time the results of the University examinations and submit its reports to the Academic Council with recommendations for improvement in the academics and the examination system in the University. The Committee may also get the third party audit done and advise action as per the audit

findings. It could also satisfy itself with the quality of the question bank prepared and available in the University and give its guidance from time to time.

- (v) It shall scrutinize and finalize the list of examiners proposed by the Faculty Board/ Board of studies.
- (vi) The Examination Committee may appoint such other sub-committee(s) as it may deems fit and, may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s).
- (vii) Seven members of the Examinations Committee shall form the quorum.
- (viii) The committee shall have at least two meetings, one in each term. The minutes of the meeting shall be reported to Chairman, Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.

Faculty Board

3.09 Faculty Board

- (i) The Board of each Faculty shall comprise:
 - a. Dean of the Faculty who shall be the Chairman
 - b. all the Heads of Departments
 - c. all the Professors comprising the Faculty
 - d. if there is no Professor in a Department, the senior most Faculty shall be the member of the Board.
 - e. two outside experts nominated by the Vice-Chancellor; and
 - f. Special Invitees may be invited with the approval of Vice-Chancellor, as and when required, who however shall not have the voting rights.

(ii) **Powers & Functions of the Faculty Board**

- a. The Faculty Board shall control and guide the academic, research and other such activities in the various Departments of the Faculty. It shall:
 - i. consider and approve the decisions taken by the Board of Studies of a Department;
 - ii. approve the names of the examiners in each subject recommended by the Board of Studies of a Department;
 - iii. consider and approve the research proposals received from the Department before its submission to the Research Advisory Board.
- b. In case a meeting of the Faculty Board is not possible for any reason, the Dean of Faculty shall have emergency powers to act on behalf of the Faculty Board.
- c. All emergency decisions taken by the Dean shall have to be reported and ratified in the next meeting of the Faculty Board.

OTHER AUTHORITIES OF THE UNIVERSITY

Departmental Academic Committees 3.10 **Departmental Academic Committees**

- (i) There shall be an Academic Committee in each Department of teaching in the University to assist the Head of the Department in discharge of his/her duties and responsibilities.
- (ii) The Departmental Academic Committee shall consist of:
 - a. the Head of the Department, who shall be the Chairman;

- b. all the Professors and Associate Professors of the Department;
- c. in a Department which has no Professor and Associate Professor, the three senior most Assistant Professors shall be members of the Departmental Academic Committee; and
- d. the Committee shall meet at least once in a month. The minutes of its meetings shall be submitted to the Dean of Faculty or the Principal concerned by the Head of the Department.

Board of Studies

3.11 Board of Studies

- (i) A Board of Studies may be constituted for one or more than one department clubbed together, as may be decided by the Dean of the Faculty concerned.
- (ii) The Board shall comprise :
 - a. Head of the Department - Chairman;

provided that if one Board has been constituted for more than one Department, the Chairman will be nominated by the Dean of the Faculty concerned.
 - b. Three teachers each from the category of Professor, Associate Professor and Assistant Professor of the Department(s);

provided that the persons designing a particular course shall also be invited as special invitee;

provided further that if the number of teachers in the Department(s) is less than nine (9), the Vice-Chancellor shall be authorized to nominate all the teachers of the Department(s) to the Board of Studies.
 - c. Two experts from another University/Institution nominated by the Vice-Chancellor.

- d. Two Experts with more than fifteen years of experience in Industry / Research Organizations / NGOs, etc. nominated by the Vice-Chancellor.
- (iii) The functions of the Board of Studies shall be:
- a. to examine and approve the contents of the courses of each subject prepared and proposed by the Departmental Committee;
 - b. to propose names of the examiners- internal and external;
 - c. to ensure quality in teaching and research in the Department(s); and
 - d. to decide any other matter that may be referred to it by Authorities or Officers of the University.
- (iv) All the decisions of the Board shall have to be placed before the Faculty Board for approval before being sent to higher authorities.

Internal Quality Assurance Cell

3.12 Internal Quality Assurance Cell

- (i) The University shall constitute, under the Chairmanship of the Vice-Chancellor, an Internal Quality Assurance Cell consisting of the following members:
- a. Pro-Vice-Chancellor(s)
 - b. Dean Academic Affairs
 - c. Dean Students' Welfare
 - d. Deans of all the Schools
 - e. Controller of Examinations
 - f. Registrar
 - g. Director, Corporate Affairs
 - h. Director Training and Placement
 - i. Director, Sharda Skills
 - j. Head, Sharda University Alumni Association

- k. one member from industry/ employers nominated by the Chancellor
- l. two expert members nominated by the Chancellor
- m. three to five faculty members nominated by the Vice-Chancellor
- n. three students and alumni representatives nominated by the Vice-Chancellor
- o. out of the nominated members on the IQAC, there shall be at least four to five woman members
- p. senior Administrative Officers nominated by the Vice-Chancellor
- q. Director, IQAC (Convener)

(ii) **Role and functions of the IQAC**

- a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the University.
- b. 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.
- c. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- d. Dissemination of information on various quality parameters of higher education.
- e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- f. Documentation of the various programmes/activities leading to quality improvement.

- g. Acting as a nodal agency of the University for quality-related activities, including adoption and dissemination of best practices.
 - h. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing institutional quality.
 - i. Development of Quality Culture in the University.
 - j. Preparation of the Annual Quality Assurance Report for submission to NAAC.
- (iii) The IQAC shall develop a mechanism for its robust functioning by optimising on the strength and contribution by the members.
 - (iv) The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
 - (v) Each member of the IQAC, except the ex-officio members, shall have a term of two years.

CHAPTER 4: COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS, ETC.

Collaboration with other Universities, Institutions, etc.

Collaboration with other Universities, Institutions, etc.

- (i) In furtherance of the objects of the University, as enshrined in Section 6 of the Act and the powers vested in it in terms of Section 7, particularly Sub-Section (j) thereof, the University shall network and collaborate with institutions of higher education, research institutions, industry, 'persons of eminence' and / or non-governmental organizations of national and international repute, subject to compliance with the applicable UGC Regulations, including the UGC (Promotion and Maintenance of Academic Collaboration between

Indian and Foreign Educational Institutions) Regulations, 2016, as amended from time to time.

- (ii) The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for the faculty, research scholars and students, and to consider offering joint degree programs, Indian as well as foreign, subject to the UGC Regulations if any on the subject.
- (iii) For the purpose, the University may enter into exchange programmes of teachers and students, sharing of course and instruction materials, sharing of credits, and holding of joint workshops, joints research projects funded by national and international agencies, and providing access to each other's facilities, and to institute joint academic degrees in accordance with the standards recognized by the regulatory bodies of the respective countries.
- (iv) The University may collaborate for establishment of University centres abroad, may develop e-courses for interactive and integrated learning, sharing of library, laboratory and other learning resources or any other activity of mutual benefit.
- (v) The University may enter into contracts, including Memorandum of Understanding (MoU) with other institutions of national and international repute for the purpose outlined hereinabove.
- (vi) Any proposal in regard to the above, emanating from the Department/School shall be examined by the Dean Academic Affairs and /or Dean Research, and the same shall be submitted through the Registrar to the Vice-Chancellor who shall, after due consideration, submit the proposals to the relevant statutory authority of the University for approval.

- (vii) All the contracts and MoUs will be for a specified time period and will be reviewed periodically at appropriate level.

CHAPTER 5: APPOINTMENT OF FACULTY, ACADEMIC STAFF, NON-TEACHING OFFICERS AND STAFF OF THE UNIVERSITY, THEIR CONDITIONS OF SERVICE, DISPUTE REDRESSAL AND DISCIPLINARY MATTERS, ETC.

Selection Committees 5.01 **Selection Committees**

- (i) There shall be selection committees for making recommendations to the Chancellor for appointment, in his capacity as the Chairman of the Executive Council, to the posts of Professor, Associate Professor, Assistant Professor, Finance Officer, Controller of Examination and Dean of the Faculty.

- (ii) The selection committee for appointment to the posts specified below shall consist of the Vice-Chancellor, a nominee of the Chancellor and the persons specified below in each of the category:

a. Professor:

- i. The Dean of the School
- ii. The Head of the Department, if he is a Professor
- iii. One person, nominated by the Chairman Executive Council, out of a panel of names recommended by the Academic Council and approved by the Chancellor, for their special knowledge of, or interest in, the subject with which the Professor will be concerned
- iv. Director HR- ex-officio secretary to the Committee

b. Associate Professor/Assistant Professor:

- i. The Dean of the School
- ii. One Professor nominated by the Vice-Chancellor
- iii. One subject expert in the subject with which the Associate Professor or the Assistant Professor will be concerned.
- iv. Director HR- ex-officio secretary to the Committee.

c. Finance Officer/ Controller of Examination:

- i. Two members of the Executive Council nominated by the Chancellor;
- ii. One person of sound administrative or financial background, nominated by the Chairman Executive Council; and
- iii. Director HR- ex-officio secretary to the committee.

d. Dean of the Faculty:

- i. One Dean of the other Faculty of the University nominated by the Chancellor.
- ii. One expert nominated by the Chairman Executive Council out of the panel of names approved under a. iii. above.

- (iii) The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor as may be assigned by the Vice-Chancellor, or the senior most Dean of Faculties, shall convene and preside at the meetings of the selection committees;

provided that the meetings of the selection committees shall be fixed after prior consultation

with, and subject to the convenience of the nominees;

provided further that the proceedings of the selection committees shall not be valid unless three members are present and constitute the quorum.

(iv) If the Executive Council is unable to accept the recommendations made by the selection committee, it shall record its reasons and submit the case to the Chancellor for final orders.

(v) Appointments to the temporary Faculty positions, whether term appointment or contractual visiting engagement, shall be made in the manner indicated below—

a. If the appointment is for a duration longer than one academic session, it shall be filled on the advice of the selection committees, in accordance with the procedure indicated in the foregoing clauses;

provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis, on the advice of a local Selection Committee referred to below for a period not exceeding six months.

b. If the temporary vacancy is for a period less than a year, appointment to such a vacancy shall be made on the recommendations of a local Selection Committee consisting of the Vice-Chancellor or his nominee, Dean of the Faculty concerned, and the Head of the Department.

(vi) The appointment and promotion to the posts of Directors, Joint Registrar, Deputy Registrars and other equivalent positions shall be made through a Selection Committee headed by the Vice-Chancellor which shall include, besides the Registrar, a Dean and another person nominated by the Chancellor. The recommendation made by

the Committee for such appointments shall be submitted for consideration and approval of the Chancellor in his capacity as the Chairman of the Executive Council.

- (vii) All the appointments made to posts of Faculty, Academic Staff, and Non-teaching Officers of the University, including their qualifications, conditions of service, etc, shall be in accordance with those provided in these Statutes, and the Ordinances framed by the University from time to time.

Special mode of Appointment

5.02 Special mode of appointment

- (i) No teacher appointed temporarily shall, if he/she is not recommended by a regular selection committee for appointment under the Statutes, be continued in service on such temporary employment, unless he/she is subsequently selected by a local selection committee or a regular selection committee, for a temporary or permanent appointment, as the case may be;

provided that the Executive Council may create supernumerary posts for a specified period for appointment of such persons;

provided further that the number of supernumerary posts so created should not exceed five per cent of the total posts in the University.

- (ii) The Executive Council may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project by way of invitation.

Appointment for fixed tenure

5.03 Appointment for fixed tenure

The Executive Council may appoint a person selected in accordance with the procedure laid down in clause 5.01 of these Statutes for a fixed tenure on such terms and conditions as may be determined by the University.

Other Matters

5.04 **Other Matters**

The following shall be provided by Ordinances:

- (i) The conditions of services of employees including provisions for retirement benefits, insurance and provident fund, the manner of termination of service and disciplinary actions
- (ii) The principles governing seniority of service of employee
- (iii) The procedures for settlement of disputes between employees or students and the University
- (iv) The procedure for appeal by any employee or student against the actions of any officers or authority
- (v) The institution of fellowship, scholarship, studentship, medal and prizes
- (vi) The withdrawal of degree, diploma, certificate and other academic distinctions
- (vii) The maintenance of discipline among students

CHAPTER 6: MISCELLANEOUS MATTERS

Prevention of sexual Harassment

6.01 **Prevention of sexual harassment**

The University shall, by Ordinance, provide a mechanism to deal with cases of sexual harassment of women employees and students in the University, in accordance with the University Grant Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institution) Regulations, 2015, as amended from time to time. It shall also constitute an 'Internal Complaints Committee' (ICC) with an in-built mechanism for gender sensitization against sexual

harassment, as laid down in the aforesaid Regulation.

6.02 Prevention of incidents of ragging

- (i) The University shall, by Ordinance, provide for a mechanism for prevention of ragging of students, in accordance with the UCG Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009, as amended from time to time.
- (ii) Without prejudice to the provisions contained in sub-section (i), the University shall, designate a teacher or officer to take steps to prevent ragging of students and report the incidents of ragging of students to the concerned authorities for taking immediate action against the students or the persons responsible for ragging in the manner as may be prescribed, by the Ordinance framed by the University; the University shall also upload the internal mechanism and name of such person(s), on its website.

6.03 Committees

- (i) An Authority may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such Authority.
- (ii) A committee appointed under clause (1) may deal with any subject delegated to it, subject to subsequent confirmation by the Authority appointing the Committee.

6.04 Disqualification

- (i) A person shall be disqualified for being chosen as, and for being, a member of any of the Authorities, or for being appointed as, and for being, an officer, of the University if:
 - a. he is of unsound mind; or

- b. he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for a period not less than six months.
- (ii) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (i), the question shall be referred to the Chancellor and his decision shall be final.

6.05 Proceedings of authorities or bodies not invalidated by vacancies or by participation of a non-entitled person

No act or proceedings of any authority or other body of the University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members or by the reason of some person having taking part in the proceedings who subsequently is found not to have been entitled to participate.

6.06 Delegation of powers

Subject to the provisions of the Act and these Statutes, any Officer or Authority may delegate his/her or its powers to any other officer or Authority or person under his/her or its respective control, subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the Officer or Authority delegating such powers.

6.07 Honorary Degree

The Executive Council may, on the recommendations of the Academic Council, make proposal to the Chancellor for the conferment of honorary degrees:

provided that in case of emergency, the Executive Council may, on its own motion, make such proposals.

CHAPTER- 7 THE FACULTY

The Faculty

The Faculty

- (i) The Faculty of Studies shall also be known as School of Studies and the expressions shall be interchangeable.
- (ii) The University shall have the Faculty (School) of Studies as approved by the Chancellor on the recommendation of the Executive Council. These shall be specified in the Statutes.
- (iii) Following Faculties have been established:
 - a. Faculty of Engineering and Technology
 - b. Faculty of Basic Sciences and Research
 - c. Faculty of Business Studies
 - d. Faculty of Medical Sciences and Research
 - e. Faculty of Dental Sciences
 - f. Faculty of Nursing Science and Research
 - g. Faculty of Allied Health Sciences
 - h. Faculty of Architecture and Planning
 - i. Faculty of Creative Art, Design and Media Studies
 - j. Faculty of Law
 - k. Faculty of Humanities & Social Sciences
 - l. Faculty of Education
 - m. Faculty of Pharmacy
- (iv) The University may add, amend and re-organize any Faculty (School) based on the recommendations of the University bodies and approval of the Executive Council.

CHAPTER- 8 DEPARTMENTS

Departments

8.01 DEPARTMENTS

- (i) Each Faculty (School) of Studies shall have such Departments as may be notified in the Statutes,

with approval of the Executive Council on the basis of the recommendations made in this regard by the Academic Council;

provided that the addition and deletion of the Departments shall be made in the Statutes, based on the recommendations of the Academic Council, as approved by the Executive Council.

(ii) The Faculties (Schools) shall have the following Departments:

a. Faculty of Engineering and Technology

- i. Department of Biotechnology
- ii. Department of Civil Engineering
- iii. Department of Computer Science and Engineering
- iv. Department of Electrical and Electronics Engineering*
- v. Department of Electronics and Communication Engineering*
- vi. Department of Mechanical Engineering

*(Note: - *The Academic Council has since recommended the merger of the two Departments)*

b. Faculty of Basic Sciences and Research

- i. Department of Chemistry
- ii. Department of Environmental Science
- iii. Department of Food Science & Technology
- iv. Department of Life Sciences
- v. Department of Mathematics
- vi. Department of Physics
- vii. Department of Agriculture

c. Faculty of Business Studies

- i. Department of Communications Management
- ii. Department of Economics and International Business
- iii. Department of Finance
- iv. Department of General Management
- v. Department of Human Resource Management
- vi. Department of Marketing Management
- vii. Department of Operations Management and IT

d. Faculty of Medical Sciences and Research

- i. Department of Anaesthesia
- ii. Department of Anatomy
- iii. Department of Biochemistry
- iv. Department of Community Medicine
- v. Department of Dermatology
- vi. Department of E.N.T
- vii. Department of Forensic Medicine
- viii. Department of General Medicine
- ix. Department of General Surgery
- x. Department of Microbiology
- xi. Department of Obstetrics and Gynaecology.
- xii. Department of Ophthalmology
- xiii. Department of Orthopaedics
- xiv. Department of Pathology
- xv. Department of Pediatrics
- xvi. Department of Pharmacology
- xvii. Department of Physiology
- xviii. Department of Psychiatry
- xix. Department of Radiology

xx. Department of Respiratory Medicine

e. Faculty of Dental Sciences

- i. Department of Conservative Dentistry and Endodontics
- ii. Department of Oral and Maxillofacial Surgery
- iii. Department of Oral Medicine and Radiology
- iv. Department of Oral Pathology and Microbiology
- v. Department of Orthodontics and Dentofacial Orthopaedics
- vi. Department of Pedodontics and Preventive Dentistry
- vii. Department of Periodontology
- viii. Department of Public Health Dentistry
- ix. Department of Prosthodontics and Crown & Bridge

f. Faculty of Nursing Science and Research

- i. Department of Community Health Nursing
- ii. Department of Medical Surgical Nursing
- iii. Department of Obstetric and Gynecological Nursing
- iv. Department of Pediatric Nursing
- v. Department of Psychiatric Nursing

g. Faculty of Allied Health Sciences

- i. Department of Clinical Research
- ii. Department of Imaging Technology
- iii. Department of Medical Lab Technology
- iv. Department of Nutrition and Dietetics
- v. Department of Optometry
- vi. Department of Physiotherapy

h. Faculty of Architecture and Planning

Department of Architecture and Planning

i. Faculty of Creative Art, Design and Media Studies

i. Department of Design

ii. Department of Mass Communication

j. Faculty of Law

Department of Law

k. Faculty of Humanities & Social Sciences

Department of Language and Culture

l. Faculty of Education

Department Education

m. Faculty of Pharmacy

Department of Pharmacy

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