STATUTES

OF THE

UNIVERSITY

(UNDER SECTION 34 OF THE U.P. PRIVATE UNIVERSITIES ACT, 2019)

SHARDA UNIVERSITY

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

Updated up to 21st EC dated 29.12.2021

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STATUTES OF SHARDA UNIVERSITY

CHAPTER I (PRELIMINARY)

1. SHORT TITLE, SCOPE AND COMMENCEMENT

i. These Statutes may be called First Statutes of the University framed under the Uttar Pradesh Private Universities Act, 2019 (UP Act No. 12 of 2019).

ii. These Statutes shall come in force with effect from the date of their publication either by displaying it on University website or through newspapers or by both and will supersede the existing Statutes.

2. DEFINITIONS: Unless defined otherwise, the;

i. "Act" means the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No. 12 of 2019);

ii. "Academic Council" means the Academic Council of the University;

iii. “Board" means the Faculty Board, the Board of Studies, the Planning Board, or any other Board of the University;

iv. “Board of Trustees” means the Board of Trustees, Sharda Education Trust, Agra.

v. "Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" means respectively the "Chancellor", the "Pro-Chancellor, the "Vice-Chancellor" and the "Pro-Vice-Chancellor” of the University;

vi. "Controller of Examinations", means a person appointed/ deputed for the conduct University examination(s) and all the related issues;

vii. “Department” means a Department of Studies and includes a Centre of Studies and Research;

viii. “School” means a School of Study created through a resolution of the Executive Council to undertake teaching and research in a particular field of specialisation and is synonymous with “Faculty” wherever used in the Act;

ix. “State Government” means the Government of Uttar Pradesh;

x. The “Statute” means a statute of the First Statutes of Sharda University framed under section 34 of the Act;

xi. “Trust” means the Sharda Education Trust, Agra;

xii. "University" means Sharda University, Greater Noida;

xiii. The Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Uttar Pradesh Private Universities Act, 2019 and;

xiv. The powers conferred on the University under the Act shall be exercised by the Officers and the Authorities of the University, as laid down in the Act, the Statutes and the Ordinances of the university.

3. SEAL, FLAG AND ANTHEM OF THE UNIVERSITY

i. The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Executive Council.

ii. The University may decide to make and use such Flag, Anthem, and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted or prohibited by the State or the Central Government.

4. ACADEMIC CALENDAR OF THE UNIVERSITY

i. The Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines issued by the State Government and other Regulatory Bodies from time to time.

ii. The University shall publish its Academic Calendar on its website.

iii. In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances.

CHAPTER II (OFFICERS OF THE UNIVERSITY)

5. CHANCELLOR: Appointment, Powers and Functions

i. A person of eminence shall be appointed as the Chancellor by the Governing Body for a period of five years.

ii. The Chancellor shall by virtue of his office, be the head of the University and shall preside over the meetings of the Governing Body and the Annual Convocation.

iii. The Chancellor shall be appointed by the Governing Body, for a period of five years, on the recommendation of the Trust;

Provided that the trust may recommend to the Governing Body, the reappointment of the Chancellor for second or successive terms.

iv. Subject to the provisions of the Act, the Trust shall determine the salary of the Chancellor.

v. The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act.

vi. The Chancellor shall have power to conduct inspection of a School of Study, a Hostel, an Office or any other department of the University, on his own or direct any Officer or Authority 0f the University do so on his behalf. He also shall have powers to order an inquiry in respect of any of these establishments or in any other matter connected with University administration and financial management.

vii. The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection/ inquiry, together with his views and advice to the Vice-Chancellor on the follow-up action. The Vice-Chancellor shall communicate forthwith to the authority concerned the result of the inspection/ inquiry, and the views/advice of the Chancellor thereon, and who shall take follow up action within a reasonable time.

viii. If Chancellor is of the opinion that the Vice-Chancellor will fully abuses the powers vested in him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or 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 place the Vice-Chancellor under suspension.

ix. In such a situation the Pro-Vice-Chancellor or any other Professor may be assigned the officiating charge of the office of Vice-Chancellor by the Chancellor.

x. The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice-Chancellor from his office;

Provided that the Vice-Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.

xi. If a vacancy arises in the office of the Vice Chancellor and it is not possible to appoint a regular Vice-Chancellor by following the prescribed procedure of appointment, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six months, to be extended by another six months and any extension thereafter may be allowed only with the approval of the Governing Body.

xii. Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out its business in accordance with the laid down in provisions of the Act and Statutes, when such Officer or Authority of the University is not available.

xiii. The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and may have the right to modify or recall his order of delegation of such power.

xiv. The decisions taken by the Chancellor may be placed before the Governing Body for information, in its next meeting.

xv. The Chancellor is authorised to issue such directions and/or advise to any Officer/ Authority of the University as deemed necessary, in the interest of the university.

xvi. The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from his office. The Pro-Chancellor shall, within a period of ten days from the date of receipt of such resignation, place this resignation before the Governing Body for decision

xvii. If, at any point of time and upon receipt of a representation or otherwise, the Governing Body after making such inquiry as deemed necessary, comes to the conclusion that the continuation of Chancellor is not in the interest of University, it may, based on a majority decision and by an order in writing stating the reasons thereof, ask the Chancellor to relinquish his office before expiration of his term from such date as may be specified in the order. In such a case, the Pro-Chancellor shall preside over the meeting of the Governing Body;

Provided that before taking an action under this sub-section, the Chancellor shall be given an opportunity of being head.

6. PRO-CHANCELLOR: Appointment, Powers and Functions

i. The Pro-Chancellor shall be appointed by the Chancellor for a period of five years and upon expiry of his term, shall be eligible for re-appointment.

ii. The Trust shall determine the salary of the Pro-Chancellor.

iii. The Pro-Chancellor shall assist the Chancellor in discharging his duties and he shall exercise such powers as may be delegated to him by the Chancellor.

iv. In the absence of the Chancellor, the Pro-Chancellor shall discharge the duties and responsibilities associated with the Office of the Chancellor.

v. If, at any point of time and upon receipt of a representation or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuation of Pro-Chancellor is not in the interest of University, the Chancellor with the approval of Governing Body and by an order in writing stating the reasons thereof, may ask the Pro-Chancellor to relinquish his office before expiration of his term, from such date as may be specified in the order;

Provided that before taking an action under this sub-section, the Pro-Chancellor/Vice-Chancellor shall be given an opportunity of being heard.

7. VICE-CHANCELLOR: Appointment, Powers and Functions

i. The Vice-Chancellor shall be a whole time salaried 'Officer of the University.

ii. The Vice-Chancellor shall be appointed by the Chancellor with the approval of the Governing Body, based on the recommendations of a Search Committee, for a term of five years or till the attainment of the age of 70 years;

Provided that the Governing Body may consider re-appointment of a Vice-Chancellor for further term(s) as may be decided.

iii. The Search Committee shall be constituted as under:

a. One member nominated by the Trust;

b. One serving or retired Professor from outside the University, nominated by the Governing Body; and

c. One member nominated by the Chancellor, who shall act as the Convenor of the Committee.

iv. The Search Committee shall recommend a panel of three names, in alphabetical order, to the Governing Body within the period stipulated by the Chancellor in his order constituting the Search Committee.

v. The Governing Body after receipt of recommendations of the Search Committee shall approve the panel of names and submit it to the Chancellor, along with its recommendations.

vi. In case, none of the names so recommended is found suitable, the Chancellor may advise the search committee to draw a fresh panel of names.

vii. The Vice- Chancellor shall be the Principal Executive and Academic officer of the University, shall exercise general superintendence and control over the affairs of the University and execute the decisions of the Executive Council, other competent authorities / bodies and the State Government.

viii. The Vice-Chancellor, in addition to the powers vested in him by the Act, shall have the following additional powers and responsibilities:

a. It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, Statutes, Ordinances and Regulations of the University are duly followed.

b. The Vice-Chancellor shall be entitled to be present at and to address any meeting of an Authority or any Body of the University.

c. The Vice-Chancellor shall have the power to grant Sabbatical leave, Study leave and Duty leave to the eligible Officers and Teachers and any other kind of leave beyond a period of 30 days, to the Officers, teachers and other employees of the University at the level of Deputy Registrar, equivalent and above, other than the Chancellor and Pro-Chancellor;

   provided that the Vice-Chancellor may delegate such powers to any other Officer of the University.

d. The Vice Chancellor shall have the power to convene or cause to convene the meetings of various committees and sub-committees not specified in these Statutes.

e. The Vice-Chancellor may resign from his office after giving a three months' notice and shall cease to hold his office on the acceptance of his resignation by the Chancellor, or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Chancellor at his discretion.

8. PRO-VICE-CHANCELLOR: Appointment, Powers and Functions

i. The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendations of Vice-Chancellor, from amongst the Professors of the University and shall discharge his duties in addition to his duties as a Professor of the University.

   Provided that in the interest of smooth discharge of the work assigned to the Vice-Chancellor, the Executive Council may consider appointing more than one Pro-Vice-chancellor.

ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor nominated by the Vice-Chancellor shall discharge the day to day

duties of the office of the Vice-Chancellor, unless otherwise directed by the Chancellor.

iii. If the Vice-Chancellor is of the opinion that the Pro-Vice-Chancellor wilfully abuses the powers delegated to him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, the Vice-Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry.

iv. The matter shall be reported to the Executive Council in its next meeting and the Council, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.

9. REGISTRAR: Appointment, Powers and Functions

i. The Registrar shall be a whole time salaried 'Officer of the University'.

ii. The Registrar shall be appointed by the Executive Council, on recommendations of a duly constituted Selection Committee.

iii. The qualifications for recruitment to the post of Registrar shall be as prescribed by the University Grants Commission from time to time.

iv. The Selection committee for the posts of Registrar shall be constituted as under:

a. The Vice-Chancellor - Chairman;
b. The Pro-Vice-Chancellor;
c. One nominee of the Chancellor;
d. One member of the Executive Council nominated by Chancellor;
e. One outside expert nominated by the Vice-Chancellor; and
f. The Director/Head, Human Resource Department shall be the convenor of the Committee.

v. The term of office of the Registrar shall be for a period of three years, renewable for additional term(s) till the attainment of the age of superannuation, i.e. 65 years;

Provided that in exceptional circumstances the Executive Council may extend the term of Registrar beyond 65 years and up to the age of 68 years.

vi. The Executive Council, in a case of misconduct, may place the Registrar under suspension *suo-moto*, or on the recommendations of the Vice-Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.

vii. If the Executive Council, 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;

Provided that before taking an action under this sub-clause, the Registrar shall be given an opportunity of being heard.

viii. When the office of the Registrar is vacant or when the Registrar is unable to perform his duties by reason of illness, or any other cause, the Vice-Chancellor may assign the work of the Office of Registrar to a Joint Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back;

Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other important matters shall be taken by the Vice-chancellor.

ix. The Registrar may resign his office after giving a three months' notice. He shall cease to hold his office from the date of acceptance of his resignation by the Executive Council or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived by the Executive Council.

x. The Registrar in addition to the duties and responsibilities laid down in the Act shall:

a. be the custodian of the records and the common seal and such other properties of the University, as placed by the Executive Council under his charge;

b. be the ex-officio member secretary of the Executive Council and the Planning Board and, non-member secretary of the Governing Body and the Academic Council;

c. be to issue notices for convening the meetings of the Governing Body, Executive Council, Academic Council and the Planning Board and prepare and circulate their agenda and also issue the minutes of the meetings and their record keeping;

d. be to conduct the official correspondences of the Governing Body, the Executive Council, the Academic Council and the Planning Board;

e. be to issue offers of appointment letters for appointment of the Teachers and employees;

f. be to exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university;

g. be to enter into agreements, sign documents and authenticate records on behalf of the university; and

h. be to represent the University in legal suits or proceedings by or against the University, sign powers of attorney and verify pleadings;

Provided that the Registrar may delegate this authority to one of his immediate sub-ordinates or depute his representative for the purpose. **

xi. The Registrar shall be assisted in his work by a number of other officials, including Joint Registrar, Deputy Registrar, Assistant Registrars and OSD level officers, whose work and conduct shall be supervised by him.

xii. The Registrar may also be assisted, in discharge of his duties and responsibilities, by such other officials as may be assigned to him by the Vice-Chancellor.

xiii. The Registrar shall be the custodian of all properties of the University unless otherwise provided for by the Executive Council.

xiv. The Registrar shall 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 member or a non-member secretary.

** *Amended vide 19th EC dated 09.04.2021*

10. DEAN OF SCHOOL: Appointment, Powers and Functions

i. The Dean of a School shall be appointed by the Executive Council from amongst the Professors of the School and as recommended by the Vice-Chancellor.

ii. The Dean shall hold his office for a period three years or for a period as specified;

Provided that when the office of the Dean is vacant or when the Dean, by reason of illness or absence or any other reason, is unable to perform his duties, the duties of the office of Dean may be performed by the Associate/Assistant Dean, and if there is no Associate/ Assistant Dean by such other Dean or Professor, as the Vice-Chancellor may decide;

Provided further that no person shall continue to be a Dean after he ceases to hold the post by virtue of which he was appointed to the office of Dean;

iii. The Executive Council may remove a Dean from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry.

iv. The Dean shall have the right to be present and to speak at any of the meetings of the Board of Studies of a Department of his School.

v. The Dean shall have the following powers, duties and responsibilities:

a. shall be the head of the School;

b. shall be responsible for maintenance of the standard of the teaching and research undertaken by the School;

c. shall preside over the meetings of Faculty Board and shall ensure that the decisions of the Board are implemented in letter and spirit, after their approval;

d. shall be responsible for bringing the academic, financial and other requirements of the school 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 school.

Note: *In Schools having substantially higher number of students/ administrative load, the Vice-Chancellor, in consultation with the Dean of the School, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean, in addition to their existing duties as teacher of the University, to strengthen the academic administration of a School*.

vi. The Dean shall also exercise such other powers and perform such other functions as may be decided by the Executive Council or as laid down in the Ordinances or Regulations of the University.

11. DEAN STUDENTS' WELFARES: Appointment, Powers and Functions

i. Dean Students' Welfare shall be appointed by the Executive Council, from amongst the teachers of the University not below the rank of Associate Professor and possessing teaching experience of not less than 10 years.

ii. The Vice-Chancellor may also appoint an Associate/Assistant Dean Students Welfare out of the Associate/Assistant Professors of the University to assist the Dean Students Welfare.

Provided that one such Associate/Assistant Dean Student Welfare shall be from amongst the women teachers of the University in case the Dean is a male teacher, to specially look after the welfare of the girl students.

iii. The Associate/Assistant Dean shall report to the Dean of Students' Welfare.

iv. The term of office of the Dean as well as Associate/Assistant Dean Students' Welfare shall be for a period three years or as specified.

v. The Dean Students' Welfare shall be responsible for:

a. organising co-curricular, cultural, social, recreational and sports activities at the University;

b. development of' leadership skills in the students;

c. arranging medical assistance in case of emergency;

d. securing monetary assistance for needy students;

e. counselling and personality building;

f. maintenance of peace and harmony amongst various sections of students;

g. Any other activity related to students' welfare; and

h. Perform such other duties as may be assigned by the Vice-Chancellor.

vi. The Dean as well as the Associate/Assistant Dean Students Welfare may communicate with the parents and guardians, as and when necessary.

vii. The Executive Council may remove the Dean Students Welfare from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry;

provided that the Vice-Chancellor shall be the competent to take similar action against an Associate/Assistant Dean Students Welfare.

12. DIRECTOR: Appointment, Powers and Functions

i. In order to perform a specific Academic/Administrative task associated with a School, the Executive Council on the recommendation of the Vice-Chancellor may appoint a Director from amongst the Professors/Associate Professors of the School for a term as may be specified;

Provided that such Director shall work under the direct supervision of the Dean of the School.

ii. The term and other conditions of appointment of such Director(s) shall be as determined by the Executive Council.

13. CONTROLLER OF EXAMINATIONS: Appointment, Powers and Functions

i. The Controller of Examinations shall be a whole time salaried officer of the University having a teaching experience of at least 10 years., at a University/ Institution of repute

ii. The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a duly constituted selection committee for a period of three years or as decided;

Provided that the Executive Council may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University for a term of three years or as decided by the Executive Council.

iii. The Selection committee for the selection of Controller of Examinations shall be constituted as under:

a. The Vice-Chancellor – Chairman
b. The Pro-Vice-Chancellor;
c. A nominee of the Chancellor;
d. One member of the Executive Council nominated by the Chancellor;
e. One Dean/ Professor of the University nominated by the Vice-Chancellor; and
f. Registrar - *Ex-Officio* Secretary.

iv. The age of superannuation of the Controller of Examination shall be 65 years;

v. Provided that in exceptional circumstances the Executive Council may extend the term of the Controller of Examination beyond 65 years, up to the age of 68 years;

vi. 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.

vii. 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.

viii. The Controller of Examinations with prior approval of the Vice-chancellor shall:

a. prepare and announce the calendar the examinations;

b. get the examiners and moderators appointed by the Vice-chancellor from the list prepared by the Examination Committee and approved by the Academic Council;

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 certificates / degrees/ diplomas and maintenance of examination records;

d. make available one set of question papers to the University library after the examinations are over;

e. get the committee constituted to find facts and settle the cases of unfair means, if any, and to take action as recommended;

f. recommend to the Vice-Chancellor postponement or cancellation of 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, in consultation with the Vice-Chancellor;

g. make suitable recommendations to the Vice-Chancellor for ensuring fairness, secrecy and confidentiality of examination;

h. make a performance analysis of results, within a period of one month, and report the outcome thereof to the Vice-Chancellor, the Dean and the Head of Department; and

i. submit a comprehensive report to the Academic Council on the examination conducted in each semester/term.

ix. 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.

x. The Vice-Chancellor, in order to strengthen the Examination system, may appoint a Joint/Deputy/Assistant Controller of Examination(s), from amongst the employees of the University, on such terms and conditions as a may be decided by the Vice-Chancellor.

xi. The Controller of Examinations may resign his office after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

xii. If, at any point of time and based upon a complaint received by the Vice-Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examination under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Executive Council the removal of the Controller of Examinations from his office from such date as may be specified;

provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.

14. CHIEF PROCTOR: Appointment, Powers and Functions

i. The Chief Proctor shall be appointed by the Executive Council, from amongst the teachers of the University not below the rank of Associate Professor for a term of three years or a term as specified.

ii. The Chief proctor shall exercise such powers and perform such duties with regards to maintenance of discipline amongst the students as may be prescribed in the Ordinances or as decided by the Vice-Chancellor from time to time.

iii. The Vice-Chancellor may appoint Associate/Assistant Proctor(s), to strengthen the proctorial system, from amongst the Associate/Assistant professors of the University;

Provided that at least one female teachers of the University is appointed as Associate/ Assistant Proctor, if the Proctor is a male teacher.

iv. There shall be a Proctorial Committee consisting of all the Proctors;

Provided that the Vice-Chancellor, in consultation with the Chief Proctor, may nominate a senior employee of the university to the proctorial committee for a period as may be specified.

v. Any violation of the Students Code of Conduct and Ethics shall treated as a misconduct and shall attract penal action as decided by the Vice-Chancellor on the record of the Chief Proctor/ Proctorial Committee.

vi. Any student indulging in an act of misconduct or indiscipline is liable to be suspended from the University by the Vice-Chancellor on recommendations of the Chief Proctor pending an inquiry;

Provided in exigencies of the situation, the Dean of the School may issue suspension order on specific recommendation of the Chief Proctor, subject to its ratification by the Vice-Chancellor.

vii. The Executive Council may remove the Chief Proctor from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry;

Provided further that the Vice-Chancellor shall be the competent to take similar action against an Associate/Assistant Proctor.

15. FINANCE OFFICER: Appointment, Powers and Functions

i. The Finance Officer shall be a whole time salaried 'Officer of the University.

ii. The Finance Officer shall be appointed by the Executive Council, on the recommendations of the Selection Committee;

Provided that the University may designate a Finance Officer, as Director Finance or Chief Finance Officer at its discretion.

iii. The qualifications for appointment to the post of Finance Officer shall be a Post-Graduate degree, preferably in Commerce, Economics or Financial Management or Chartered Accountant or equivalent, having a minimum of ten years of work experience at the level of Deputy/Assistant Finance Officer preferably in a University or an Educational Institution of repute.

iv. The Selection committee for the post of Finance Officer shall be constituted as under;**

a. The Vice-Chancellor- Chairman

** *Amended vide 19th EC dated 09.04.2021*

b. The Pro-Vice-Chancellor;
c. One nominee of the Chancellor;
d. One member of the Executive Council nominated by Chancellor;
e. One outside expert nominated by the Vice-Chancellor; and
f. The Registrar - *Ex-officio* Secretary.

v. The term of the Finance Officer shall be for a period of three years, renewable for additional term(s), till the age of superannuation i.e. 65 years;

vi. Provided that in exceptional circumstances the Executive Council may extend the term of Finance Officer beyond 65 years of age, up to the age of 68 years.

vii. The emoluments and other terms and conditions of service of the Finance Officer shall be as decided by the University;

viii. If at any point of time and based on a complaint received against the Finance Officer, the Vice-Chancellor after thorough examination of the matter is satisfied of the veracity of the charges levelled, may place the finance Officer under suspension and appoint an inquiry committee to inquire into the alleged charges;

ix. The Executive Council, based on the findings of the inquiry committee and on the recommendations of the Vice-Chancellor may remove the Finance Officer from his office;

Provided that before taking such an action, the Finance Officer shall be given an opportunity of being heard.

x. The Finance Officer may resign from his post after giving a three month notice or salary in lieu thereof and shall cease to hold office on the acceptance of such resignation or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

xi. When the office of the Finance Officer is vacant or if the Finance Officer on account of illness or any other reason is unable to perform the duties of his office, the duties of the office of Finance Officer shall be performed by such person as the Vice-Chancellor may decide.

xii. Subject to the supervision and directions of the Finance Committee, the Finance Officer shall:

a. be responsible for general supervision over the funds of the University and advise the University with regards to its financial policy;

b. hold and manage the investments including those of the Trust and Endowments for furthering the objects of the University;

c. ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure are not exceeded to and that the money is expended for the purposes to which it was granted/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 preparation of the financial statements and the conduct of Annual Statutory Audit by an independent statutory auditor appointed by the Trust;

h. maintain and update the registers of buildings, land and equipment and conduct of the Physical verification of the Stores and other facilities/departments and also the consumable materials;

i. call explanation for unauthorised expenditure or other financial irregularities and, after being satisfied that the expenditure incurred is unauthorised, bring the same to the notice of the Vice-Chancellor;

j. obtain from any School/Department/Centre any information or return 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.

16. HEAD OF THE DEPARTMENT: Appointment, Powers and Functions

i. The Head of a Department shall be appointed by the Vice-Chancellor, from a panel of three names of the senior teachers of the Department received from the Dean of the School, for a period two years or as may be specified.

ii. The Head of the Department shall preside over the meetings of the Board of Studies.

iii. The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations.

iv. The Vice-Chancellor may remove the Head of the Department, if he is found guilty of misconduct of any kind, or fails to perform his duties to the satisfaction of the Vice-Chancellor and revert him to his substantive post and/ or place him under suspension till completion of an inquiry;

Provided that the Head of the Department will be heard before taking such a decision.

17. THE DEAN, ACADEMIC AFFAIRS: Appointment and Functions

i. The Dean, Academic Affairs shall be appointed by the Executive Council, on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University, for a period of three years or a period as may be specified;

Provided that the Dean, Academic Affairs may be re-appointed for further term(s) as decided by the Executive Council.

ii. A teacher having a minimum of 10 year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director or above, will be eligible for appointment as Dean, Academic Affairs.

iii. The Dean, Academic Affairs shall:

a. assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
b. ensure that the decisions of the Academic Council are followed in letter and spirit
c. advise the Vice-Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute; and
d. scrutinise the academic proposals emanating from the schools before these are forwarded for consideration of the Vice-Chancellor or the Academic Council.

iv. The Dean, Academic Affairs may submit his resignation to the Vice-Chancellor and shall cease to hold his office on acceptance of his resignation.

v. The Vice-Chancellor, based upon a complaint received against the Dean Academic Affairs or on his own, if arrives at a conclusion that continuance of the Dean Academic Affairs is detrimental to the interests of the University, may recommend to the Executive Council the removal of the Dean Academic Affairs from his office from such date as may be specified and after giving the Dean Academic Affairs an opportunity of being heard.

18. THE DEAN, RESEARCH AND DEVELOPMENT: Appointment and Functions

i. The Dean, Research and Development shall be appointed by the Executive Council on the recommendations of a committee appointed under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council from within or outside the University, for a period of three years or a period as may be specified;

Provided that the Dean, Research and Development shall be eligible for re-appointment for another term(s) as may be specified.

ii. A teacher with requisite institutional commitment and having a minimum of 10 year experience as a Professor in a reputed University/Institute with sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director, will be eligible for as Dean, Research and Development.

iii. The Dean, Research and Development shall:

a. be the ex-officio 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 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 guide the younger faculty members in undertaking their own research;
d. 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
e. mobilise funds for research.

iv. The Dean, Research and Development may submit his resignation to the Vice-Chancellor and shall cease to hold the office from the date of acceptance of such resignation.

v. If the Vice-Chancellor, based upon a complaint received against the Dean Research and Development or on his own, arrives at a conclusion that continuance of the Dean research and Development is detrimental to the interests of the University, may recommend to the Executive Council the removal of the Dean research and Development from his office from such date as may be specified and after giving the Dean research and Development an opportunity of being heard.

CHAPTER III (AUTHORITIES OF THE UNIVERSITY)

19. THE GOVERNING BODY

i. The Governing Body shall be constituted as under

a. The Chancellor – Chairman;
b. The Pro-Chancellor;
c. The Vice-Chancellor;
d. One member nominated by the Trust – Member;
e. One eminent educationist nominated by the trust – Member;
f. One member from industry/ corporates nominated by the Trust – Member;
g. One legal expert nominated by the Trust –Member;
h. One financial expert nominated by the Trust – Member;
i. The Trust, may nominate up to six additional subject matter specialists as members of the governing body;
j. The Chancellor may also co-opt up to three eminent persons as members of the Governing Body; and
k. Registrar – Secretary.

ii. The term of nominated members shall be three years or as decided.

iii. The ex-officio members shall continue to be the members of the Governing Body so long as they hold the office by virtue of which they are the members of the Governing Body.

iv. The trust shall have powers to remove a member of the Governing Body.

v. A member nominated/co-opted member of the Governing Body not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Body and the vacancy will be duly filled in.

vi. The other terms and conditions of nomination of the members to the Governing Body, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Body shall have the right to review and modify any of the nominations made by it.

vii. Meetings of the Governing Body shall be convened by the Chancellor either on his own initiative or on a requisition from a minimum one fourth of the members of the Governing Body.

viii. The quorum of the meeting shall be one third of the total membership of the Governing Body.

ix. Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

x. The Chancellor shall preside over the meetings of the Governing Body and in his absence; the Pro Chancellor shall preside over the meeting.

Provided that in case both the Chancellor and the Pro-Chancellor are not available, the Vice-Chancellor shall preside the meeting of the Governing Body.

xi. The written notice of the meeting shall be issued by the Registrar at least two weeks before the date of the meeting;

Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.

xii. The notice of the meeting may be sent through email or delivered by hand or sent by registered post at the address of each member as recorded in the office of the Registrar and the same shall be deemed to have been duly delivered within the time.

xiii. The agenda shall be circulated by the Registrar at least one week before the date of the meeting.

xiv. Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.

xv. The ruling of the Chairman in regard to all the questions of procedure shall be final.

xvi. The minutes of the meetings drawn up by the Registrar and approved by the Chancellor, shall be circulated by the registrar. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed, the same shall be recorded in the book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.

xvii. The Governing Body shall have powers to nominate members/ its representatives on the Councils of various Statutory Bodies, Government, Semi-Government or Private Bodies for a period as may be specified.**

***Amended vide 20th EC dated 30.07.2021*

20. THE EXECUTIVE COUNCIL

i. The Executive Council shall be the principal Executive Authority of the University and shall meet at least twice in each Academic year

ii. The Vice-Chancellor shall be the Chairperson of the Executive Council, which shall consist of the following other members, namely:-

a. Three members to be nominated by the Governing Body;
b. Two eminent educationists nominated by the Chancellor;
c. One officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh;
d. One Professor and one Associate Professor of the University in order of seniority on rotation basis for a period of one year;
e. One educationist not below the rank of Associate Professor from a panel of three names to be approved by the State Government, for which the University shall submit a list of three names of eminent educationists;
f. The Registrar who shall be ex-officio Member Secretary; and
g. The Finance Officer shall have the right to speak in and otherwise to take part in the proceedings of the Executive Council but shall not be entitled to vote;

iii. The ex-officio members shall continue to be the members as long as they hold the office by virtue of which they are the members of the Executive Council.
However, the members, other than the ex-officio members, shall have a term of 3 years. **

iv. A member of the Executive Council, other than the state nominees, may be removed by the Governing Body.

v. A nominated member, other than the state nominees, not attending three consecutive meetings without prior notice, shall cease to be a member of the Executive Council and the vacancy will be filled for the remaining period in accordance with the laid down procedure.

vi. Meetings of the Executive Council may be convened by the Vice-Chancellor suo moto or on a requisition signed by not less than one third of the total members. The quorum of the meeting shall be not less than six members of the Executive Council.

vii. Decision on all the matters placed for consideration of the Executive Council shall be made through simple majority, in case of a tie the matter shall be decided by the casting vote of the Chairman.

viii. Notice of the meeting shall be issued by the Registrar and sent to the members through email or delivered by hand or sent by the

** *Amended vide 19th EC dated 09.04.2021*

registered post, at least two week prior to the date of the meeting, stating clearly the venue, date and time of the meeting;

provided that the Vice-Chancellor may call an emergent meeting of the Executive Council at short notice.

ix. The agenda of the meeting shall be circulated by the Registrar at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two week before the meeting. The Vice-Chancellor may, however, permit inclusion of any item for which due notice has not been received.

x. The ruling of the Chairman in regard to all questions of procedure shall be final

xi. The minutes of the meetings drawn up by the Registrar and approved by the Vice-Chancellor shall be circulated to the members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed, the same shall be recorded in the book of minutes shall be kept open during office hours for inspection by the members of the Executive Council

xii. The decisions taken by the Executive Council shall be placed before the Governing Body for information.

xiii. The Executive Council, may authorise the Vice-Chancellor to make such decisions and exercise such powers as deemed necessary for timely discharge of the matters placed under its charge;

Provided that, the decisions taken shall be placed before in the next meeting of the Executive Council for ratification.

21. THE ACADEMIC COUNCIL

i. The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.

ii. The Academic Council shall be constituted as under:

a. The Vice-Chancellor - Chairman;
b. The Pro-Vice-Chancellor(s);
c. All Deans of the Schools of Studies;
d. Dean Academic Affairs;
e. Dean Research and Development;
f. All Heads of Department;

Provided that the Departments having less than 250 students shall be represented in Academic Council by Dean of the School or a Head of the Department, nominated by the Dean;
Provided further that the Departments with more than 750 students shall have another Professor/Associate Professor nominated as a member of Academic Council;

g. Five members nominated by the Vice-Chancellor, other than Heads of the Departments, at the level of Professors, Associate Professors or Assistant Professors;
h. Three distinguished professionals representing academia, trade, industry, science and technology, nominated by the Chancellor;
i. The Vice-Chancellor may co-opt up to three students as members in each Academic year; and
j. The Registrar- ex-officio Secretary.

iii. The term of office of the ex-officio members shall be co-terminus with the term of their offices. While members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years, the nominated students shall have a term of one year only.

a. The meetings of the Academic Council shall be convened by the Vice-Chancellor *suo moto* or on a requisition signed by not less than 25% members of the Academic Council.

b. The quorum of the meeting shall be one third of the total strength of the Academic Council.

c. The written notice of meetings shall be issued by the Registrar and sent through email or delivered by hand or through registered post to every member at least two weeks before the date of the meeting;

Provided that the Vice-Chancellor may call a special meeting of the Academic Council at short notice.

d. The agenda of the meeting shall be issued by the Registrar at least one week before the meeting.

e. All questions considered at the meetings of the Academic Council shall be decided by a majority vote of the members present and voting;

Provided that the Chairman shall have a casting vote in case of a tie.

iv. The Academic Council may authorise the Vice-Chancellor to exercise the powers vested in the Academic Council in an emergent situation;

Provided that the emergency decision(s) taken shall be placed in the next meeting of the Academic Council for ratification.

v. The minutes of the meetings drawn up by the Registrar and approved by the Vice-Chancellor shall be circulated to the member. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council and shall be recorded in the book of minutes which shall be kept open during the office hours for inspection by the members of the Academic Council.

vi. The recommendations of the Academic Council in matters falling under the jurisdiction of the Executive Council shall be placed before the Executive Council for approval, in the next meeting.

vii. Subject to the provisions as laid down in the University Act, the Academic Council shall have the following powers and perform the following functions:

a. consider and approve the proposals received from the Schools of Studies with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the School;

b. exercise general control over the academic policies of the University, issue direction on methods of instruction, quality of question paper, co-ordination of teaching amongst various schools, maintenance and improvement of academic standards and evaluation of research undertaken at the Schools of Studies.;

c. make proposals to Executive Council for establishment of new Schools, Departments, Specialised Centres and Laboratories;

d. recommend to the Executive Council institution of the Degrees, Diploma, Certificates and other academic distinctions, to be awarded by the University; and

e. recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and

to determine their equivalence with degree and diplomas offered by the University;

22. THE FINANCE COMMITTEE

i. The Finance Committee shall be the principal financial body of the University.

ii. The Finance Committee shall be constituted as under:

a. The Vice-Chancellor: Chairman

b. The Pro-Vice-Chancellor(s):

c. The Registrar;

d. A Professor of the University nominated by the Executive Council;

e. One financial expert nominated by the Trust;

f. A nominee of the Chancellor; and

g. The Finance Officer- Member Secretary.

iii. The Vice-Chancellor shall be authorised to invite an expert in financial matters, to any meeting of the Finance Committee as a special invitees.

iv. The term of the ex-officio members shall be coterminous with the office they hold and by virtue of which they are members of the Finance Committee. The term of office of a nominated member shall be two years.

v. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meetings. In case the Pro Vice-Chancellor is also not available, a member from amongst the members present may preside over the meeting.

vi. The Finance Committee shall meet at least twice in an academic year and shall be convened by the Chairman either on his own initiative or on a requisition signed by at least one third of the members of the Finance Committee;

Provided that the Vice-Chancellor shall be authorised to call a special meeting of the Finance Committee at short notice.

vii. The quorum of the meeting shall be one third of the total strength of the Finance Committee.

viii. Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

ix. The notice of the meeting shall be sent by the Finance Officer at least two weeks before the date of the meeting, through email or delivered by hand or sent by registered post.

x. The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.

xi. The Vice-Chancellor shall be authorised to exercise the powers vested in the Finance Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of Finance Committee for ratification.

xii. The Finance Committee shall have the following powers and functions:

a. The Annual Accounts and Annual Budgets prepared by the Finance Officer shall be considered by the Finance Committee for its recommendations to the Executive Council for approval.

b. The Finance Committee may, after scrutiny of the proposal for expenditure, recommend limits on total recurring and non-recurring expenditure for the year, based on income and resources of the University.

c. To give its views on any financial matter solicited by an 'Authority' or an 'Officer' of the University.

xiii. The recommendations of the Finance Committee shall be implemented with the approval of the Executive Council.

23. THE PLANNING BOARD

i. The Planning Board shall consist of the following:

a. The Vice-Chancellor- Chairman;
b. The Pro-Vice-Chancellor(s);
c. Two nominees of the Trust;
d. Dean, School of Architecture and Planning;
e. University Engineer;
f. Dean of Students' Welfare;

g. One Architect and two other persons to be nominated by the Chancellor;
h. Two Officers of the University nominated by the Vice-Chancellor;
i. The Finance Officer;
j. The Vice-Chancellor may co-opt such other persons as may be considered necessary; and
k. The Registrar- Member Secretary.

ii. The term of office of ex-officio members shall be coterminous with their term in office they hold and by virtue of which they are members of the Planning Board.The term of office of nominated members shall be for a period of two years.

iii. The quorum of the meeting shall be one third of the total strength of the Planning Board.

iv. The decisions on all the matters considered by the Planning Board shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

v. The Planning Board may advise the Executive Council on necessary infrastructure and academic support systems required as per the norms of the State Government/ UGC/ or a Regulatory authority;

Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such Infrastructure/ the academic support system.

vi. The Planning Board shall have at least two meetings in a year and the minutes thereof shall be reported to the Executive Council in its next meeting.

24. THE RESEARCH ADVISORY BOARD

i. The Research Advisory Board shall be constituted as under: [$]

i. The Vice-Chancellor- Chairman
ii. The Pro-Vice-Chancellor;
iii. Dean, Academic Affairs;
iv. Two Deans of Schools nominated by the Vice-Chancellor;
v. Out-side experts, not exceeding five, nominated by the Chancellor;

[$] *Amended vide 21st EC dated 29.12.2021*

vi. The Vice-Chancellor may co-opt one distinguished Scientist/ Professor from within or outside to any meeting of the Research Advisory Board, as and when necessary; and

vii. Dean, Research and Development - *Member Secretary*.

ii. All the members of the Research Advisory Board, other than the ex-officio members, shall hold membership for a term of two years.

iii. The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.

iv. 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, including prioritization of the research areas.

v. The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.

vi. The Board may select e-resources such as e-journals, e-books, on-line lectures reference material and reference websites for students and faculty.

vii. The Board, shall 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.

viii. The Board shall advise the Deans of Schools 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.

ix. 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.

x. The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.

xi. 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.

xii. 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.

xiii. The recommendations made by the Research Advisory Board shall be reported to the Executive Council.

25. THE FACULTY BOARD

i. The Faculty Board of each of the School of study shall be constituted as under:

a. The Dean of School- Chairman;
b. All the Heads of the Departments;
c. All the Professors of the School;

Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the Faculty Board;

Provided further that the Department having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor/Associate Professor;

d. Two outside experts nominated by the Vice-Chancellor;

e. Special Invitees may be invited to the Faculty Board meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.

ii. Powers & Functions of the Faculty Board:

a. The Faculty Board shall control and guide the Academic, Research and other activities of the various Departments of the School and 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; and

(iii) consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.

b. In case it is not possible to convene the meeting of the Faculty Board for any reason, the Dean of the School shall have emergency powers to take a decision on behalf of the Faculty Board.

c. All the emergent decisions taken by the Dean shall be placed before the next meeting of the Faculty Board for ratification.

26. THE BOARD OF STUDIES

i. The Board of Studies shall normally be constituted for each of the Departments of a School;

Provided the Dean of the School, with the approval of the Vice-Chancellor may club one or more than one Department to constitute their Board of Study.

ii. The Board of Studies shall comprise as under:

a. The Head of Department- Chairman;

Provided that if the Board has been constituted by clubbing more than one Department, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Board of Studies by the Dean of the School.

b. Three members of the faculty, one each from the categories of Professor, Associate Professor and Assistant Professor of the Department;

provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;

Provided further that if the number of teachers in a Department or the departments clubbed together to form the Board of Studies is less than nine (9), the Vice-Chancellor may

nominate all the teachers of such Departments to the Board of Studies.

c. Two experts from another University/Institution, nominated by Vice-Chancellor.

d. Two Experts with more than ten years of experience in Industry/ Research Organizations/ NGOs, etc. nominated by the Vice-Chancellor.

e. Two students nominated by the Dean on the recommendation of the Head of the Department.

iii. The Board of Studies shall be authorised to:-

a. examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;

b. propose names of the examiners both internal and external;

c. ensure quality of teaching and research undertaken by the Department; and

d. make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.

iv. All the decisions of the Board of Studies shall be placed before the Faculty Board of the School for approval/ recommendations to the Academic Council,

27. THE ADMISSION COMMITTEE

i. The Admission Committee shall be constituted as under:

a. The Vice -Chancellor - Chairman;
b. The Pro-Vice-Chancellor(s);
c. The Registrar;
d. Dean Academic Affairs;
e. All the Deans of Schools;
f. Finance Officer;
g. Head, International Relations Division;
h. Three faculty members nominated by the Vice-Chancellor;
i. Any other official of the University co-opted by the Vice-Chancellor; and
j. Head of the Admission Cell - Member Secretary.

ii. The Admission Committee may appoint such other sub-committee(s) as it may deem necessary.

iii. Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process;

Provided that in Council based courses, the decision of the Council concerned shall be final and binding.

iv. The admission made each academic year shall be reported to the Academic Council.

28. THE EXAMINATION COMMITTEE

i. The Examination Committee shall be constituted as under:

a. The Vice Chancellor – Chairman
b. The Pro-Vice-Chancellor(s);
c. The Registrar;
d. All the Deans of Schools;
e. Dean Academic affairs;
f. Three members nominated by the Vice-Chancellor;
g. The Controller of Examinations - Member-Secretary;

Provided that any Deputy Controller or an Assistant Controller of examinations appointed by the University shall have the right to attend the meetings and express their opinion, however they will not be eligible to vote.

ii. The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation of the results.

iii. It shall scrutinize and recommend to the Academic Council the names of examiners received from School, for approval.

iv. It shall also ensure maintenance of high quality of the question bank and its availability to the students.

v. The Committee shall be authorised to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice.

vi. The Examination Committee shall review and analyse the results of examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.

vii. The Committee shall also get an audit conducted and make suitable recommendations to the Academic Council on the action proposed to be taken on the findings of such audit.

viii. 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).

ix. The quorum of the meeting shall be one third of the total strength of the Examination Committee.

x. The Committee shall have at least two meetings, in an Academic Year.

29. INTERNAL QUALITY ASSURANCE CELL

i. The University shall constitute an Internal Quality Assurance Cell consisting of the following members:

a. The Vice-Chancellor- Chairman
b. The Pro-Vice-Chancellor(s);
c. The Registrar;
d. Dean, Academic Affairs;
e. Deans of all the Schools;
f. Dean of Students' Welfare;
g. Controller of Examinations;
h. One member from industry/ employers to be nominated by the Chancellor;
i. Five experts nominated by the Chancellor;
j. Up to five faculty members to be nominated by the Vice-Chancellor;
k. Three students/ alumni nominated by the Vice-Chancellor;
l. Senior Administrative Official(s) nominated by the Vice-Chancellor; and
m. Director, IQAC - Convener

ii. It shall be ensured that there are at least five woman members nominated under various categories.

iii. 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 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 and analysis thereof.
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 the institutional quality.
i. Development of Quality Culture in the University.
j. Preparation of the Annual Quality Assurance Report for submission to NAAC.

iv. The IQAC shall develop a mechanism for its robust functioning by optimising on the strength and contribution by the members.

v. The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.

vi. Each member of the IQAC, except the *ex-officio* members, shall have a term of one year;

Provided the membership may be extended by another year to a maximum of total three years.

30. THE STUDENTS' COUNCIL

i. The Students Council shall be constituted each Academic year as below:

a. The Dean of Students' Welfare - Chairperson;

b. Associate/ Assistant Dean Students Welfare;

c. One student representative from each of the School of Studies nominated by the Dean on merit provided that the Schools having more than 500 students, may nominate one additional student for every block of 500 students or a fraction thereof;

d. five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare, keeping in view their participation and involvement in sports, co-curricular and extra-curricular activities;

provided that no student shall be nominated more than twice during the entire period of his studies in the university.

e. Associate Dean Students' Welfare - Member Secretary;

ii. A student shall be nominated to the Students' Council only if:

a. he has a minimum of 75 per cent attendance in all courses taken by him during the previous semester(s), except those who are in the first semester;

b. he must not have any academic arrear, i.e., he must have successfully completed all the courses in the previous semester;

c. he must not have any fee arrears; *and*

d. his conduct in the University must have been exemplary and he must not have been subjected to any disciplinary action.

iii. The Council shall meet at least twice in an academic year and shall recommend to the appropriate authorities on matters related with students' welfare and other matters of importance to them with regards to the cultural, social and recreational interests of students.

iv. Any student of the University may bring up any matter concerning the students welfare before the Students' Council, however he will be required to submit his proposal to the Chairman of the Council at least two weeks before the date of the meeting and if permitted by the Chairman, shall have the right to participate in discussions in the meeting when the said matter is taken up for consideration.

CHAPTER IV (TEACHERS AND EMPLOYEES OF THE UNIVERSITY)

31. MINIMUM QUALIFICATIONS OF TEACHERS

i. The minimum eligibility for Appointment and Career advancement of teachers in the University shall be as decided by the Executive Council and in line with the guidelines of the UGC/relevant Regulatory Authorities/Councils.

ii. The minimum qualification of teachers shall be those as may be prescribed by UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018, as amended form time to time.

32. THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC AND ADMINISTRATIVE STAFF AND THEIR EMOLUMENTS

i. All regular/contractual appointments of teachers and other academic and non-teaching staff shall be made on the recommendation of a duly constituted selection committee.

ii. The Selection committee for the posts of Professors, Associate Professors and Assistant Professors shall be constituted as below:

a. The Vice-Chancellor— Chairman;
b. One nominee of the Chancellor;
c. One outside subject expert nominated by the Vice-Chancellor, out of a panel of names approved by the Chancellor;
d. Dean of the School;
e. Two subject matter experts from within the University to be nominated by the Vice-Chancellor;
   Provide if no subject expert is available within the University; the Vice-Chancellor may nominate experts from outside;
f. Head of the Department;
   Provided that a Head not holding the rank of a Professor shall not be a member of the selection committee for selection of a Professor; and
g. The Registrar – *ex-officio* secretary.

iii. Recommendations of Selection Committees will be placed before the Executive Council for its approval;

provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision;

Provided further that the Executive Council may authorise the Vice-Chancellor to approve the minutes of the Selection committees and place them before the Executive Council in its next meeting.

iv. The University shall advertise it's vacancies on the University website and as per the norms prescribed by the UGC or any other regulatory body.

v. The University shall be authorised to appoint a selected person for a fixed tenure on such terms and conditions as may be determined by the University.

vi. The selection process of non-teaching positions, not included in these Statutes, shall be governed by the Recruitment Rules/Regualtions for the non-teaching employees framed by the University and approved by the Executive Council.

33. THE CONDITIONS OF SERVICE OF EMPLOYEES

i. Every salaried officer, teacher and other employees shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University and a copy thereof shall be made available to the officer, teacher or the employee concerned

ii. The terms and conditions of service of all the employees of the University shall be provided in the Regulations as approved by the Executive Council. The Regulations may specify the conditions service as would be applicable to an employee and would generally include, but not be restricted to following:

a. Recruitment Rules
b. Faculty Development Policy
c. Consultancy Policy
d. Employee Welfare Policy
e. Employee Benefits
f. Career Progression Policy
g. SOP for creating New positions
h. Staff Development Policy
i. Performance Management
j. Pay & Allowances

k. Vacation, leave and holidays
l. Code of Conduct
m. Code of ethics
n. Exit Policy and Procedure
o. Superannuation Policy
p. Grievance Redressal Committee
q. Medical & Accidental Insurance
r. Entitlement to the Class of Travel
s. Policy relating to sexual harassment at workplace

34. DISCIPLINARY ACTION AGAINST TEACHERS OF THE UNIVERSITY

i. A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.

ii. The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct.

iii. A teacher of the University may be removed or his services terminated on one or more of the following grounds: -

a. wilful neglect of duty;
b. misconduct;
c. breach of any of the terms of contract of service;
d. dishonestly connected with University Examination;
e. scandalous conduct or conviction for an offence involving moral turpitude;
f. physical or mental unfitness;
g. incompetence;
h. abolition of the post;

iv. No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to;

a. submit a written statement in his defence;
b. present his case in person; and

c. producing a witness or witnesses in his defence as he may wish; provided that the Executive Council or an Officer authorized by it to conduct the inquiry, may, for sufficient reasons to be recorded in writing, refuse to call a witness(s);
provided further that the inquiry process shall be completed within a period of three weeks.

v. The Vice-Chancellor in his capacity as the Chairman of the Executive Council may, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination.

vi. The decision shall forthwith be communicated to the teacher concerned.

vii. The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.

viii. The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Executive Council, shall be reported to the Executive Council in its next meeting for ratification.

ix. A teacher of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;

a. when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;

b. if detained in custody, whether the detention is for any criminal charge or otherwise.

35. DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEES

i. In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the registrar may place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).

ii. Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.

iii. No disciplinary action shall be taken and penalties imposed, until the employee has been given a reasonable opportunity to show cause against the action proposed to be taken against him.

iv. The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.

v. An appeal against the order of the Registrar shall lie with the Vice-Chancellor

vi. Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, Joint Registrars, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action;

provided that an appeal against the order of the Vice-Chancellor shall lie with the Executive Council.

vii. Notwithstanding anything contained in the terms of his contract of appointment, a non-teaching employee of the University below the rank of Deputy Registrar may be removed from his services by the Registrar if the employee;

a. is of unsound mind and is an undercharged insolvent;
b. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
c. is otherwise guilty of misconduct;

Provided that for action against the employees at the level of Deputy Registrar and above, prior approval of the Vice-Chancellor will be needed;

Provided further that no employee of the University shall be removed or terminated from his service unless the employee has been given a reasonable opportunity to defend himself.

CHAPTER V (MISCELLANEOUS PROVISIONS)

36. WITHDRAWAL OF DEGREE, DIPLOMA, CERTIFICATE AND OTHER ACADEMIC DISTINCTIONS

i. The Executive Council, on the recommendation of the Academic Council and by a special resolution passed by not less than two-third of the members present and voting, may consider withdrawal of a Degree or an Academic distinction conferred by the University, or any Certificate, Diploma or a Degree awarded by it;

Provided that the Academic Council shall not make such a recommendation until a show cause notice has been issued calling upon the charged person to show cause, within such time as may be specified in the notice, and until his reply and the evidence produced by him in his defence have been duly considered by the Academic Council;

Provided further that in case no reply is received within the time specified, the Academic Council may make its recommendations, based on the available material.

ii. The decision stating the reasons there for shall be communicated to the person concerned.

iii. Any person aggrieved by the decision taken by the Executive Council may appeal to the Chancellor within thirty days from the date of such decision.

37. INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

Fellowships, Scholarships and Studentships, Medals and Prizes shall be instituted by the University in accordance with the Ordinances framed for the purpose.

38. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS

i. All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-Chancellor.

ii. Without prejudice to the generality of his powers relating to the maintaining of discipline amongst the students of the University and taking desired action in the interest of maintaining discipline, the Vice-Chancellor shall be guided by the recommendations of the Chief Proctor or the Proctorial Committee and the provisions as laid down in the ‘Students Code of Conduct and Ethics’.

iii. The Vice-Chancellor may delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Chief Proctor, and to such other persons as he may specify in this behalf.

39. THE ESTABLISHMENT AND ABOLITION OF SCHOOLS, DEPARTMENTS AND SPECIAL CENTRES

i. The Executive Council based on the recommendations of the Academic Council may approve establishment of a School, Department or a Special Centres of the University

ii. The University shall be authorised to offer such programmes, through its Schools and Departments, as the Executive Council may decide from time to time and as recommended by the Academic Council;

Provided that the programmes offered have no conflict with the guidelines issued by UGC;

Provided further that in Council-based Courses, the decision of the relevant Councils shall prevail.

iii. The Executive Council shall be authorised to reconstitute a School, a Department or a Special Centre on the recommendations of the Academic Council.

iv. The Executive Council, based on the recommendations of the Academic Council, may discontinue a Schools, a Department or a Special Centre when;

a. the programmes offered become obsolete;
b. the programmes offered become untenable to continue; or
c. alternate and better programmes become available.

Provided that while approving such discontinuation, the Executive Council shall ensure that the existing registered students in the programme are allowed to completion of the requirements of award of a degree.

40. THE DELEGATION OF POWERS VESTED IN AUTHORITIES OR OFFICERS OF THE UNIVERSITY

Subject to the provisions of the Act, any officer or authority of the University, may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall

responsibility for the exercise of the power so delegated shall continue to vest in the Officer or Authority delegating such powers.

41. QUORUM

i. The quorum for holding the meetings of various authorities of the University shall be as laid down in these Statutes.

ii. The quorum for other committees and sub-committees appointed by any 'Authority' or the 'Officer' of the University shall be one third of their total strength;

Provided that fraction of a number shall be rounded off to the next whole number.

42. PROVISION FOR DIVERSITY IN NOMINATION ON THE VARIOUS BODIES OF THE UNIVERSITY

While nominating or co-opting members on various Statutory bodies, Committees and Sub- committees of the University, due regard shall be given to the gender and diverse socio-economic background, of the members proposed to be nominated co-opted;

43. CONFERMENT OF HONORARY DEGREES AND OTHER DISTINCTIONS

The Executive Council may, on the recommendations of the Academic Council, recommend the conferment of Honorary degrees or a distinctions on eminent personalities for the exemplary contributions made by them in their respective field of specialisations, to the State Government for approval before granting such honorary degrees and distinctions;

provided that in case no approval is received from the State Government within a period of one month from the date of submission of the proposal, the Executive Council may, on its own motion, recommend to the Chancellor the grant of such Honorary Degree/Distinction.