



SHRI GURU RAM RAI EDUCATION MISSION

Darbar Sahib, Jhanda Mohalla
Dehradun - 248 001

प्रेषक,

अधिकृत हस्ताक्षरी,
श्री गुरु राम राय एजुकेशन मिशन,
देहरादून।

सेवा में,

संयुक्त सचिव,
उच्च शिक्षा,
उत्तराखण्ड शासन।

पत्र संख्या: 862/2017

दिनांक : 25-07-2017

विषय: श्री गुरु राम राय विश्वविद्यालय के प्रथम परिनियम, 2017 के अंग्रेजी रूपांतरण का प्रेषण।

महोदय,

उपर्युक्त विषयक श्री गुरु राम विश्वविद्यालय अधिनियम, 2016 (उत्तराखण्ड अधिनियम संख्या 03 वर्ष 2017) की धारा 27 एवं 28 का संदर्भ लेने का कष्ट करें।

उक्त के क्रम में श्री गुरु राम राय विश्वविद्यालय के प्रथम परिनियम, 2017 (हिन्दी आलेख) अंग्रेत्तर कार्यवाही हेतु पत्र संख्या 858/2017 दिनांकित 10.07.2017 द्वारा प्रेषित किये जा चुके हैं।

इसी क्रम में श्री गुरु राम राय विश्वविद्यालय प्रथम परिनियम, 2017 आलेख का अंग्रेजी रूपांतरण आपको प्रेषित किया जा रहा है। आपसे अनुरोध है कि परिनियम को अनुमोदन प्रदान करने की कृपा करेंगे।

संलग्नक: उक्तवत।

Received
26/07/17

(Signature)

(जी.एस.राणा)

अधिकृत हस्ताक्षरी,

श्री गुरु राम राय एजुकेशन मिशन,
देहरादून।

In pursuance of the provisions of clause (3) of Article 348 of 'the Constitution of India', the Governor is pleased to order the publication of the following English translation of notification No: dated: 2017 for general information.

SHRI GURU RAM RAI UNIVERSITY FIRST STATUTES, 2017

In exercise of the powers conferred by Section 27 read Section 28 of Shri Guru Ram Rai University Act, 2016 (Uttarakhand Act no 03 of 2017), the Governor is pleased to make the following First Statutes of the University for regulation and matters connected therewith or incidental thereto-

CHAPTER – I PRELIMINARY

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|---|------|---|
| Short title and Commencement

(Section 27) | 1.01 | (1) These Statutes may be called the Shri Guru Ram Rai University First Statutes, 2017.

(2) They shall come into force from the date of approval by the State Government of Uttarakhand or on the expiry of three months from the date of submission to the State Government of Uttarakhand is earlier.

(3) After the first Statutes have come into force, subsequent amendments, additions or repealing of the existing statutes can be done by the Board of Management. Such amended Statutes shall be submitted to the State Government of Uttarakhand for its approval. These amended Statutes shall come into force from the date of approval by the State Government of Uttarakhand or on the expiry of three months from the date of submission to the State Government of Uttarakhand, whichever is earlier. |
| Definitions | 1.02 | (1) In these Statutes unless there is anything repugnant to the subject or the context –

(a) 'Act' means Shri Guru Ram Rai University Act, 2016;
(b) 'Section' means a section of the Act; and
(c) 'University' means Sri Guru Ram Rai University, Dehradun.
(d) 'Academic Staff' means such employees of the University who are appointed in the University, its Constituent Colleges, Departments, Regional Centers and Study Centers for teaching and research work.
(e) 'Administrative Staff' means such employees of the University who are appointed in the University, its Constituent Colleges, Departments, Regional Centers and Study Centers for administrative functions.

(2) Words denoting the singular shall include the plural & also vice versa.

(3) Words denoting any gender shall include both genders.

(4) Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in that Act. |

CHAPTER-II

OFFICERS OF THE UNIVERSITY

- (1) The Chancellor shall hold office for a period of 05 (five) years. He shall be eligible for re-appointment.
- (2) If the office of the chancellor becomes vacant due to death resignation or otherwise, or if there is a temporary vacancy because of absence due to illness or any other cause, the Pro-Chancellor, if any, shall the officiating Chancellor until the new Chancellor is appointed or until the incumbent Chancellor resumes his office. If there is no Pro Chancellor, the promoting society may, if required appoint an officiating Chancellor until the new Chancellor is appointed or until the incumbent Chancellor resumes his office. The officiating Chancellor shall take all decisions in consultation with the Board of Governors.
- (3) The Chancellor shall have the following powers namely-
 - (i) The Chancellor by virtue of his office shall be the Head of the University and over all in-charge of all the functions of the University.
 - (ii) The Chancellor while considering any matter referred to him or suo moto may call for such records or documents or information from any office or Department or Constituent College of the University, as he may deem necessary.
- (4) The Chancellor may, after reviewing all facts and taking into consideration the recommendations of the Vice Chancellor suspend or modify any such resolution or order or proceedings of any authority of the University except that of the Board of Governors, which in his opinion is not in the interest of the University or not in conformity with the provisions of the Act, Statutes, Rules or Ordinances of the University as the case may be.
- (5) The Chancellor shall have the right to conduct an inspection or cause an inspection to be made by such office or offices as he may so direct of examinations, teaching, research, administration and finance, buildings, laboratories, records and equipment thereof and also of any other work conducted or done by the University of any of its Faculties, Constituent Colleges, Departments, Regional Centers and Study Centers. The officer/officers, so deputed by the Chancellor to conduct such inspection/enquiry, shall submit to the Chancellor the report of the inspection/enquiry within such period as stipulated by the Chancellor. This report shall remain confidential and shall only be for review and appraisal of the Chancellor and shall not be disclosed either by the officer/officers deputed to conduct such inspection/enquiry or by any other officer of the University.
- (6) The Chancellor shall communicate to the Vice Chancellor the result of such inspection or inquiry together with the recommended action to be taken thereon. The Vice Chancellor shall communicate the recommended action forthwith to the Board of Management for implementation.
- (7) Where the Board of Management the other Authorities of the

University or the officers of its Constituent Colleges, Departments, Regional Centres or Study Centres, as the case may be, do not act upon the recommended action of the Chancellor to his satisfaction, he may after considering any explanation furnished or representation made by the Board of Management, the other Authorities of the University or the officers of Constituent Colleges, Departments, Regional Centres or Study Centres, as the case may be, issue such directives as he may deem fit and the University, its Constituent Colleges, Departments, Regional Centres and Study Centres, as the case may be shall comply with such directives.

- (8) When any exigency arises and the Chancellor is of the opinion that it is not possible, under the prevailing circumstances, to convene a meeting of the Board of Governors at short notice, he may take any appropriate decision or action as he may deem fit and necessary in the interest of the University. He shall have the power to issue any order of instruction to all or any of the Authorities, Officers, Academic Staff, Administrative Staff, Employees and/or Students of the University and they shall be bound to comply with such orders/instructions forthwith. All such decision/actions shall be reported by him to the Board of Governors in the next meeting for approval.
 - (9) The Chancellor shall consider and approve all proposals relating to expenditures which are duly examined and forwarded by the Board of Management and have not been included in the budget and shall report to the Board of Governors in the next meeting for approval.
 - (10) The Chancellor shall consider and approve all proposals forwarded by the Vice Chancellor relating the expenditures not included in the budget, which are of any urgent nature, unavoidable and are in conformity with the objectives of the University. The Chancellor shall report such proposals to the Board of Governors in the next meeting for approval.
 - (11) In the event of conflict of interpretation with regard to Statutes, Rules and Ordinances of the University, the decisions of the Chancellor shall be final.
 - (12) The Chancellor may call for a fresh panel if he does not agree with the recommendation of the Committee constituted as per Sub Section (2) of Section 14 of the Act for the selection of Vice Chancellor.
 - (13) The Chancellor shall have the power to direct the bankers to stop payment on cheques which have already been issued.
 - (14) In the absence of the Visitor, the Chancellor, if present shall preside at the Convocation of the University.
 - (15) If the Chancellor wishes to resign from his post, he shall submit his signed letter of resignation in writing addressed to the Manager of the promoting Society. He shall continue in his position until the Promoting Society accepts his resignation in writing.
- 2.02 (1) The Vice Chancellor shall be a whole time salaried officer of the University. The emoluments and other terms and conditions of service of the Vice Chancellor shall be as decided by the Board of Governors.

**The Vice
Chancellor**

[Section 14]

- (2) The Vice Chancellor shall be eligible for re-appointment for a second term.
- (3) The chancellor may direct the Vice Chancellor, after his term has expired, to continue in office for such period until his successor assumes the office but for a period not exceeding 01 (one) year.

- (4) If the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise or if there is a temporary vacancy because of absence due to illness or any other cause, the Pro Vice Chancellor if any or the Senior most Dean or if there is no Dean, the senior most Professor shall perform the duties of the Vice Chancellor until a new Vice Chancellor is appointed or until the incumbent Vice Chancellor resumes duties;

Provided that such interim arrangement shall not exceed a period of one year from the date on which such an arrangement is made. Decisions taken by the officiating Vice Chancellor shall be subject to approval by the Board of Management.

- (5) The vice Chancellor may resign from his post by submitting his signed letter of resignation in writing addressed to the Chancellor by giving 01 (one) month notice.

Provided that where the circumstances so warrant, the Chancellor may waive-off the period of notice and accept the resignation forthwith.

Subject to provisions of the Act & Statutes and control of the Board of Governors and the Chancellor, the Vice Chancellor shall have the following powers and duties, namely –

- (a) To be present at, and address any meeting of any Authority or other Board of the University under him.

Provided that he shall not be entitled to vote there at unless he is a member of such Authority or Body.

- (b) To provide leadership for maintaining excellence in teaching, training, research and assessments in the University and to take initiative for starting of new programs and courses as per local, national and global requirements.
- (c) To ensure that the Act, Statutes, Rules and Ordinances of the University are duly observed and implemented.
- (d) To maintain discipline amongst officers, academic staff, administrative staff, employees and students in the University or its Constituents Colleges, Departments, Regional Centres, Study Centres. etc. and to initiate disciplinary action against them as per the provisions of the Statutes, Rules and Ordinances made in this regard;
- (e) To convene or cause to be convened meetings of various Authorities of the University except the Board of Governors.
- (f) To appoint various officers (except Registrar and Finance Officer), academic staff, administrative staff and other employees on the recommendation of duly-constituted Selection Committees.

Provided that he may make short term appointments for a period not exceeding 01 (one) year of such officers and teachers as he may consider necessary for the functioning of the University.

- (g) To grant leave to any officer or other employee of the University as per provisions of the leave rules and to make necessary arrangements for discharging the responsibilities of such officer or employee during his absence.
 - (h) To take any appropriate decision/action in the interest of the University when any exigency and he is unable to convene a meeting of any Authority under him at short notice and to report such decisions/actions to the Authority concerned to the next meeting for approval.
 - (i) To act as a vital link with the University Grants Commissions, National & International Accreditation Bodies, State Government other National & International agencies and other Regulatory Authorities as the case may be.
 - (j) To take appropriate actions to get financial grants from various funding agencies such as UGC, DST, State Government, Central Government, NGOs, National & International Agencies.
 - (k) To direct the bankers to stop payment on cheques which have already been issued.
 - (l) To keep abreast of the latest educational policies of both the State and Central Government and apprise various Faculties/Departments for their proper implementation.
 - (m) To assess & evaluate the performance of officer, academic staff, administrative staff and other employees of the University and its Constituent Colleges, Departments, Regional Centres, Study Centres, etc. and if deemed necessary to appoint a Committee of experts for this purpose and take appropriate action based on the report of such assessment & evaluation.
 - (n) To constitute Committees as and when required for facilitating the day to day functioning of the University and to take appropriate action based on the recommendations of such Committees; and
 - (o) To exercise such other powers and perform such other duties as assigned to him by the Board of Governors and the Chancellor from time to time.
- 2.03
- (1) The Pro Vice Chancellor shall be appointed for a period of 03 (three) years or until expiry of the term of the Vice Chancellor whichever is earlier. He shall be eligible for re-appointment for a second term.
 - (2) The eligibility criteria, emoluments and other terms and conditions of service of Pro Vice Chancellor shall be as laid down in the Ordinance.
 - (3) The Pro Vice Chancellor shall assist the Vice Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice Chancellor and by the Board of Management from time to time.

The Pro - Vice
Chancellor
[Section 15]

- 2.04 (1) The Registrar shall be a whole time salaried officer of the University and he shall be appointed by the Chancellor on recommendation of a Selection Committee consisting of the following:
- (a) Vice Chancellor-Chairman;
 - (b) One nominee of Chancellor; and
 - (c) One nominee of Board of Governors.
- (2) The Registrar shall be the Chief Operating Officer of the University and he shall work directly under the supervision, direction and control of the Vice Chancellor.
- (3) The eligibility criteria, emoluments and other terms and conditions of services of the Registrar shall be as laid down in the Ordinance.
- (4) If the office of the Registrar becomes vacant due to death, resignation or otherwise or if there is a temporary vacancy because of absence due to illness or any other cause, the Chancellor on recommendation of the Vice Chancellor, shall appoint a suitable person to perform the duties of the Registrar until a new Registrar is appointed or until the incumbent Registrar resumes duty.

Provided that such interim arrangement shall not exceed a period of 01 (one) year from the date on which such an appointment is made.

- (5) Subject to the provisions of the Act & the Statutes, the Registrar shall have disciplinary control over the employees of the University other than the following; namely-
- (a) Officers and Administrative Staff of the University;
 - (b) Academic Staff, Invigilators and Examiners of the University;
 - (c) Employees in the Finance, Accounts and Audit section; and
 - (d) Employees of the Examination section
- (6) The Registrar shall be Member Secretary of the Committees constituted by the Board of Management and Academic Council.
- (7) Subject to provisions of the Act & Statutes and control of the Vice Chancellor, The Registrar shall have the following powers and duties namely –
- (a) To conduct the official correspondence on behalf of the University.
 - (b) To maintain and secure the minutes of the meetings of all the Authorities of the University and of all the Committees constituted by any of these Authorities.
 - (c) To forward a copy of the approved minutes of the meetings of the Board of Management, the Academic Council, and the Finance Committee to the Chancellor.
 - (d) To make arrangements for conduct and supervision of all examinations conducted by the University.
 - (e) To represent the University with prior approval of the Chancellor, Vice Chancellor or Board of Management in suits or proceedings by or against the University to sign power of attorney and other required documents.
 - (f) To act as the custodian of all movable and immovable properties of

the University unless otherwise provided by the Board of Management. He shall be responsible for proper maintenance and upkeep of properties and assets of the University.

- (g) To prepare and update the Handbook of Statutes, Rules and Ordinances framed by the Authorities from time to time and make them available to all respective members of the Authorities and Officers of the University.
- (h) To prepare the Annual Report of all the activities of the University and place the same before the Board of Management.
- (i) To keep the Chancellor and Vice Chancellor apprised of all significant legal proceedings in respect of the University from time to time and be bound to place before the Board of Management all such information as may be necessary for transaction of its business.
- (j) To maintain records of students pertaining to admission, enrolment, migration, results of various examinations including entrance examination and award of degrees, diplomas, certificates etc.
- (k) To maintain personnel records of all officers, academics staff, administrative staff and other employees of the University.
- (l) To superintend the task of all subordinate officers and to distribute the work among them with the prior approval of the Vice Chancellor.
- (m) To facilitate any inquiry conducted by any Officer or Authority and to provide relevant information and documents in this regard and
- (n) To exercise such other powers and perform such other duties as assigned to him by the Board of Management and the Vice Chancellor from time to time.

Deans Faculties 2.05

[Section 17]

- (1) There shall be Dean for each Faculty in the University. He shall be a Principal Academic Officer of the University and shall work directly under the supervision, direction and control of the Vice Chancellor.
- (2) A Dean Faculty shall be appointed by the Vice Chancellor, from amongst, the Professors in the Faculty, after taking into consideration seniority ability and administrative experience.
- (3) The term of office of a Dean Faculty shall be for a period of 03 (three) years or until his retirement, whichever is earlier. He shall be eligible for reappointment.
- (4) A teacher who is appointed as a Dean Faculty shall act as a Dean Faculty in addition to his assigned duties.
- (5) Subject to provisions of the Statutes and control of the Vice Chancellor and the Academic Council a Dean Faculty shall have the following powers and duties, namely –
 - (a) To implement academic policies approved by the Authorities of the University in respect of academic development, maintenance of standards of teaching, training and research within his Faculty.
 - (b) To convene and preside over the meetings of the Faculty as and when required with the prior approval of the Vice Chancellor.
 - (c) To provide leadership in formulating the policies and development

programs of the Faculty and to present the same to appropriate Authorities for their consideration.

- (d) To resolve the grievances of students regarding enrolment, eligibility, migration, scholarships or free-ships, grant of terms and admission to examinations.
- (e) To enquire into any malpractice related to any academic program in his Faculty by a department and report the findings to the Vice Chancellor.
- (f) To prepare proposals for award of fellowships, scholarships and other distinctions in his Faculty for submission to the Academic Council and
- (g) To exercise such other powers and perform such other duties as assigned to him by the Vice Chancellor and the Academic Council from time to time.

The Finance
Officer

[Section 18]

- 2.06 (1) The Finance Officer shall be a whole time salaried officer of the University and he shall be appointed by the Chancellor on recommendation of a Selection Committee consisting of the following:-
- (a) The Vice Chancellor – Chairman
 - (b) One nominee of the Chancellor; and
 - (c) One nominee of the Board of Governors.
- (2) The Finance Officer shall work directly under the supervision, direction and control of the Vice Chancellor.
- (3) The eligibility criteria, emoluments and other terms and conditions of service of the Finance Officer shall be as laid down in the Ordinance.
- (4) The Finance Officer shall be the Member Secretary of the Committees constituted by the Finance Committee.
- (5) Subject of provisions of the statutes and control of the Vice Chancellor, the Finance Officer shall have the following powers and duties, namely –
- (a) To prepare and maintain the minutes of the meetings of the Finance committee and Committees constituted by the Finance Committee.
 - (b) To take part in the proceedings of the other Authorities of the University and Bodies constituted by the Authorities on matters which have financial implications, but he shall not be entitled to vote.
 - (c) To maintain proper accounts and other relevant records of all the monies received by the University.
 - (d) To prepare the annual budget and annual statement of accounts and place the same along with the audit reports before the concerned Authorities of the University.
 - (e) To supervise the funds of the University.
 - (f) To advice the University in any financial matte either suo moto or on his advice being sought.
 - (g) To maintain records of the funds, properties, investments, endowed properties and trusts.

- (h) To ensure that the limits fixed in the annual budget of the University for recurring and non-recurring expenditure are not exceeded and that all allocations are utilized for the purposes for which they are granted.
- (i) To monitor cash flow, bank balances and investments.
- (j) To monitor the progress of revenue collection and advise the University on methods to be employed for collection.
- (k) To ensure that internal and statutory audits of the accounts of the University are conducted as prescribed.
- (l) To collect the income, disburse the payments and maintain the accounts of the University.
- (m) To ensure that registers for all capital and fixed assets are prepared and maintained on a regular basis.
- (n) To ensure that physical verification of all fixed assets and consumables is carried out at regular intervals.
- (o) To propose to the Vice Chancellor that explanation be called for unauthorized expenditures or other financial irregularities, if any, from Committee or individual of the University and recommend appropriate disciplinary action.
- (p) To call from Constituents College, Department, Office or Center of the University, for any information and return that he thinks is required for discharge of his financial responsibilities;
- (q) To superintend the task of all subordinate employees and to distribute work among them with the approval of the Vice Chancellor.
- (r) To exercise disciplinary control over all employees in the Audit and Finance Department of the University, and
- (s) To exercise such other powers and perform such other duties as assigned to him by the Chancellor, Vice Chancellor and other Authorities of the University from time to time.

CHAPTER-III

OTHER OFFICERS TO THE UNIVERSITY

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|--|-------------|--|
| <p>Other officers of the University</p> <p>[Section 19]</p> | <p>3.01</p> | <p>In addition to the officers described in Section 11 of the Act, there shall be the following others of the University, namely –</p> <ul style="list-style-type: none"> (a) Pro Chancellor; (b) The Controller of Examination; (c) The Dean-Research; (d) Principals; (e) Head of the Departments; (f) The Librarian; and (g) Law Officers. |
| <p>Pro-Chancellor</p> <p>[Section 19]</p> | <p>3.02</p> | <p>(1) At the request of the Chancellor, a Pro Chancellor may be appointed by the Promoting Society.</p> <p>(2) A Pro Chancellor shall be an honorary officer of the University.</p> <p>(3) A Pro Chancellor shall hold office for a period of 5 (five) years. He shall be eligible for reappointment.</p> <p>(4) A Pro Chancellor shall exercise such powers and performs such</p> |

The Controller of Examination

[Section 19]

3.03

- duties as assigned to him by the Board of Governors and the Chancellor from time to time.
- (1) The Controller of Examination shall be a whole time salaried officer of the University and he shall be appointed by the Vice Chancellor on recommendation of a Selection Committee consisting of the following:-
 - (a) The Vice Chancellor – Chairman;
 - (b) One nominee of the Chancellor, and
 - (c) One nominee of the Board of Management
 - (2) The term of office of the Controller of Examinations shall be for a period of 03 (three) years or until his retirement, whichever is earlier. He shall be eligible for reappointment.
 - (3) The Controller of Examination shall be the Principal Officer for conduction all examinations for the University and for declaring their results. He shall work directly under the supervision, direction and control of the Vice Chancellor.
 - (4) The eligibility criteria, emoluments and other terms and conditions of service of the Controller of Examinations shall be as laid down in the Ordinance.
 - (5) The Controller of Examinations shall be the Member Secretary of the Board of Examinations and of Committees constituted by it.
 - (6) Subject to provisions of the Statutes and control of the Vice Chancellor, the Controller of Examinations shall have the declaration of their results.
 - (a) To make all necessary arrangements for free, fair, smooth, orderly and timely conduct of all examination of the University including entrance examinations and declaration of their results.
 - (b) To prepare and announce in advance the scheme and calendar of examinations in consultation with the relevant Deans of Faculties.
 - (c) To appoint paper setters, examiners, tabulators/collators, moderators, observers, flying squad, etc. with prior approval of the Vice Chancellor.
 - (d) To decide the examination centers and appoint center superintendents with prior approval of the Vice Chancellor,
 - (e) To arrange inspection of examination centers by a flying squad and observers.
 - (f) To arrange for printing of question papers and to maintain secrecy.
 - (g) To co-ordinate with Principals Constituent Colleges and Head of Departments with regard to student enrolment and conduct of examinations;
 - (h) To arrange for proper assessment of candidates appearing for examinations and to process result accordingly;

- (i) To notify results of examinations to the concerned Constituent College and Department and also display the result in the public domain;
- (j) To maintain a data base of student performance in examinations;
- (k) To forward names of candidates to the Registrar for conferment of degrees, diplomas, certificates, etc. except honorary degrees;
- (l) To act as custodian of all records related to conduct of examinations and declaration of results;
- (m) To postpone or cancel examinations with the prior approval of the Vice Chancellor in the event of malpractices or if the circumstances so warrant, and to take or recommend disciplinary action, as the case may be or recommend initiation of any civil or criminal proceedings against any person or a group of persons or a college or an Institution alleged to have committed such malpractices;
- (n) To recommend disciplinary action where necessary, against candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- (o) To review and evaluate, from time to time, results of the University examinations and forward reports thereon to the Vice Chancellor.
- (p) To take necessary steps for continuous examination reforms so as to keep updating the existing Ordinances relating to University examinations and to proposed new Ordinances in this regard;
- (q) To counter-sign and approve various TA/DA and remuneration bills in respect of the examiner, supervisor, invigilator, paper setter, tabulator/collator, moderator, observer and any other person appointed for the purpose of confidential works related to the conduct of examinations;
- (r) To prepare and maintain accounts for secrecy funds, get the same checked and counter-signed from the concerned Authority and keep permanent records for all such confidential transactions or accounts;
- (s) To prepare and maintain minutes of meetings of the Board of Examinations and other Committees constituted by it;
- (t) To ensure that decisions taken by the Authorities of the University and Committees constituted by them with regard to the examination system are promptly implemented;
- (u) To superintend the task of all subordinate employees and to distribute work among them with prior approval of the Vice

Chancellor;

- (v) To exercise disciplinary control over all employees in the examination section; and
- (w) To exercise such other powers and perform such other duties as assigned to him by the Vice Chancellor and other Authorities of the University from time to time.

**The Dean
Research**

[Section 19]

- 3.04
- (1) The Dean Research shall be appointed by the Board of Management on recommendation of the Selection Committee.
 - (2) The term of office of the Dean Research shall be for a period of 03 (three) years or until his retirement, whichever is earlier. He shall be eligible for reappointment.
 - (3) The Dena Research shall be the Head of all Research Activities of the University and shall work directly under the supervision, direction and control of the Vice Chancellor.
 - (4) The eligibility criteria, emoluments and other terms and conditions of service of the Dean Research shall be as laid down in the Ordinance.
 - (5) A teacher who is appointed as the Dean Research shall act as the Dean Research in addition to his assigned duties.
 - (6) Subject to provision of the Statutes and control of the Vice Chancellor, the Dean Research shall have the following powers and duties, namely:-
 - (a) To convene and preside over the meetings of the Research Committee of the University;
 - (b) To coordinates research activities conducted in the University and its Faculties, Constituent Colleges and Departments;
 - (c) To liaise with various Government and Non-Government, National and International agencies for research opportunities, grants and consultancies, to prepare and submit the necessary proposals and carry out the required follow-ups;
 - (d) To ensure that research tie-ups and collaborations with various Governmental & Non-Governmental, National & International agencies, Educational institutions and Research Organizations are established and maintained;
 - (e) To monitor the progress of research activities and consultancy projects, to carry out overall coordination and to ensure that decisions are implemented;
 - (f) To prepare periodic progress reports of research activities and submit the same to the appropriate Authorities of the University;

- (g) To ensure that all records pertaining to research conducted by the University are properly archived;
- (h) To ensure that research is conducted in the University as per the norms laid down by various regulatory authorities;
- (i) To coordinate with the Registrar, the Finance Officer and other Officers for smooth conduct of various research projects undertaken by the University;
- (j) To ensure that any new invention, discovery or other intellectual property of the University is protected by patents/trademarks/copyrights;
- (k) To ensure that the terms and conditions of various memoranda of understanding signed for research and development with various agencies are implemented and renewed as required.
- (l) To prepare the research budget of the University and submit the same to the Finance Officer and to ensure that the budget is utilized as intended; and
- (m) To exercise such other powers and performs such other duties as assigned by the Vice Chancellor and other Authorities of the University from time to time.

Principal

[Section 19]

3.05

- (1) There shall be a Principal for each Constituent College of the University who shall be the Academic, Administrative and Research Head of the Constituent College.
- (2) The Principal shall be appointed by the Vice Chancellor on recommendation of the Selection Committee.
- (3) The term of office of the Principal shall be for a period of 03 (three) years or until his retirement, whichever is earlier. He shall be eligible for re-appointment.
- (4) The Principal shall work directly under the supervision, direction and control of the Vice Chancellor;
- (5) The eligibility criteria, emoluments and other terms and conditions of service of Principal shall be as laid down in the Ordinance;
- (6) A Teacher who is appointed as the Principal shall act as Principal in addition to his assigned duties.
- (7) Subject to provisions of the Statutes and control of the Vice Chancellor the Principal shall have the following powers and duties, namely:
 - (a) To ensure that quality teaching and training is imparted in the Constituent College as per the norms laid down by the University or the relevant Statutory Council;
 - (b) To make arrangements for inspections carried out by the relevant Statutory Council and other authorities in the Constituent College;
 - (c) To coordinate and monitor the academic and research activities in the Constituent College;
 - (d) To update and assist the concerned Dean on academic, research activities and other University matters of the Constituent College;

- (e) To coordinate with the Dean Research regarding research activities of the Constituent College;
- (f) To implement the decisions and policies of any Authority of the University;
- (g) To maintain the movable or immovable property of the Constituent College and to coordinate with the Registrar and the Finance Officer of the University in this regard;
- (h) To assist the Vice Chancellor in evaluation of academic staff and other employees of the Constituent College as per the prescribed methodology.
- (i) To maintain discipline in the academic staff, employees and students in the Constituent College and to take appropriate action in this regard;
- (j) To coordinate academic activities of various Departments of the Constituent College;
- (k) To supervise the conduct of University examinations of the Constituent College and to report to the Controller of Examinations about irregularities, if any;
- (l) To constitute various Committees for smooth functioning and overall development of the Constituent College;
- (m) To remain update regarding the regulations of the relevant statutory council and other agencies;
- (n) To prepare the budget of the Constituent College and submit the same before the Finance Officer and to ensure that the budget is utilized as intended;
- (o) To take suitable action for the procurement and maintenance of all equipment, instruments, apparatus and other material required for teaching, training and research work in the Constituent College;
- (p) To take appropriate action in all matters pertaining to student activities and their welfare in the Constituent College;
- (q) To maintain coordination with the Registrar, the Controller of Examinations and Dean Faculty regarding all matters related to students;
- (r) To supervise the functioning of hostels of the Constituent College;
- (s) To prepare periodic and annual reports on activities of the Constituent College and submit the same to the University;
- (t) To promote harmonious employer – employee relationship; and
- (u) To exercise such other powers and perform such other duties as assigned by the Vice Chancellor from time to time.

**Head of
Department**

(Section 19)

- 3.06 (1) Each of the Department in the Constituent College of the University shall have a Head who shall be appointed by the Vice Chancellor from amongst the Professors of the Department;

Provided that if there is no professor in the Department, the Vice Chancellor may appoint an Associate Professor as Head of Department.

- (2) The term of office of the Head of a Department shall normally be for 03 (three) years or until his retirement, whichever is earlier.

shall be eligible for reappointment in case of non-availability of eligible persons.

(3) The Head of a Department shall work under the overall control, supervision, direction and guidance of the Principal of the Constituent College.

(4) A teacher, who is appointed as the Head of a Department, shall act as the Head in addition to his assigned duties.

(5) Subject to provisions of the statutes and control of the Principal of the Constituent College, the Head of the Department shall have the following powers and duties, namely:-

(a) To maintain high standards of undergraduate and post graduate teaching and training as per guidelines of the University and respective Statutory Council;

(b) To provide a suitable environment in the department for development of academic staff in teaching and research activities;

(c) To lead and direct innovative research in the department by inducting, inspiring, motivating and guiding the academic staff;

(d) To make facilities and resources of the department available to the academic staff and students for their overall development;

(e) To nominate/recommend the academic staff and other employees for training/awards/felicitations /commendations etc. as per their merit, to higher authorities as and when required;

(f) To maintain discipline amongst academic staff, other employees and students in the department and to initiate appropriate disciplinary action in consultation with the Principal of the Constituent College, as and when required;

(g) To supervise the working of academic staff and other employees of the department and to assign responsibilities for smooth functioning of the department;

(h) To upkeep and maintain the necessary record pertaining to activities and assets of the department;

(i) To prepare the annual budget of the department with full justification and submit it to the Principal of the Constituent College.

(j) To prepare periodic and annual reports of the activities of his department and submit the same to the Principal of the Constituent College;

(k) To conduct monthly departmental meetings to discuss and resolve various issues of the department and submit the minutes to the Principal of the Constituent College.

(l) To ensure that necessary information/circulars are brought to the notice of academic staff and other employees of the department;

(m) To look into the grievances of academic staff, other employees and students in all matters concerning the department and to redress appropriately.

(n) To execute and implement orders, policies and other directives issued by the Authorities from time to time;

(o) To co-ordinate/collaborate inter-departmental activities in administration, academics and research towards the common institutional goal of excellence;

(p) To provide innovative foresight for future growth of the department as per goals set by the Constituent College and the University; and

(q) To exercise such other powers and perform such other duties as assigned to him from time to time.

The Librarian
(Section 19)

3.07 (1) The Librarian shall be appointed by the board of Management on the recommendation of the Selection Committee.

(2) He shall be a full time salaried officer of the University and shall work directly under the supervision, direction and control of the Vice Chancellor.

(3) The eligibility criteria, emoluments and other terms and conditions of service of the Librarian shall be as laid down in the Ordinance.

(4) The Vice Chancellor may authorize any suitable person to exercise any or all of the duties of the Librarian in his absence.

(5) Subject to provisions of the Statutes and control of the Vice Chancellor, the Librarian shall have the following powers and duties, namely:-

(a) To supervise and maintain all the libraries of the University;

(b) To prepare the annual budget for the Library in consultation with Principals of all the Constituent Colleges and other Officers of the University and submit the same to the Finance Officer;

(c) To ensure that the budget earmarked for the Library is utilized for the purposes specified and in a timely manner;

(d) To maintain the records of research papers, theses, dissertations and publications by academic staff, scholars and students;

(e) To ensure that subscriptions of journals are renewed on time;

(f) To prepare a bi-monthly University Library newsletter;

(g) To remain updated with new technologies and concepts in the field of library science;

(h) To coordinate with various Deans of Faculties, Principals of the Constituent Colleges & Officers of the University regarding their requirement of books, periodicals, journals, etc.;

(i) To maintain discipline in the Library and to recommend appropriate disciplinary action against any academic staff other employee or student of the University to the Vice Chancellor; and

(j) To exercise such other powers and perform such other duties as assigned to him from time to time.

**Law Officer
[Section 19]**

3.08 (1) The University may establish, with prior approval of the Board of Management, a Legal Cell for the following:-

(a) To deal with all legal matters of the University;

(b) To advise the University on legal matters based on the cases and judgments of various courts and announcements from various government bodies;

(c) To provide opinion on matters pertaining to the interpretation of the Act, Statutes, Rules and Ordinances; and

(d) To provide legal assistance for framing Statutes, Rules, Ordinance and Policies etc. as and when required.

(2) A law Officer shall be appointed by the Vice Chancellor on the recommendation of the Selection Committee.

(3) A Law Officer shall work under the supervision, control and direction of the Vice Chancellor.

(4) The remuneration and other terms & conditions of appointment of a Law Officer shall be as laid down in the Ordinance.

(5) The eligibility criteria for appointment of the Law Officer shall be as follows:-

(a) A Law Degree holder from any University established under the law in India or from any other recognized institutions equivalent to University with minimum 05 (five) years of experienced in the field of law; or

(b) Has served in the Judicial Services not below the rank of Civil Judge (Senior Division).

(6) A Law Office shall perform such duties as assigned to him by the Vice Chancellor and the Registrar from time to time.

CHAPTER - IV

AUTHORITIES OF THE UNIVERSITIES

The Board of Governors

(Section 21)

- 4.01 (1) The meeting of the Board of Governors shall be chaired by the Chancellor. In his absence, a member designed by the Chancellor for that particular meeting shall chair the meeting.
- (2) The quorum for the meeting of the Board of Governors shall be $\frac{3}{5}$ (three-fifth) of the total appointed membership of the Board.
- (3) All members of the Board of Governors other than the Ex-officio members shall be members for a period of 03 (three) years from the date of their appointment and shall be eligible for reappointment.

The Board of Management

[section 22]

- 4.02 (1) The meeting of the Board of Management shall be convened and chaired by the Vice Chancellor. In his absence, the Pro Vice Chancellor, if any, shall chair the meeting of the Board.
- (2) The quorum for the meeting of the Board of Management shall be $\frac{1}{2}$ (one half) of the total appointed membership of the Board.
- (3) The meeting of the Board of Management shall take place at least 04 (four) times in a year and the interval between the previous meeting and the next meeting shall not exceed 04 (four) months.
- (4) All members of the Board of Management other than Ex-Officio members shall be members for a period of 03 (three) years from the date of their appointment and shall be eligible for reappointment.
- (5) The Board of Management shall be the Principal Executive Body of the University and shall have the authority to take all necessary decisions for smooth and efficient functioning of the University.
- (6) Subject to control of the Board of Governors and provisions of Statutes, the Board of Management shall have the following powers and functions namely:-
- (a) To manage administrative affairs of the University and for that purpose to appoint such persons or officers with such powers and duties as it may deem fit;
- (b) To frame, amend and rescind Ordinances for smooth functioning of the University;
- (c) To create and abolish Academic, Non-Academic and Administrative posts, to determine their number, qualifications and cadres thereof for the University and various Constituent College, Departments, Regional Centers and Study Centres run and managed by it in consultation with the Academic Council and Finance Committee;
- (d) To approve appointments of officers, academic staff, administrative staff and other employees as may be required by the University and its various Constituent Colleges, Departments, Regional Centres

and Study centres run and managed by it on the recommendations of Selection Committees and to fix their emoluments in consultation with the Finance Committee;

- (e) To lay down the duties and condition of service of officers, academic staff, administrative staff and other employees of the University;
- (f) To lay down the eligibility criteria for appointment of officers, administrative staff and other employees;
- (g) To lay down, the eligibility criteria for appointment of academic staff, paper setter and examiners in consultation with the Academic Council;
- (h) To avail services of various consultants, professionals, advisors and counsels on retainership basis or on such terms and conditions as mutually agreed upon;
- (i) To approve appointment of visiting Fellows and Visiting Professors on such terms and conditions as mutually agreed upon;
- (j) To redress any grievances of the employees and students of the University;
- (k) To commence, suspend or abolish D.Sc., Ph.D., M.Phil., Post Graduate, Graduate, Diploma and Certificate Programs in the Constituent Colleges and Departments of the University on the recommendations of the Academic Council.
- (l) To recognize degrees and diplomas of other Universities and Institutions and to determine their equivalence with the degrees and diplomas of the University on the Academic Council;
- (m) To submit the proposal before the Chancellor for determining the number of seats for various courses conducted by the University;
- (n) To create any Faculty or Department and to allocate areas of study, teaching and research on the advice of the Academic Council and Finance Committee;
- (o) To abolish, merge or re-structure and Faculty or Department of the advice of the Academic Council;
- (p) To conduct examinations for all the courses conducted by the University including the entrance examination for admission to these courses and to declare their results;
- (q) To confer, grant or award degrees, diplomas, certificates and other academic titles and distinctions and to withdraw the same on recommendation of the Academic Council;
- (r) To recognize, maintain, control and supervise hostels owned and managed by other agencies for students of the University and to

rescind such recognition:

- (s) To create, abolish or modify salary structures and pay scales of various officers, academic staff, administrative staff and other employees of the University and its Academic Units, Departments, Regional Centres and Study Centres in consultation with the Finance Committee;
- (t) To recommend to the Board of Governors the constitution of such pension, insurance, provident fund and gratuity schemes as required by law for the benefit of officers, academic staff, administrative staff and other employees;
- (u) To advise the board of Governors on matters relate to acquisition, management and disposal of any immovable properties of the University;
- (v) To provide, establish, manage and maintain all movable and immovable properties of the University;
- (w) To raise, collect, subscribe and borrow with prior approval of Board of Governors, whether on the security or the property of the University, money for the purposes of the University;
- (x) To recommend to the Board of Governors, to request the Promoting Society for receiving donations and gifts of any kind and to acquire, hold, manage, maintain, transfer or dispose of any moveable or immovable property for the purpose of the University or its Constituent Colleges, Regional Centers and Study Centers;
- (y) To recommend to the Board of Governors to establish new colleges, schools and academic centres;
- (z) To recommend to the Board of Governors, to establish and to recognize Regional Centres, Study Centres and Research Centres;
- (aa) To authorize any Officer of the University for executing required documents for the purposes of raising loans and borrowing money on any of the properties and assets of the University or without any securities and upon such terms and conditions as it may deem fit.
- (ab) To pay out with prior approval of the Board of Governors from the funds of the University, all expenses, incidental to the raising or borrowing of money and to repay and redeem any money borrowed;
- (ac) To recommend to the Board of Governors the establishment and support of Associations, institutions, Funds, Trusts, and Conveyances calculated to benefit the staff and the students of the University;
- (ad) To approve signing of Memoranda of Understanding with various National, International, Governmental and Non-Governmental

Agencies, Institutions, Organizations, Universities and Societies and authorize any officer or employee of the University for the same;

- (ae) To select an emblem, flag, insignia or motto for the University and to create a common seal for the University and to provide for the custody and use of the same;
- (af) To institute or suspend or cancel fellowship, including travelling fellowships, scholarships, studentships, medals, prizes and other academic distinctions in consultation with the Academic Council;
- (ag) To authorize any officer or its representative to represent the University before any government / non-government agencies and other statutory authorities and bodies;
- (ah) To recommend to the Board of Governors for investing any funds belonging to the University, in such investment vehicles as permitted by law;
- (ai) To determine, amend & collect fees and other charges for various courses conducted by the University in consultation with the Finance Committee;
- (aj) To issue appeals for raising funds to carry out the objectives of the University;
- (ak) To receive grants, donations, contributions, gifts, prizes, scholarships, fees and other monies;
- (al) To review the Annual Statements of Accounts including the Balance Sheet for every previous financial year and place the same before the Board of Governors;
- (am) To review the annual budget of the University and place the same before the Board of Governors of approval;
- (an) To review the Annual Report of the activities of the University and place the same before the Board of Governors for approval;
- (ao) To get the accounts of the University audited internally at such intervals, as it may deem fit;
- (ap) To fix emoluments, travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Finance Committee;
- (aq) to fix traveling and other allowances for the officers and employees of the University for any journey undertaken for official purpose of the University;
- (ar) To make arrangements for instruction and examinations of students enrolled under distance education courses at approved centres; and

- (as) To exercise such other powers and discharge such other functions as assigned by the Board of Governors from time to time or as required for efficient functioning of the University.

The Academic Council

(Section 23)

- 4.03 (1) The other members of the Academic Council shall be as follows:
- (a) Deans of Faculties;
 - (b) The Controller of Examinations;
 - (c) The Dean Research;
 - (d) Principals of Constituent Colleges;
 - (e) Three Academicians who are not employees of the University, nominated by the Chancellor for a period of 03 (three) years;
 - (f) Two Heads, of Departments from each Faculty on rotation basis, nominated by the Vice Chancellor for a period of 02 (two) years;
 - (g) One Professor from each Faculty who is not the Head of the Department, on rotation basis, nominated by the Vice Chancellor for a period of 02 (two) years;
 - (h) One Associate Professor from each Faculty on rotation basis, nominated by the Vice Chancellor for a period of 02 (two) years;
 - (i) One Assistant Professor from each Faculty on rotation basis, nominated by the Vice Chancellor for a period of 02 (two) years; and
 - (j) Three persons who are not members of the academic staff, co-opted by the Academic Council for their specialized knowledge, for a period of 03 (three) years.
- (2) A nominated member from a given Faculty shall not be eligible for a second term until all other teachers of that Faculty have served their first term.
- (3) The meeting of the Academic Council shall be convened and chaired by the Vice Chancellor. In his absence, the Pro Vice Chancellor, if any shall chair the meeting of the Council.
- (4) The meeting of the Academic Council shall be convened at least once in every 04 (four) months:
Provided that the meeting of Academic Council may also be convened as and when necessary.
- (5) The quorum for the meeting of the Academic Council shall be $\frac{2}{5}$ (two fifth) of the total appointed membership of the Council.
- (6) Subject to control of the Board of Management and provisions of Statutes, the Academic Council shall have the following powers and functions, namely:-
- (a) To exercise general supervision over the academic & research activities of the University and to give direction regarding methods of instruction, evaluation, research or improvement in academic standards;
 - (b) To maintain standards of education, teaching, training, research and examinations in the University;
 - (c) To maintain coordination amongst Constituent Colleges and

Departments with respect to teaching, training and research;

- (d) To promote research within the University and to obtain reports on such research from time to time;
- (e) To consider matters of academic interest either on its own initiative or on the directives of the Board of Management and to take proper action thereon;
- (f) To consider and approve recommendations of various Faculties and Boards of Studies;
- (g) To review the conduct of examinations of the University;
- (h) To prescribe courses of study leading to degrees, diplomas, certificates and other academic distinctions of the University;
- (i) To make recommendations to the Board of Management on:-
 - (i) Measures for improvement of standard of teaching, training and research.
 - (ii) Institution of Fellowship, Travelling Fellowships, Scholarships, Medals, Prizes etc.
 - (iii) Creating, abolishing, merging or re-structuring any Department of Faculty and to allocate areas of study, teaching and research.
 - (iv) Creation of Academic and Research posts.
 - (v) Commencement of D.Sc., Ph.D, M.Phil., Post Graduate, Graduate, Diploma and Certificate Programs in the Constituent Colleges and Departments of the University.
 - (vi) Institution of degrees, diplomas, certificates and other academic distinctions.
 - (vii) Framing, amending and rescinding Ordinances on academic matters.
 - (viii) Stipulations regarding qualifications for various teachers and prescribing additional qualifications, if any.
 - (ix) To make proposals for establishment of centres institutions of higher learning, research and specialized studies and academic service units.
 - (x) To recognize degree & diplomas of other Universities and Institutions and to determine their equivalence with the degrees & diplomas of the University.
 - (xi) To recognize certificates issued by various Educational Boards and Bodies.

- (xii) To prescribe eligibility criteria and procedures for admission into various courses conducted by the University.
- (xiii) To prescribe qualifications and norms for appointment of paper setters and examiners.
- (j) To undertake annual review of activities of the Constituent Colleges, Departments, Regional Centres and Study Centres and to take appropriate action for maintaining and improving the standards of instruction;
- (k) To prescribe qualifications and norms for appointment of paper-setters, examiners, moderators and others concerned with conduct of examinations
- (l) To conduct periodic review of existing courses of study and the desirability of modifying them in the light of new knowledge of changing societal requirements and to constitute committees for the same, if required;
- (m) To advise the University on all academic matters; and
- (n) To exercise such other powers and perform such other functions as assigned by the Board of Management or conducive for academic growth of the University.

The Finance Committee

(Section 24)

- 4.04
- (1) The other members of the Finance Committee shall be:-
 - (a) Two persons nominated by the Promoting Society;
 - (b) One person nominated by the Chancellor; and
 - (c) One person from the accounting profession nominated by the Board of Governors, who is not an employee of the University.
 - (2) All the members of the Finance Committee other than the ex-officio members shall be members for a period of 03 (three) years from the date of their appointment and shall be eligible for reappointment.
 - (3) The meeting of the Finance Committee shall be convened and chaired by the Vice Chancellor.
 - (4) The Finance Committee shall meet at least twice a year.
 - (5) The quorum for the meeting of the Finance Committee shall be $\frac{3}{5}$ (three/fifth) of the total appointed membership of the Finance Committee.
 - (6) Subject to control of the Board of Management and provisions of Statutes, the Finance Committee shall have the following powers and functions, namely:-
 - (a) To prepare the annual budget of the University and to fix limits of total annual recurring & non-recurring expenditures based on the income and resources of the University;
 - (b) To examine and review the annual accounts and audit reports of the University;

- (c) To ensure that no expenditure is incurred in excess of the limits so fixed.
- (d) To recommend to the Chancellor the approval of expenditures other than that provided in the budget;
- (e) To advise the Board of Management on financial implications of newly proposed Colleges, Academic Units, Regional Centres, Study Centres, Departments and posts etc.;
- (f) To assist the Fee Committee in deciding the fees to be charged by the University for various courses offered by it;
- (g) To assess the financial viability of various existing programs as well as proposed programs;
- (h) To monitor and assess financial management, financial compliance and financial viability of Constituent Colleges, Academic Units, Regional Centres, Study Centres, etc. and to suggest to the Board of Management specific remedial measures as required; and
- (h) To exercise such other powers and perform such other functions as assigned by the Board of Management or as required for efficient financial management of the University.

CHAPTER – V

OTHER AUTHORITIES OF THE UNIVERSITY

**Other Authorities
of the University
(Section 25]**

- 5.01 In addition to the Authorities as defined in section 20 of the Act, there shall be following other Authorities of the University, namely:-
- (a) The Board of Examination;
 - (b) Faculties;
 - (c) Boards of Studies;
 - (d) The Research Committee; and
 - (e) The Audit Committee.

**The Board of
Examinations
[Section 25]**

- 5.02 (1) The Board of Examinations shall consist of the following members:-
- (a) The Vice Chancellor – Chairman;
 - (b) Deans of Faculties; and
 - (c) The Controller of Examinations – Member Secretary
- (2) The Board of Examination shall be responsible to and shall report all actions to the Academic Council.
- (3) The Board of Examination shall meet at least once a year.
- (4) The quorum for the meeting of the Board of Examinations shall be $\frac{1}{2}$ (on-half) of the total appointed membership of the Board.
- (5) Subject to control of the Academic Council and provisions of Statutes the Board of Examinations shall have the following powers and functions, namely:-

- (a) To regulate and ensure smooth conduct of all examinations of the University including the entrance examinations for various courses offered by the University;
- (b) To frame policies with regard to organizing and conducting of all examinations and improving the system of examinations;
- (c) To finalize the schedule of dates for holding examinations and for declaring the results;
- (d) To deal with all the complaints and malpractices pertaining to conduct of examinations, assessment, evaluation and declaration of results;
- (e) To decide the quantum of punishment in case of unfair means and malpractices as per the Ordinance.
- (f) To prepare the budget for conduct of various examinations and submit the same to the Finance Officer;
- (g) To make arrangements for strict vigilance during the conduct of examinations; and
- (h) To take all such other decisions with regard to conduct of examinations and issues related to examinations as it may deem fit.

Faculties [Section 5.03
25]

- (1) There shall be a Faculty for every major discipline, or for a group of disciplines, which shall be the body responsible for coordinating and supervising academic activities related to the subjects included within that Faculty.
- (2) The Faculty shall be responsible to and shall report all actions to Academic Council.
- (3) Each faculty shall comprise of following members, namely:-
 - (a) The Dean of the Faculty – Chairman;
 - (b) Principals of Constituent Colleges under that faculty;
 - (c) A Maximum of 10 (Ten) Heads of Departments on rotation basis, nominated by the Vice Chancellor;
 - (d) 02 (two) outside experts nominated by the Vice Chancellor;
 - (e) 02 (two) Professors on rotation basis nominated by the Vice Chancellor;
 - (f) 02 (two) Associate Professors on rotation basis nominated by the Vice Chancellor; and
 - (g) 02 (two) Assistant Professors on rotation basis nominated by the Vice Chancellor.
- (4) All nominated members of Faculties other than Deans of Faculties and Principals, shall be members for a period of 02 (two) years from the dates of their nomination. The teachers (except Heads of Departments) of the Faculty shall not be eligible for a second term, until all other teachers of that Faculty have served their first term.
- (5) The Meeting of each Faculty shall be convened by the Dean with prior approval of the Vice Chancellor.

- (6) The quorum for the meeting of the Faculty shall be 2/5 (two-fifth) of the total appointed membership of the Faculty.
- (7) Subject to control of the Academic Council and provisions of Statutes, the Faculty shall have the following powers and functions, namely:-
- (a) To consider any academic matter referred to it by the Academic Council, or on its own, and report on the same;
 - (b) To consider and approve recommendations of various Boards of Studies under it and send its recommendations to the Academic Council;
 - (c) To consider and recommend to the Academic Council, establishment of new courses, inter-disciplinary courses and training programs, referred to it by the Board of Inter-disciplinary Studies, if any or on its own;
 - (d) To make recommendations to the Academic Council with respect to teaching, research, training and examinations of under graduate, post-graduate and to the higher courses in the Departments and Constituent Colleges of the University;
 - (e) To ensure that guidelines and Ordinances framed for the following matters by the Authorities of the University are implemented:
 - (i) Long-term curriculum development;
 - (ii) Faculty development;
 - (iii) Development of Learning and teaching course material;
 - (iv) Innovations in educational methodology and techniques.
 - (f) To recommend to the Academic Council organization of refresher & orientation courses for teachers of Constituent Colleges and Departments of the University, especially for revised or newly introduced or inter-disciplinary courses of study; and
 - (g) To consider any other academic matter, which may be referred to it or which it may deem fit.

Boards of Studies 5.04
(Section 25)

There shall be a Board of Studies for every subject, or for a group of subjects. The Board of Studies shall be responsible to and shall report all actions to the respective Faculty. Each Board of Studies shall consist of the following members, namely:-

- (a) The Head of the Department – Chairman;
 - (b) Maximum 01 (one) Professor nominated by the Vice Chancellor;
 - (c) Maximum 02 (two) Associate Professors or Assistant Professors nominated by the Vice Chancellor;
 - (d) 01 (one) external subject experts, nominated by the Vice Chancellor.
- (2) The Meetings of the Boards of Studies shall be convened by the Chairperson.

(3) The meeting of the Board shall be held at least one in 03 (three) years:

Provided that the Chairperson may in consultation with the Dean of the concerned Faculty and with prior approval of the Vice Chancellor, convene a meeting of the Board whenever required.

(4) The quorum for the meeting of the Board of Studies shall be $\frac{1}{2}$ (one half) of the total appointed membership of the Board. The presence of 01 (one) external expert member shall be mandatory.

(5) Subject to control of the concerned Faculty and provisions of Statutes, the Board of Studies shall have the following powers and functions, namely:-

(a) To recommend, upon reference to it by the Faculty, the courses of study, curriculum and methods of assessment in the subject or group of subjects within its purview;

(b) To recommend books, including text-books, supplementary reading, reference books and other study material for such courses of study;

(c) To advise the Faculty or Faculties concerned regarding improvements in the courses of study; and

(d) To recommend organization of orientation and refresher courses in the subject.

**The Research
Committee**

(Section 25)

5.05 (1) The Research Committee shall be responsible for overall development of Research Activities in the University.

(2) The Research Committee shall consist of the following members, namely:-

(a) The Dean Research - Chairman;

(b) Deans of all Faculties;

(c) Principals of all the Constituent Colleges;

(d) 01 (one) Teacher with an established research background from each Faculty to be nominated by the Vice Chancellor for a period of two years; and

(e) 02 (two) external experts nominated by the Vice Chancellor for a period of two years.

(3) The nominated members shall be eligible for reappointment.

(4) The Chairman of the Research Committee shall select one of its members to be the Secretary of the Research Committee.

(5) The meeting of the Research Committee shall be convened at least 03 (three) times in year;

Provided that the meeting of the Research Committee may be convened as and when required.

- (6) The quorum for the meeting of the Research Committee shall be 2/5 (two fifth) of its total members.
- (7) Subject to control of the Academic Council and provisions of the Statutes, the Research Committee shall have the following powers and functions, namely:-
 - (a) To exercise general supervision over the research work conducted within the University;
 - (b) To consider all matters related to research on its own initiative or when referred by various Faculties, Academic Units and Constituent Colleges of the University;
 - (c) To promote Inter- Faculty and Inter-Departmental research in the University;
 - (d) To frame and implement guidelines for conduction and monitoring research including, but not limited to the following:
 - (i) Ethical conduct of laboratory, animal and clinical research;
 - (ii) Procedure for submission and funding of research proposals;
 - (iii) Reporting progress of research projects;
 - (iv) Dissemination of research findings through publications and presentations;
 - (v) Submission of research budget to the Finance Committee;
 - (vi) Monitoring of research expenditures; and
 - (vii) Documentation of all research activities of the University.
 - (e) To undertake annual review of the research activities of Departments, Faculties, Academic Units and Constituent Colleges of the University; and
 - (f) To facilitates collaborative and multi-disciplinary research in conjunction with National, International, Governmental & Non-Governmental Institutions, Universities, Organizations and Agencies;

**The Audit
Committee**

(Section 25)

- 5.06
- (1) There shall be an Audit Committee of the University comprising of at least 03 (three) members appointed by the Board of Governors.
 - (2) The Chairperson of the Audit Committee shall be a member of the Board of Governors and shall be appointed by the Chancellor.
 - (3) The Audit Committee shall have the authority for periodic auditing of implementation of policies in and procedures followed by any or all Offices and Departments of the University, its Constituent Colleges, Academic Units, Regional Centres, Study Centres, Research Centres, etc.
 - (4) The Audit Committee may take the services of external professionals, experts and agencies.
 - (5) The Audit Committee is answerable to and shall submit all its reports and recommendations to the Board of governors.

CHAPTER - VI
ESTABLISHMENT, MAINTENANCE AND RECOGNITION OF REGIONAL CENTRES
AND STUDY CENTRES

- establishment, maintenance and recognition of regional centres and study centres (Section 2 &3)
- 6.01 (1) On the recommendation of the Academic Council and in consultation with the Finance Committee, the Board of Management, with prior approval of the Board of Governors, may establish, recognize or close Regional Centres and Study Centres.
- (2) The procedure for maintenance of Regional Centres and Study Centres shall be as laid down in the Ordinance.

CHAPTER - VII
CONFERMENT OF HONORARY DEGREES OR OTHER ACADEMIC DISTINCTIONS

- conferment of honorary degrees or other academic distinctions
- [Section 27]
- 7.01 On the recommendation of the Academic Council, the Board of Management may make proposals to the Board of Governors for conferment of honorary degrees or any other academic distinctions upon persons who are distinguished and have made note worthy contributions;

Provided that such proposal for conferment of honorary degrees after approval of the Board of Governors shall be sent to the Visitors of the University for his consent;

Provided further that members of any Authority of the University shall not be entitled for an honorary degree or such other academic distinctions.

CHAPTER - VIII
INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, FREESHIPS,
MEDALS AND PRIZES

- [Section 27 (o)]
- 8.01 (1) In consultation with the Academic Council, the Board of Management shall have the power for institution of fellowships, scholarships, studentships, free ships, medals and prizes in various Faculties in accordance with the rules made in this regard.

(2) It shall be the responsibility of each Dean of Faculty, Principal of the Constituent College and Head of the Academic Unit to recommend to the Finance Committee the allocation of sufficient funds for such schemes.

(3) The Board of Management shall have full powers to award, suspend, withdraw or cancel any fellowships, scholarships, studentships, free ships, medals and prizes approved by it.

CHAPTER - IX
MANNER OF CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES
OR INSTITUTIONS OF HIGHER EDUCATION

- (Section 27(j))
- 9.01 On the recommendation of the Academic Council and with prior approval of the Board of Governors, the Board of Management shall have the power to establish co-operation and collaboration with other Institutions, Organizations, Universities, Individuals, Industries and Societies in India and abroad for promoting excellence in teaching, academics, training and research based on mutually agreeable terms & conditions.

CHAPTER - X

MODE OF RECRUITMENT AND THE CONDITIONS OF SERVICE OF THE OTHER OFFICERS, ACADEMIC STAFF AND EMPLOYEES OF THE UNIVERSITY

- (Section 27(e) 10.01
- (1) Eligibility criteria for appointment of officers, academic staff, administrative staff and other employees shall be as laid down in the Ordinance.
 - (2) All officers, academic staff, administrative staff and employees of the University shall be governed by the terms and conditions of their appointment and by the Code of Conduct of the University as laid down in the Ordinance.
 - (3) Subject to the provisions of the Act and Statutes, there shall be a Selection Committee for making recommendations for appointment of officers, academic staff, administrative staff and other employees of the University.
 - (4) The Selection Committee for academic staff shall consist of the following members, namely:-
 - (a) The Vice Chancellor – Chairperson;
 - (b) The Registrar - Secretary;
 - (c) A person nominated by the Chancellor;
 - (d) Dean of the concerned Faculty or Principal of the Constituent College or Dean Research as the case may be nominated by the Vice Chancellor;
 - (e) Head of the Department provided he is a Professor; and
 - (f) 02 (two) subject experts not below the rank of Associate Professor and who are from outside the University, nominated by the Vice Chancellor.
 - (5) The Selection Committee for officers and administrative staff of the University shall consists of the following members, namely:-
 - (a) The Vice Chancellor - Chairperson
 - (b) The Registrar – Secretary;
 - (c) A person nominated by the Chancellor; and
 - (d) 02 (two) Experts nominated by the Vice Chancellor.
 - (6) The Selection Committee for all other employees who are not included in Statutes 10.03 & 10.04 above shall consist of the following members, namely:-
 - (a) The Registrar – Chairperson;
 - (b) A person nominated by the Chancellor; and
 - (c) 03 (three) members nominated by the Vice Chancellor of which 01 (one) is a subject expert.
 - (7) The meetings of the Selection Committee shall be convened by the Registrar on the direction of the Vice Chancellor as and when required.
 - (8) Quorum for the Selection Committee shall be ½ (half) of the total appointed members. The presence of at least one subject expert is

mandatory.

- (9) Based on the recommendations of the Selection Committee and on approval of the Vice Chancellor, the Officer designated by the Board of Management shall issue the appointment order containing terms and conditions of the appointment. All such appointments shall be placed before the Board of Management for approval.
- (10) The type & nature of appointment, emoluments, terms & conditions of appointment of all officers, academic staff, administrative staff and other employees of the University shall be as laid down in the Ordinance.
- (11) The age of superannuation of officers, academic staff, administrative staff and other employees of the University shall be as laid in Ordinance.
- (12) The Board of Management, at its discretion, may extend the service of any office, academic staff, administrative staff and other employee beyond the age of superannuation.
- (13) All officers, academic staff, administrative staff and other employees of the University shall for the purpose of their employment, be deemed to be under the contract of personal service. Therefore, continuation of the employment cannot be enforced in case of termination, expulsion, removal, discharge on resignation or cessation of the employment for any reason whatsoever. All disputes regarding claims with respect to termination, expulsion, removal, discharge on resignation or cessation of the employment as may be lodged by the University or by any officer, academic staff, administrative staff or other employee concerned shall be brought before the Arbitral Tribunal constituted under the provisions of the Statutes. The decision of the Arbitral Tribunal shall be final and binding on both parties.

CHAPTER – XI

DISCIPLINARY ACTION AGAINST OFFICERS, ACADEMIC STAFF, ADMINISTRATIVE STAFF & OTHER EMPLOYEES OF THE UNIVERSITY

[Section 27(g)]

- 11.01 (1) The disciplinary authority for officers, academic staff, administrative staff and other employees of the University shall be as laid down in the Ordinance.
- (2) The disciplinary authority may take disciplinary action against any officer, academic staff, administrative staff or employee of the University for any of the following reasons:-
- (a) Breach of any of the conditions of appointment;
 - (b) Failure or inefficiency in the discharge of duties; and
 - (c) Violation of one or more clauses or provisions of code of conduct of the University.

Suspension:

(a) In case of any allegation of serious misconduct against any officer, academic staff, administrative staff or employee of the University, the disciplinary authority, by order in writing, shall place such employee under suspension and shall forthwith report to the Appointing Authority the circumstances in which the order was made.

(b) The disciplinary authority shall suspend an officer, academic staff, administrative staff or employee who has been accused in a Court of Law for any offence, involving moral turpitude until the disposal of the case.

(c) An order of suspension shall be in writing and shall take effect from the date of the order or such date as may be specified.

(d) An order of suspension shall remain in force until it is modified or revoked by the Disciplinary Authority, which made the order, or by the Higher Authority.

(e) Leave will not be granted to any officer, academic staff, administrative staff or employee during his suspension period.

(f) The officer, academic staff, administrative staff or employee under suspension shall mark his attendance every day at the place and time mentioned in the order of suspension. If he fails to mark his attendance on any day, he shall not be entitled to receive subsistence allowance for that day.

(1) Subsistence allowance will be paid as follows:-

(i) Where the enquiry/investigation contemplated or pending is departmental, the subsistence allowance for the first 90 (ninety) days from the date of suspension shall be equal to 50% of the gross emoluments drawn immediately prior to the date on which the officer, academic staff, administrative staff or employee was suspended.

(ii) If the departmental enquiry/investigation gets prolonged and the officer, academic staff, administrative staff or employee continues to be under suspension for a period exceeding 90 (ninety) days shall be equal to 75% of the gross emoluments drawn immediately prior to the date on which he was suspended.

Provided that where such an enquiry/investigation is prolonged beyond a period of 90 (ninety) days for reasons directly attributable to him, the subsistence allowance for the period exceeding 90 (ninety) days shall be reduced to 25% of the gross emoluments drawn immediately prior to the date on which he was suspended.

(iii) Where the criminal proceedings against the officer, academic staff, administrative staff or employee are ongoing, the subsistence allowance for the first 180 (one hundred and eighty) days from the date of suspension shall be equal to 50% of the gross emoluments

drawn immediately prior to the date on which he was suspended.

(iv) If the criminal proceedings gets prolonged and the officer, academic staff, administrative staff or employee continues to be under suspension for a period exceeding 180 (one hundred and eighty) days, the subsistence allowance for the period exceeding 180 (one hundred and eighty) days shall be equal to 75% of the gross emoluments drawn immediately prior to the date on which he was suspended.

Provided that where such criminal proceedings are prolonged beyond a period of 180 (one hundred and eighty) days for reasons directly attributable to him, the subsistence allowance for the period exceeding 180 (one hundred and eighty) days shall be reduced to 25% of the gross emoluments drawn immediately prior to the date on which he was suspended.

(2) On the conclusion of the enquiry/investigation or criminal proceeding as the case may be, if the officer, academic staff, administrative staff or employee is found guilty of the charges framed against him and an order of termination/dismissal is passed, he will be deemed to have been terminated/ dismissed from the date of passing of order of suspension and he shall not be entitled for any additional remuneration/allowances.

(3) On the conclusion of the enquiry/investigation or disposal of the criminal proceedings, as the case may be, if the officer, academic staff, administrative staff or employee is found to be not guilty of any of the charges framed against him, he will be deemed to have been on duty during the period of his suspension and shall be entitled to the same wages as he would have received had he not been placed under suspension. He shall be paid his fully wages for the suspension period after deducting the subsistence allowance already received by him during the period of his suspension.

(4) Penalties/Punishment for misconduct:-

(i) Following an enquiry/investigation, officer, academic staff, administrative staff or employee who is adjudged to be guilty of misconduct, based on the gravity of the misconduct, is liable to be punished as follows:

(a) Minor punishment:

(i) Warning;

(ii) Fine; and

(iii) Recovery of the amount of loss.

(b) Major punishment:

(i) Withholding of increments for any specific period with or without cumulative effect;

(ii) Suspension without wages/salary;

(iii) Demotion to lower post, lower grade or lower place in the scale of pay.

- (iv) Stoppage of increments.
- (v) Removal/Termination/Dismissal from service.

(ii) The order of punishment shall be communicated to the concerned officer, academic staff, administrative staff or employee in writing.

(iii) Notwithstanding anything contained in terms of contract of service of appointment of any teachers, the Vice Chancellor shall have the power to remove him;

Provided that the Vice Chancellor shall not remove a permanent officer or employee except for a reasonable & sufficient cause and after giving 03 (three) month notice in writing or payment of 03 (three) month salary in lieu of notice thereof.

(iv) Notwithstanding anything contained in terms of contract of service of appointment of all other employees excluding teachers, the Vice Chancellor shall be entitled to remove them;

Provided that the Vice Chancellor shall not be entitled to remove a permanent employee (other than a teacher) except for a reasonable & sufficient cause and after giving 03 (three) month notice in writing or payment of 03 (three) month salary in lieu of notice thereof;

(5) Procedure for dealing with misconduct:

(i) The Vice Chancellor shall appoint an enquiry officer to conduct an enquiry into the charges levelled against any officer, academic staff, administrative staff or employee. The enquiry officer may be an outsider or an officer, academic staff, administrative staff or employee of the University who shall not be lower in rank than the accused. If the Vice Chancellor is of the opinion that the enquiry/investigation is not being conducted appropriately, he shall have the authority to appoint a new officer to conduct the enquiry/investigation afresh.

(ii) Before award of any of the punishments mentioned a show cause notice/charge sheet shall be served on him in writing at the last address or the electronic mail address so recorded in the records of the University. The show cause notice/charge sheet will clearly set forth the charges against him indicating therein the nature of offence or misconduct with full particulars thereof. The show cause notice/charge sheet shall stipulate that the officer, academic staff, administrative staff or employee give his explanation in writing by a specified date.

(iii) The show cause notice/charge sheet shall be deemed to be delivered in 04 (four) business days after being dispatched by courier or 07 (seven) business days after being dispatched by the quickest mail available.

(iv) If the officer, academic staff, administrative staff or employee refuses to accept the show cause notice/charge sheet served to him, it shall be recorded in the presence of two witnesses. In the event of

refusal, the date place and time of enquiry shall be displayed on the notice board of the University. If he refuses to attend or fails to attend at the specified date, place and time, the enquiry/investigation shall be conducted in his absence.

(v) During the enquiry the concerned officer, academic staff, administrative staff or employee shall be given all reasonable opportunities to defend himself. Except for reasons to be recorded in writing by the enquiry officer, he shall be permitted to produce witnesses in his defence.

(vi) At the conclusion of the enquiry/investigation, the enquiry officer shall compile the evidence and shall record his findings on each of the charges leveled and shall submit his report to the Vice Chancellor who shall place the enquiry report before the Appointing Authority. If the Vice Chancellor is not satisfied with the enquiry report, he shall have the power to order a reinvestigation/further investigation in the matter.

(vii) The Appointing Authority shall consider the report of the Enquiry Officer and shall decide to either exonerate the concerned officer, academic staff, administrative staff of employee or to award upon him any of the punishments mentioned in Statutes 11.04 above.

(ix) While awarding the punishment, the Appointing Authority shall take into consideration the gravity of the misconduct of the officer, academic staff, administrative staff or employee. A copy of the order passed by the Appointing Authority shall be given to him.

(6) The decision of the Appointing Authority regarding awarded punishment shall be final subject to the right to appeal by the aggrieved.

(a) An aggrieved officer, academic staff, administrative staff or employee shall have the right to appeal against the punitive order to the Appellate Authority defined below:

(i) In case of the punitive order being passed by the Chancellor the Appellate Authority shall be the Board of Governors.

(ii) In case of the punitive order being passed by the Board of Management the Appellate Authority shall be the Chancellor.

(b) The decision of the Appellate Authority regarding punitive action shall be final and binding.

CHAPTER - XII

DISCIPLINARY ACTION AGAINST STUDENTS OF THE UNIVERSITY

[Section 27(h)]

12.01

(1) All powers relating to discipline & disciplinary action shall vest in the Vice Chancellor who may delegate all or such powers, as he deems fit, to such other Person/Committee as he may specify in this regard.

(2) Any act of indiscipline by a student shall be reported to the Vice Chancellor in writing through the Principal of the Constituent College, the Dean of the concerned Faculty, the Controller of

Examinations, the Head of Department, the Librarian or any other Officer designated by the Vice Chancellor.

- (3) At the time of admission, every student shall be required to sign a declaration that he shall abide by the rules and ordinances of the University and shall maintain discipline as per the norms of the University. During the term of his studies in the University or its Constituent Colleges/Departments, he shall not indulged in any act of indiscipline, failing which appropriate disciplinary action shall be taken against hem as per Statutes or Ordinances made in this regard.
- (4) Without prejudice to the generally of powers to enforce discipline under the Statutes, the following will amount to an act of gross indiscipline:-
 - (a) Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the University or its Constituent Colleges and Academic Units;
 - (b) Carrying, or use of, or threat to use, any weapons or chemicals;
 - (c) Any violation of provisions of the Protection of Civil Rights Act, 1955;
 - (d) Violation of status, dignity and honour of students belonging to Scheduled Castes and Scheduled Tribes;
 - (e) Any gender related verbal or other derogatory etc;
 - (f) Creating ill-will or intolerance on religious or communal grounds;
 - (g) Any act of bribery of corruption;
 - (h) Any act of malpractice related to any examination conducted by the University or its Constituent Colleges, Departments, Regional Centers, Study Centers, etc.;
 - (i) Wilful damage to any property of the University and its Constituent Colleges, Departments, Regional Centers, Study Centers, etc.;
 - (j) Causing disruption in any manner in the functioning of the University, its Constituent Colleges, Departments, Regional Centres, Study Centres etc.;
 - (k) Possession and/or use of banned substances;
 - (l) Ragging; and
 - (m) Any other act of commission or omission which constitutes indiscipline in the view of the Disciplinary Authority
- (5) Without prejudice to the generality of his powers relating to maintenance of discipline, the Vice Chancellor may, in exercise of his powers, order or direct that any student:-
 - (a) Be suspended, for a stated period; of
 - (b) Be fined monetarily with a specified amount; or
 - (c) Be rusticated for a stated period; or
 - (d) Be debarred from one or more examinations conducted by the

University or its Constituent Colleges or Departments; or

- (e) That the result of the concerned student in the examination in which he has appeared be withheld for a stated period or cancelled; or
 - (f) Be expelled from the University or its Constituent College or Department.
- (6) The decision of the Vice Chancellor regarding punishment shall be final subject to the right to appeal by the aggrieved student.
- (7) Without prejudice to the powers of the Vice Chancellor and the Officers, the detailed Ordinance of discipline and proper conduct shall be laid down.

CHAPTER - XIII

RESOLVING OF DISPUTES BETWEEN THE UNIVERSITY AND ITS OFFICERS, ACADEMIC STAFF, ADMINISTRATIVE STAFF, OTHER EMPLOYEES AND STUDENTS

[Section 27(f)]

- 13.01 (1) Any officer, academic staff, administrative staff and other employee of the University or its Constituent Colleges, Departments, Regional Centres and Study Centres shall have the right to appeal to the Appellate Authority as specified in Statute 11.08 against any punitive order within 30 (thirty) days of passing of the punitive order. The decision of the Appellate Authority regarding the punitive order shall be final and binding.
- (2) Any student of the University or its Constituent Colleges, Department shall have the right to appeal to the Board of Management against any punitive order within 30 (thirty) days of passing of the punitive order. The decision of the Board of Management regarding the punitive order shall be final and binding.
- (3) Any dispute involving financial obligations/claims arising out of any disciplinary action taken by the University against its officers, academic staff, administrative staff and other employees may, on request of either party, be referred to an Arbitral tribunal within 03 (three) months from passing of the final order. The Arbitral Tribunal shall be appointed by the Chancellor.
- (4) Either party desiring to resolve the dispute through the Arbitral Tribunal shall do so by submitting a request in writing to the Chancellor. Upon receipt of the written request, the Chancellor shall constitute the Arbitral Tribunal within 30 (thirty) days and refer the matter to it.
- (5) The arbitration shall be conducted at the headquarters of the University at Patel Nagar, Dehradun. All proceedings of the arbitration shall be conducted as per the provisions of the Arbitration & Conciliation Act, 1996 (as amended from time to time).
- (6) If, in any case, any officer, academic staff, administrative staff or employee after referring any dispute to the Arbitral Tribunal, fails to appear before the Tribunal for presenting his case, the Tribunal may proceed to hear the dispute ex-parte.
- (7) The decision of the Arbitral Tribunal shall be final and binding on

both the parties as per the provision of Arbitration & Conciliation Act, 1996 (as amended from time to time).

CHAPTER – XIV

CREATION, ABOLITION OR RESTRUCTURING OF DEPARTMENTS AND FACULTIES

[Section 27(i)] 14.1 The Board of Management, on the recommendation of the Academic Council shall create abolish or restructure any Department or Faculty;

Provided that creation of any Department or Faculty shall be done in consultation with the Finance Committee.

CHAPTER – XV

NUMBER OF SEATS IN DIFFERENT COUSES OF STUDIES AND THE LPROCEDURE FOR ADMISSION OF STUDENTS TO SUCH COURSES INCLUDING RESERVATION OF SEATS FOR STUDENTS OF UTTARAKHAND

- [Section 27(m)] 15.01 (1) The total number of seats in different courses/programs of the University shall be as sanctioned by the Statutory Council or as decided by the Board of Management and approved by the Chancellor.
- (2) The number of seats in different courses/ programs of the University may be increased or decreased by the Board of Management subject to the approval of the Chancellor or the Statutory Council, as the case may be.
- (3) The distribution of seats in different courses/programs of the University shall be as sanctioned by the Statutory Council or as decided by the Board of Management and approved by the Chancellor.
- (4) The eligibility criteria for admission in various courses/programs run by the University shall be as laid down in the Ordinance.
- (5) Admission to all the courses/programs shall be made on the basis of merit/ rank in the entrance examinations conducted by the University or any other examining body/board recognised and approved by the Board of Management;

Provided that where it is not mandatory to conduct an entrance examination, the admission shall be made based on the merit in the qualifying examination.

- (6) The reservation of seats for students of Uttarakhand in all programs/courses shall be as per the provisions of the Act.
- (7) If the seats reserved for the students of Uttarakhand remain vacant by the date decided by the University, then the University may admit other students to the said vacant seats.

CHAPTER – XVI

DISSOLUTION OF UNIVERSITY

- [Section 49] 16.01 (1) On receipt to the proposal for dissolution of the University as per the provisions of sub-section 1 of section 49 of the Act, the State Government shall fix the date for dissolution.
- (2) From the date of dissolution so fixed by the State Government, no further admission shall be made to any of the courses/programs of

the University.

- (3) The authorities and officers of the University shall continue to function till the last student has passed out from the University.
- (4) The fees collected from the students enrolled in the University, and amounts received from other sources shall continue to be deposited in the accounts of the University.
- (5) From the date of passing out of the last student of the University, the University shall be considered dissolved and subject to provisions of the Act, the assets, moveable and immovable properties assigned by the Promoting Society to the University shall revert back to the Promoting Society.
- (6) Subject to provisions of the Act, on dissolution the assets, movable and immovable properties created by the University shall stand transferred to and vest in the Promoting Society.

CHAPTER - XVII MISCELLANEOUS

Raging (Section 8)

- 17.01
- (1) Raging in any form within or outside the premises of the University or its Constituent Colleges, Departments, Regional Centres, Study Centres, etc. shall be strictly prohibited.
 - (2) For the purpose of the Statute, abetment of raging whether by way of any act, behaviour or incitement of raging shall also amount to raging.
 - (3) Raging for the purposes of this Statute, ordinarily means any act, conduct or practice, individual or collective by which dominance of senior students is brought to bear on newly enrolled students or junior students. Any of the following acts, conduct or practice shall be considered acts of Raging:-
 - (a) Physical assault or threat to use physical force;
 - (b) Violation of the status, dignity and honour of students;
 - (c) Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Tribes.
 - (d) Exposing students to ridicule and contempt and damaging their self-esteem; and
 - (e) Using aggressive and indecent language, gestures and behavior.
 - (4) Any individual/collective act or practice of raging shall amount to gross indiscipline and shall be severely dealt with under this Statute.
 - (5) Principals of Constituent Colleges, Heads of Departments, Wardens, the Librarian and other Officers designated by the Vice Chancellor shall take immediate action on any information of the occurrence of raging.
 - (6) Notwithstanding anything provided in clause (5) of this Statute, the officer so delegated may also enquire into any incident of raging and make any initial report to the Vice Chancellor establishing the identity of those who indulged in raging and the nature of the incident.
 - (7) If the Principal of a Constituent College, Head of the Department, Warden, the Librarian or other Officer designated by the Vice Chancellor is of the opinion that for some reason to be recorded in

writing, it is not appropriate or practical to hold such an enquiry, he may so advise the Vice Chancellor accordingly. If the Vice Chancellor is convinced that it is not desirable to hold such an enquiry, his decision thereon shall be final.

- (8) On receipt of the findings of an incident of ragging, the Vice Chancellor shall take strict disciplinary action as laid down in the Ordinance against the guilty Criminal proceedings shall also be initiated against a student involved in ragging.
- (9) In case of a student who has obtained a degree/diploma/certificate of the University and is found guilty under this Statutes appropriate action for withdrawal of such a degree/diploma/certificate shall be initiated by the University.
- (10) All officers, academic staff, administrative staff & other employees of the University and its Constituent Colleges and Departments shall be obligated to carry out instructions/directions issued under this Statute. They shall assist the Vice Chancellor for effective implementation of the same.

Convocation

[Section 27]

- 17.02
- (1) Convocation for conferring degrees, diplomas and other academic distinctions may be held by the University annually. The date and time for convocation shall be fixed by the Board of Management with the prior approval of the Chancellor.
 - (2) A special convocation may be held by the University with approval of the Chancellor.
 - (3) The procedures and protocols of the convocation shall be as laid down in the Ordinance.
 - (4) In absence of the Visitor, the Chancellor shall preside over the convocation of the University. In absence of both the Visitor and the Chancellor, the Pro Chancellor, if any, shall preside over the convocation. In the absence of all three (the Visitor, the Chancellor and the Pro Chancellor) the Vice Chancellor shall preside over the Convocation.
 - (5) If the University is unable to hold the convocation the degrees, diplomas, and other academic distinctions may be handed over personally or dispatched to the candidates concerned by registered post.

Withdrawal of Degrees, Diplomas and Certificates

[Section 27]

- 17.03
- The Board of Management on the recommendation of the Academic Council may withdraw Degrees, diplomas or other academic distinctions from persons who have already been conferred with such distinctions on the following grounds:-

- (a) Submission of false information, suppression of facts, fraudulent alteration of facts while seeking admissions to any course/program of the University;
- (b) Irreproducible results or plagiarism in thesis /dissertations;
- (c) Confirmed act of ragging.
- (d) Wilful default in payment of University dues; and
- (e) Any other reason as determined by the Academic Council.

Seniority list

[Section 27]

- 17.04
- (1) Whenever as per provisions of the Act and Statutes, any person is to hold an office or to be a member of an Authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such

persons in the grade of the University and in accordance with such other criteria as decided by the Board of Management, from time to time.

(2) It shall be the duty of the Registrar to maintain, in respect of each category of employees, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

(3) If two or more persons have equal length of continuous service in a particular category, or the relative seniority of any person or persons is in doubt, the Registrar may, on his own initiative or at the request of any such person, submit the matter to the Board of Management whose decision shall be final.

**Business By
Circulation
[Section 27]**

17.05 If the situation so requires, a business of the Authority of the University may, with prior approval of the Chairman of the concerned Authority, be transacted by circulating all relevant papers and an appropriate resolution thereon, among its members. Any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Authority. The resolution so passed shall be placed before the next meeting of the Authority for approval.

**Vacancies
[Section 27]**

17.06 (1) When a vacancy occurs in any Authority of the University due to death, resignation or any other reason, the Secretary of the Authority shall immediately take necessary steps for filling the vacancy.

(2) The Secretary of the Authority shall initiate the process nomination of members 03 (three) months before the term of the incumbents is to expire.

**Procedure for
Taking Decisions
at the Meeting of
the Authority
[Section 27]**

17.07 Each member of an Authority of the University including the Chairperson shall have one vote. Decisions at the meeting of the Authority shall be taken by simple majority. In case of a tie, the Chairperson shall have the casting vote.

**Proceedings of
Meetings of an
Authority**

17.08 (1) Proceedings of meetings of an Authority of the University shall be recorded by the Secretary of the meeting of the Authority and shall be signed by the Secretary and Chairperson of the meeting.

(2) If the Secretary of the Authority is unable to attend the meeting of the Authority, the Chairperson shall appoint a member of the Authority to act as Secretary for that particular meeting.

(3) A signed copy of the minutes of each meeting of the Board of Management, Academic Council and the Finance Committee shall be sent to the Chancellor by the Registrar.

[Section 27]

**Notice and Agenda
for Meetings of an
Authority**

17.09 (1) The notice for the meetings of an Authority of the University shall be sent by the Secretary of the Authority 15 (fifteen) days prior to the meeting.

(2) The Agenda of the meeting along with minutes of the previous meeting shall be circulated to as to reach the members at least 07 (seven) days prior to the meeting.

[Section 27]

Procedure, when
Quorum is not
fulfilled

[Section 27]

Designation of
Powers

[Section 27]

Memberships,
Disputes,
Resignation,
Disqualifications
and Acting
Chairman

[Section 27]

17.10 If the requirement of quorum for a meeting of an Authority is not fulfilled, the meeting shall be adjourned and reconvened at the same venue after 30 minutes. The decisions taken in the reconvened meeting shall be valid for all purposes. An item or business that has not been included in the agenda circulated to the members cannot be taken up at such a reconvened meeting.

17.11 Subject to the provisions of the Act and the Statutes, any officer or Authority of the University may delegate his or its power to any other Authority or person under their control;

Provided that overall responsibility for exercise of powers so delegated shall continue to rest in the officer or Authority delegating such powers.

17.12 (1) If any question arises as to whether any person has been duly nominated or is entitled to be a member of any Authority or any Body of the University, then the matter shall be referred to the Chancellor through proper channel, whose decision thereon shall be final.

(2) Any member other than an ex-officio member of any Authority of the University may resign by writing a letter addressed to the Chairman of that Authority and the resignation shall take effect as soon as it is accepted by the Chancellor or Vice Chancellor as the case may be.

(3) A person shall be disqualified from serving as a member of any of the Authorities of the University on the following grounds:-

(i) If he is of unsound mind or insane;

(ii) If he is any un-discharged insolvent;

(iii) If he has been convicted by a court of law for any offence; and

(iv) If he is medically unfit.

(4) If any dispute arises regarding disqualification of any person as per clause (3) above, the matter shall be referred by the Vice Chancellor to the Chancellor whose decision shall be final and no suit or proceeding shall lie in any civil court against such decision.

(5) Where no provision is made for a Chairman to preside over a meeting of an Authority or Body of the University so provided is absent, the attending members shall select one from amongst themselves to preside at such meeting.

Special Invitee

[Section 27]

17.13 Any Authority or Body of the University shall have the power to invite an expert to attend its meeting when required. Such a Special Invitee shall attend the meeting of the Authority or Body to give his expert opinion on the subject matter and shall leave the meeting thereafter. Such a Special Invitee shall not have the power to vote.

Jurisdiction
[Section 27]

17.14 All disputes pertaining to affairs of the University shall be jurisdiction of the Hon'ble High Court of the State of Uttarakhand.
