

Annexure - 9


Registrar
Mangalayan University
Beswan, Aligarh

THE MANGALAYATAN UNIVERSITY UTTAR PRADESH

Established & Incorporated under the
Mangalayatan University Uttar Pradesh Act 2006 (U.P. Act No.32 of 2006) as substituted by the
Private Universities Act, 2019 (UP. Act No 12 of 2019)

1. SHORT TITLE AND COMMENCEMENT

These Statutes may be called Mangalayatan University, Uttar Pradesh - Statutes2021.

2. DEFINITIONS

In these Statutes, unless the context otherwise requires:

- (a) 'Act' means the Mangalayatan University Uttar Pradesh Act 2006 (U.P. Act No.32 of 2006) as substituted by the Private Universities Act, 2019 (UP. Act No 12 of 2019);
- (b) 'Controller of Examination', means the person who has been put in charge to conduct the examination(s) and to declare the results of the University;
- (c) HOI – Means head of Institute/School/Centre/Department;

3. OBJECTS

In addition to object of the University as provided under the Act, the University shall have following objects and powers:

- (a) To run various Academic Programmes including Open and Distance Learning (ODL), Online mode and e-Learning mode etc.
- (b) To establish, develop and maintain Academic Departments/Centres/Schools, Centres of Excellence and different Directorates;
- (c) To develop and maintain relationship with leading Academic and other Institutions in India and Abroad for education, Training, Research and Distance Learning Programmes;
- (d) To make twinning arrangements and exchange programmes with leading educational institution in other countries for collaborative education programmes;
- (e) To recognize the academic outcome and/or qualification/distinction by any academic institution and to confer degree, diploma, Certificate and other distinction on the basis thereof;
- (f) To provide and accept equivalency and credit in relation to any academic programme and qualification of any other Institution/University;
- (g) To confer Degrees, Diplomas and other Academic Distinctions on the basis of examination, evaluation or any other method of testing as approved by the Academic Council.
- (h) To develop linkages with the industry, Institutions and other organizations.

- (i) To conduct path breaking research, innovative experiments in new methods and educational technology in the field of higher education in order to achieve international standards of education, training and research.
- (j) To admit students laterally into a programme/course through credit transfer if they fulfill the Academic Requirement as prescribed in the Ordinances/Regulations, on the recommendation of the Academic Council and on the approval of University Authorities/ Vice Chancellor.
- (k) To Integrate/takeover Institution/Schools/Colleges/Centres of the Sponsoring Body as Constituent units of the University for the purpose of Academic Programmes and award of Degrees, Diplomas and Certificates to students on fulfillment of the prescribed Academic requirement.
- (l) To establish Constituent Unit/Campuses/Center, Off Campuses, Offshore Campuses, Virtual Campuses/ Centers etc. subject to the applicable laws for the purpose of achieving the objectives of the University.

4. AUTHORITIES OF THE UNIVERSITY

A. The Sponsoring Body

In exercise of power conferred under the Act, the sponsoring Body of the University is declared to be an Authority of the University. In addition to powers and functions of the Sponsoring Body, conferred under the Act, the Sponsoring Body shall have following powers and functions:-

- (i) The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.
- (ii) The Sponsoring Body of the University shall have power to determine the limits and extent of the administrative & financial powers of any officer, authority, teacher, or employee of the university from time to time.
- (iii) The Sponsoring Body shall have powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University

B. The Governing Body

- a) The Governing Body shall consist of following members:
 - (i) The Chancellor – Chairperson
 - (ii) The ProChancellor
 - (iii) The ViceChancellor
 - (iv) Two members to be nominated by the Sponsoring Body.
 - (v) One eminent educationist to be nominated by the Sponsoring Body.
 - (vi) Two members from industry/corporate to be nominated by the Sponsoring Body.
 - (vii) One legal expert to be nominated by the Sponsoring Body.
 - (viii) One financial expert to be nominated by the Sponsoring Body.
 - (ix) Registrar as ex-officio Secretary who shall have right to speak at the meeting but not the right to vote.
 - (x) The Sponsoring body shall have the power to nominate up to 12 additional persons as members to the governing body.

Provided that the number of members of the Governing body shall not be less than 17 and more than 24.

- b) Quorum of the meeting of the Governing Body shall not be less than fifty percent (50%) of members.
- c) The term of nominated members shall be three years or till they hold their office.
- d) The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- e) The Sponsoring Body shall have power to remove any member of the Governing Body for reasons to be recorded in writing.
- f) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final. The sponsoring body shall have the right to review and modify nominations made by it.
- g) Meetings of the Governing Body shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than six members of the Governing Body
- h) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- i) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his absence, the Chancellor may nominate Pro Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.
- j) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; provided that the Chairperson may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- k) The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.
- l) Agenda shall be circulated by the Registrar to the members at least one week before the meeting except in case of emergent meeting.
- m) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- n) The ruling of the Chairperson in regard to all the questions of procedure shall be final.
- o) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.

- p) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Governing Body unless the Chairperson desires otherwise.
- q) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of officers, teachers and employees of the University to perform such functions as it deems necessary.
- r) The Governing Board shall meet once in year annually special meeting of the governing board be held three time in an academic year.
- s) The Governing Body shall exercise all powers and functions of the University as provided under the Act.
- t) In addition to the powers and functions prescribed under the Act, the Governing Body shall perform such other powers and functions as may be prescribed in the Ordinances and as may be assigned to it by the Sponsoring Body.

C. The Executive Council

- (a) **In terms of provisions contained in Section 25 (6) of the Act, the composition of Executive Council shall be as follows:**
 - (i) Vice Chancellor – Chairperson
 - (ii) Three Members nominated by the Governing Body.
 - (iii) Two eminent Educationalists nominated by the Chancellor.
 - (iv) One officer of State Government not below the rank of Jt. Secretary to the Government of Uttar Pradesh.
 - (v) One Professor and one Associate Professor of the University in order of Seniority on rotation basis for a period of one year by Vice Chancellor.
 - (vi) One Associate Professor of the University in order of Seniority on rotation basis for a period of one year by Vice Chancellor.
 - (vii) One Educationalist not below the rank of Associate Professor from a Panel of three names to be approved by State Government, for which the University shall submit a list of three names of Eminent Educationalists
 - (viii) Finance Officer* - Member
 - (ix) Registrar - Member Secretary

**Finance Officer shall have right to speak and to take part in proceedings but shall not be entitled to Vote.*

- (b) Quorum of the meeting of the Executive Council Meeting shall not be less than fifty percent (50%) of members.
- (c) Decisions at any meeting of the Executive Council shall be taken by majority of the members present at such meetings.
- (d) In case of tie in any proposal, the proposal having support of the Vice Chancellor shall prevail.
- (e) The Executive Council shall meet as often may be necessary but not less than twice during an Academic Year.


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- (f) Meetings of the Executive Council shall be convened by the Vice-Chancellor suo-moto or on a requisition signed by not less than four members of the Executive Council.
- (g) A written notice of every meeting shall be sent by the Registrar to every member of the Executive Council at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting; provided that the Chairperson may call a special meeting of the Executive Council at short notice to consider urgent/ special matters.
- (h) The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.
- (i) Agenda shall be circulated by the Registrar to the members at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two weeks before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- (j) The ruling of the Chairperson in regard to all questions of procedure shall be final.
- (k) The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Executive Council.
- (l) The minutes of the Executive Council shall be placed before- the Governing Body for information.
- (m) If a member of the Executive Council fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Executive Council, unless the Chairperson desires otherwise.
- (n) The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor or Pro Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting.
- (o) The Executive Council shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

D. The Academic Council

- (i) The Academic Council shall consist of the following members:-
 - (i) The ViceChancellor-Ex-Officio Chairperson
 - (ii) The Pro-ViceChancellors-Ex-Officio
 - (iii) All Deans -Ex-Officio
 - (iv) Upto Eight Directors/Head of Institutions/Schools/Colleges/ Departments by rotations by Vice Chancellor.

- (v) Upto Six Heads of Departments- Members by rotation in order of Seniority by Vice Chancellor
 - (vi) Four Professors, Two Associate Professors and two Assistant Professors —Members by rotation in order of seniority by Vice Chancellor
 - (vii) Five distinguished academicians from outside the University to be nominated as members by the Vice Chancellor
 - (viii) Two distinguished industry experts to be nominated by Vice Chancellor
 - (ix) Two nominees of the chancellor from among science, education, Technology, Medical and management practioners and social sector leaders.
 - (x) Two nominees of the Sponsoring Body from among science, education, Technology, Medical and management practioners and social sector leaders.
 - (xi) Two distinguished academicians as Special Invitee nominated by Vice Chancellor
 - (xii) The Registrar - Secretary (Ex-Officio)
- (ii) The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.
- (iii) Quorum of the meeting of the Academic Council Meeting shall not be less than fifty percent (50%) of the members.
- (iv) The procedure for the meetings of the Academic Council shall be as follows:
- (i) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairperson either suomoto or on a requisition signed by not less than 20% members of the Academic Council.
 - (ii) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Academic Council at short notice to consider urgent matters.
 - (iii) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
 - (iv) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- (v) In emergent cases, the Chairperson of the Academic Council may exercise the powers of the Academic Council. In case, the Chairperson exercises any of the powers of the Academic Council, the members shall be informed through email, *ex-post facto*, and such decision of the Chairperson shall be placed at the next meeting of the Academic Council for its ratification.

- (vi) The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.
- (vii) The recommendations of the Academic Council shall be placed before the Executive Council for its approval.
- (viii) In addition to powers conferred under the Act, the Academic Council shall have the following powers and functions:-
 - (i) to consider the proposals submitted by the Faculty Forums of the University;
 - (ii) to recommend to the Executive Council the recognition and acceptance of Degree(s)/Diploma(s)/Certificate(s) of other Universities & Institutions and to determine their equivalence.
 - (iii) The Academic Council shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

E. The Finance Committee

- (a) The Finance Committee shall consist of the following Members:-
 - (i) The nominee of the Sponsoring Body - Chairperson
 - (ii) The Vice-Chancellor-Ex-Officio member.
 - (iii) One Member nominated by the Governing Body.
 - (iv) One Member nominated by the Executive Council.
 - (v) The Pro-Vice-Chancellor-Ex-Officio
 - (vi) One Financial Expert nominated by the Sponsoring Body
 - (vii) The Registrar Ex-Officio Member
 - (viii) The Finance Officer-Ex-Officio Secretary.
 - (ix) Any special invitees whom the Finance Committee deems fit.
- (b) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members. The term of office of a nominated member shall be three years.
- (c) Quorum of the meeting of the Finance Committee Meeting shall not be less than fifty percent (50%) of the members.
- (d) In the event of absence of the Chairperson, Vice Chancellor with prior consent of the Chancellor shall preside over the meeting of the Finance Committee.
- (e) The procedure of the meetings of the Finance Committee shall be as follows:

- (i) The Finance Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than three members of the Finance Committee.
 - (ii) A written notice of every meeting shall be sent by the Finance Officer to every member two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Finance Committee at short notice to consider urgent matters.
 - (iii) Agenda shall be circulated by the Finance Officer to the members one week before the meeting.
 - (iv) All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
 - (v) In emergent cases, the Chairperson of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairperson exercises any of the powers of the Finance Committee, the members shall be informed through email, *ex-post facto*, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
- (f) In addition to the powers and functions provided in the Act, the Finance Committee shall have the following powers and functions:
- (i) The Annual Accounts and Financial Estimates of the University prepared by the Finance Officer shall be placed before the Finance Committee for consideration and comments/recommendations of the Finance Committee shall be submitted to the Executive Council for the approval.
 - (ii) The Finance Committee shall fix limits for total recurring and non-recurring expenditure for the financial year, based on the income, resources and annual plan of the University and expenditure shall not be incurred by the University in excess of the limits, so fixed.
 - (iii) No expenditure other than that provided for in the budget shall be incurred by the University without the approval of Finance Committee.
 - (iv) The Finance Committee will be responsible for safeguarding and monitoring University's Financial stability and financial internal controls, controls over external reporting, the internal and external audit processes, the regulatory compliances and risk management processes.
 - (v) To examine and recommend the activities based annual budget of the Institution/ University including compliance of requirements of Regulatory & Accreditation Body.
 - (vi) To give its views on any financial matter solicited from it by any officer or authority of the University.

Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.

- (vii) The Finance Committee shall perform other powers and functions as may be delegated to it by Authorities and/or as may be prescribed in the Ordinances and Regulations of the University.

F. The Planning Board

- (a) The Planning Board shall consist of the following Members:-
- (i) The nominee of the Sponsoring Body - Chairperson
 - (ii) Vice Chancellor - ex officio
 - (iii) Pro Vice Chancellor- ex officio
 - (iv) Three Deans of faculty/domains, by rotation by Vice Chancellor
 - (v) Three Heads of Departments/Institutions/Schools, by rotation
 - (vi) One Architect/Engineer nominee of the Chancellor
 - (vii) Such other persons from whom planning board needs any assistance from.
 - (viii) The Finance Officer -Ex-Officio
 - (ix) The Registrar -Ex-Officio- Secretary
- (b) (i) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.
- (ii) The term of office of nominated members shall be three Years.
- (c) The Planning Board shall meet as and when necessary, but not less than twice a year.
- (d) Quorum of the meeting of the Planning Board shall not be less than not be less than fifty percent (50%) of members.
- (e) The Planning Board shall perform powers and functions -
- (i) Planning Board shall be responsible for overall perspective planning and development of University in consonance of its objects;
 - (ii) The planning Board shall be responsible for determination of area of excellence of University and to identify thrust areas for research;
 - (iii) To examine, rationalize and coordinate the proposals of developments received from various faculties and departments to be submitted to the Academic Council and Executive Councils for their consideration and approval;
 - (iv) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Planning Board at short notice to consider urgent matters.
 - (v) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
 - (vi) The Planning Board shall monitor the implementation of the approved plan of the University;
 - (vii) The Planning Board may recommend the Executive Council, from time to time, to ensure that the 'necessary infrastructure, academic and research support systems are available to the University as per the norms of the Regulatory Bodies;

- (viii) Provided that the Planning Board shall provide the annual plan together with the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems along with its advice tendered to the Executive Council.
- (f) The Planning Board shall perform such other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

G. Board of Faculties

- a) The Board of Faculty shall consist of the following for each faculty
- i) The Dean of the concerned Faculty - Chairperson
 - ii) All Heads of the Institutions/Departments
 - iii) Up to Five Professor by rotation
 - iv) Up to Four Associate Professor by rotation
 - v) Up to Two Assistant Professor by rotation
 - vi) Up to seven external members nominated by Vice Chancellor
 - vii) Professor nominated by Dean as Coordinator
- b) The recommendation of Board of Studies (BoS) shall be examined by the Board of Faculties (BoF) and recommended to Academic Council for its approval
- c) In addition to the powers and functions of the Board as prescribed under the Act, the Board of Faculties shall perform such other powers and functions as may be specified in the Ordinances / Regulation.
- d) Quorum of the meeting of the Board of Faculties shall not be less than seventy five percent (75%) of members.

H. Board of Studies

BOARD OF STUDIES OF DEPARTMENTS/INSTITUTIONS/SCHOOL/ CENTRE OF THE UNIVERSITY:

- (a) Each Department/Institution/School/Centre of the University, shall have a Board of Studies which shall consist of:-
- (i) Head of the Institution/Constituent Unit-Ex-officio Chairperson
 - (ii) Up to nine Professors & Associate Professors by rotation
 - (iii) Up to three Asst. Professors by rotation
 - (iv) Nominee of the Vice Chancellor
 - (v) Special Invitee as subject expert nominated by Vice Chancellor
 - (vi) Representative from other Campuses of the University
 - (vii) Up to five members as Industry Experts on the recommendation of the HoI
 - (viii) Professor/Associate Professor nominated by HoI as Coordinator
- (b) For each Department, Institution and Centre of the University, Board of Studies shall be constituted which shall be proposed by the concerned Head for the approval of the Vice Chancellor.

- (c) The tenure of the members of the Boards of Studies, other than the ex-officio members, shall be two years.
- (d) The Board of Studies shall consider matters of general and academic interest to the department and of its function
- (e) The Board of Studies shall be responsible for structuring the academic programmes align with requirement of Industry/Profession
- (f) The Board of Studies shall perform such other power and functions as prescribed in the Ordinances and regulations and other functions as may be assigned to it by the Authorities and also the faculty.
- (g) Quorum of the meeting of the Board of Studies shall not be less than seventy five percent (75%) of members.

I. Admission Committee

- (a) The Admission Committee shall consist of the following:
 - (i) Nominee of the Sponsoring Body - Chairperson
 - (ii) One Pro Vice Chancellor
 - (iii) Up to three Deans/HoI
 - (iv) Director Admissions
 - (v) One Officer nominated by Sponsoring Body
 - (vi) Registrar - Member Secretary
- (b) The Admission Committee shall be responsible for devising the process and all other aspects of Admission in accordance with Calendar of the University.
- (c) The procedure of functioning of Admission Committee shall be as provided in the regulations of the University.
- (d) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Admission Committee at short notice to consider urgent matters.
- (e) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
- (f) The power and other functions of the Admission Committee shall be specified in the Ordinances/ Regulations.
- (g) Quorum of the meeting of the Admission Committee shall not be less than fifty percent (50%) of members.

J. Examination Committee

- (a) The Examination Committee shall consist of the following:
 - (i) Nominee of the Vice Chancellor from amongst Pro Vice Chancellor/ Dean - Chairperson
 - (ii) Up to Eight Deans of Faculties/Heads/ Teachers of Departments/ Constituent Units nominated by the Vice Chancellor
 - (iii) Controller of Examinations - Member Secretary

- (b) The Examination Committee shall be responsible for devising the process and all other aspects of Examinations in accordance with Calendar of the University.
- (c) The procedure of functioning of Examination Committee shall be as provided in the regulations of the University.
- (d) A written notice of every meeting shall be sent by the Controller of Examinations to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Examination Committee at short notice to consider urgent matters.
- (e) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
- (f) The power and other functions of the Examination Committee shall be specified in the Ordinances/Regulations.
- (g) Quorum of the meeting of the Examination Committee shall not be less than fifty percent (50%) of members.

K. Other Authorities of the University

- (i) In exercise of powers conferred under Section 23 (10) of the Act, following are declared as to be Authorities of the University:-
 - (a) University Research Council (URC)
 - (b) Internal Quality Assurance Cell (IQAC)
 - (c) Internal Complaint Committee (ICC)
 - (d) Research Planning and Monitoring Committee (RP&MC)
 - (e) Directorate of Distance and Online Education
 - (f) Skill & Vocational Development Council (SVDC)
- (ii) The constitution, powers and functions of other authorities declared in these Statutes may be prescribed in the Ordinances and Regulations of the University.

5. OFFICERS OF THE UNIVERSITY

- (1) **The Chancellor**
- (2) **The Pro Chancellor**
- (3) **The Vice Chancellor**
- (4) **The Pro Vice Chancellor(s)**
- (5) **The Registrar**
- (6) **The Dean of Faculty**
- (7) **The Dean of Student's Welfare**
- (8) **The Director(s)**
- (9) **The Controller of Examination**
- (10) **The Proctor**
- (11) **The Finance Officer**
- (12) **The Head of the Department**

(1) THE CHANCELLOR

Appointment, Powers and Functions of Chancellor

- (a) The Chancellor shall be appointed by the Governing Body for a period of five years and shall be eligible for re-appointment (s).
- (b) The Chancellor shall be selected and appointed in the manner, as decided by the Sponsoring Body.
- (c) Subject to the provisions of the Act, the Sponsoring Body shall decide and determine various terms and conditions of service including salary of the Chancellor.
- (d) The Chancellor shall have power to issue cheques and authorize payments or may delegate this power to any other officer/officers or member of the Finance Committee. The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and have right to modify or recall his order of delegation of such power.
- (e) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out the provisions of the Act and Statutes, when such Officer or Authority of the University is not available.
- (f) The Decisions taken by the Chancellor shall be placed before the Governing Body, for information.
- (g) The Chancellor shall be authorized to issue directions to any officer/authority of the University from time to time as may be deemed necessary & proper by the Chancellor in the interest of the university.
- (h) If any vacancy arises in the office of the Vice Chancellor and it is not being possible to appoint a regular Vice Chancellor by following the procedure prescribed for appointing of such Vice chancellor, the Chancellor shall have the power to appoint a person as officiating Vice Chancellor for a period of not beyond six months.
- (i) If any difficulty arises in respect of functioning of the University or in the implementation of the Statutes, Ordinances, Regulations or otherwise, the Chancellor may at any time, by order, consistent with the provisions of the Act, may take any decisions, make any appointment and perform any other function with consent of the Sponsoring Body, which is deemed necessary or proper, for the removal of the said difficulty and all such decisions/orders shall take effect in a manner as if the said appointment or function has been done in the manner provided in the Act and Statutes.
- (j) In addition to the powers and functions of the Chancellor provided in the Act, and statutes, the Chancellor shall have various powers and functions as may be prescribed in the Ordinance of the University.
- (k) The Chancellor may, by addressing in writing to the Pro Chancellor, resign from office. The Pro Chancellor/Vice-President shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its decision.

Provided further that before making such order/decision, the Chancellor may in his discretion, may elicit the opinion of such Authority or Officer of the University, as may be deemed appropriate by the Chancellor.

(2) THE PRO CHANCELLOR

Appointment, Powers and Functions of Pro Chancellor

- (a) The Pro-Chancellor shall be appointed by the Chancellor in accordance with provisions of the Act for a period of five years and shall be eligible for re-appointment (s).
- (b) The Pro-Chancellor shall be selected and appointed in the manner, as decided by the Sponsoring Body.
- (c) Subject to the provisions of the Act, the Sponsoring Body shall decide and determine various terms and conditions of service including salary of the Pro-Chancellor.
- (d) In addition to the powers and functions provided under the Act, Pro-Chancellor shall exercise such powers as may be delegated to him in writing by the Chancellor.

(3) THE VICE CHANCELLOR

Appointment, Powers and Functions of Vice Chancellor

- (a) The Vice Chancellor shall be appointed by the Chancellor with the prior approval of the Governing Body in accordance with the provisions of the Act.
- (b) In addition to the provisions contained in the Act, the terms and conditions of service of Vice Chancellor including the manner and procedure of selection, re-appointment, remuneration etc. shall be as prescribed in the Ordinance of the University.
- (c) In addition to the powers and function prescribed in the Act and Ordinances, the Vice Chancellor shall have the following powers and functions:
 - (i) The Vice Chancellor shall be entitled to be present at and to address any meeting of any Authority or any Body of the University, except governing Body, with the leave of Chairperson of such Body or Authority of the University;
 - (ii) It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Statutes, Ordinances, Regulations and Rules of the University are duly observed;
 - (iii) The Vice Chancellor shall have the power to grant leave to any officer, teacher, employee or student of the University other than the Chancellor and Pro-Chancellor and make necessary arrangements for discharge of functions of such persons during the period of their absence.
Provided that the Vice-Chancellor may delegate such powers to any other Officer or Officers of the University;
 - (iv) The Vice Chancellor shall have the power to convene the meetings of the various bodies/committees of the University other than the Sponsoring Body, finance committee, planning board and the Governing Body;
 - (v) The Vice-Chancellor may by writing addressed to the Chancellor, resign from office and the resignation shall be effective from the date of acceptance by the Governing Body;
 - (vi) After the expiration of term of five years, the Vice-Chancellor shall continue to hold the office for a period not exceeding six months or till regularly appointed Vice-Chancellor takes over the office whichever is earlier.

Provided further that if no Vice-Chancellor could be appointed by the governing body during the aforesaid period of six months the Governing Body shall have power to

further extend the term of office of the Vice-Chancellor for a period of not beyond three months.

- (vii) In addition to the powers, functions and duties of the Vice Chancellor prescribed under the Act and these Statutes, the Vice Chancellor shall discharge and perform such other powers, functions and duties as prescribed under the Ordinances of the University and as may be assigned/delegated by the Authorities of the University and the Chancellor.

(4) PRO VICE CHANCELLOR(s)

Appointment, Powers and Functions of Pro Vice Chancellor(s)

- (a) The ProVice Chancellor(s) shall be appointed by the Vice Chancellor with concurrence of the Chancellor and with prior approval of the Governing Body.
- (b) In addition to the provisions contained in the Act, the terms and conditions of service of ProVice Chancellor including the manner and procedure of selection, duration of appointment, re-appointment, remuneration etc. shall be as prescribed in the Ordinance of the University
- (c) In the absence of the ViceChancellor, the Pro ViceChancellor shall discharge the day to day duties of the office of the ViceChancellor unless otherwise directed by the ViceChancellor or the Chancellor.

(5) REGISTRAR

Appointment, Powers and Functions of Registrar

- (a) The Registrar shall be appointed by the Executive Council of the University.
- (b) The qualification, term of office, conditions of service and procedure of appointment of the Registrar shall be determined by the Governing Body.
- (c) In addition to the powers and functions prescribed under the Act, the Registrar shall perform following powers, Functions and duties/responsibilities:
- (i) The Registrar shall be the ex-officio Secretary of the Governing Body, the Academic Council, Planning Board and the Admission Committee and every Selection Committee for appointment of teachers of the University, and shall be bound to place before these authorities all such information as may be necessary for transaction of their business.

Provided that the Registrar shall be ex-officio Member secretary of the Executive Council and shall be responsible to place all such information as may be necessary for transaction of business of the Executive Council.

- (ii) The Registrar shall be the custodian of records, documents, funds and the common seal of the University.
- (iii) The Registrar shall be the custodian of such other properties of the University as the Governing Body may commit to his/her charge.

- (iv) To conduct the official correspondence on behalf of the Authorities of the University.
- (v) To issue notices for convening meetings of the Authorities of the University and all Committees and Sub-Committees appointed by them.
- (vi) To represent the University in Lawsuits or proceeding by or against the University, sign powers of attorney and represent the University in Law suits and other disputes.
- (vii) To enter into agreement, sign documents and authenticate records on behalf of the University.
- (viii) He shall also perform such other duties as may be prescribed by the Ordinances and Regulations, and required, from time to time, by the Executive Council or the Vice Chancellor but he/she shall not by virtue of this sub-section, be entitle to vote.
- (ix) To perform any other duties as may be required by the Vice Chancellor, or if a contingency arises, by the Chancellor.
- (x) In addition to the powers, functions and duties of the Registrar prescribed under the Act and these Statutes, the Registrar shall discharge and perform such other powers, functions, duties and responsibilities as prescribed under the Ordinances of the University and as may be assigned/delegated by the Authorities of the University and the Chancellor & Vice Chancellor.

(6) DEAN OF FACULTIES

Appointment, Powers and Functions of Dean of Faculties

- (a) The University shall have deans as heads of faculties such as Management, Humanities, Engineering, Pharmacy and Medicines and University functionaries such as Academies, Research Student Welfare and Scientific Research and Industrial Consultancy.
- (b) Dean of every Faculty shall be appointed by the Executive Council from amongst the Professors of the concerned Faculty for the term of three years. On the expiry of the term the Dean shall be eligible for re-appointed for the second or successive terms.
- (c) The Deans of Academics, Research, etc. for other purposes, may be appointed by the Executive Council from amongst the Professors of the University for a term of three years to coordinate the related activities.
- (d) The Executive Council shall have power to remove the Dean if he is found guilty of any misconduct or if he fails to perform the duties of his office.
- (e) The Dean shall preside over the meeting of the Board of Faculty.
- (f) The Deans of Board of Faculty, Internal Quality Assurance Cell (IQAC), at faculty level and other committee as defined in the Ordinances
- (g) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances/Regulations.

(7) DEAN OF STUDENT'S WELFARE

Appointment, Powers and Functions of Dean of Student's Welfare

- (a) Dean of Students' Welfare shall be appointed by the Executive Council. The Dean of Students Welfare (DSW) shall be appointed from amongst the Professors of the University, by the Executive Council for a term of three years.
- (b) A monthly honorarium and required facilities shall be admissible to Dean of Students Welfare, as decided by the Executive Council.
- (c) Dean of Students Welfare will assist Vice Chancellor in maintaining welfare of the students of the University. Dean of Students Welfare shall look after the welfare of the students with the assistance of Dy Dean of Students Welfare, Asst. Dean of Students Welfare along with Proctor, Directors/Chief Warden (Hostel), and other staff directly connected with the management of Student Affairs.
- (d) Vice Chancellor may nominate as many Dy Dean of Students Welfare /Asst. Dean of Students Welfare as deem proper to assist Dean of Students Welfare.
- (e) Dean of Student Welfare shall be Member Secretary of Scholarship Award Committee, Hostel Management Committee, Student Discipline Committee, Or any other committee as provided in Ordinances/ Regulations
- (f) Dean Student Welfare look after the welfare of the international student and their logistic arrangements
- (h) The Dean Student Welfare shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances / Regulations.

(8) DIRECTORS

Appointment, Powers and Functions of Director of the School/Centre/Institution

- (a) The Director shall be appointed by the Executive Council from amongst the Professors of the concerned School/ Centre/ Institution.
- (b) The Executive Council shall have power to remove the Director if he is found guilty of any misconduct or if he fails to perform the duties of his office.
- (c) The Director shall preside over the meetings of the Board of Studies(BoS), Departmental Research Committee (DRC), Internal Quality Assurance Cell (IQAC) and other committees as defined in Ordinances and Regulations.
- (d) The qualification, term of office, conditions of service and procedure of appointment of the Director of the School/ Centre/ Institution shall be determined by the Executive Council.
- (e) Director shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances / Regulations.

(9) CONTROLLER OF EXAMINATION

Appointment, Powers and Functions of Controller of Examination

- (a) The Controller of Examination shall be appointed by the Executive Council.
- (b) The Executive Council shall have power to remove the Controller of Examination if he is found guilty of any misconduct or if he fails to perform the duties of his office.
- (c) The qualification, term of office, conditions of service and procedure of appointment of the Controller of Examination shall be determined by the Executive Council.
- (d) Subject to the provisions of the Act, the Controller of Examination, shall have following powers and functions:

- (i) The Controller of Examination shall be responsible for conduct of all University examinations as prescribed by the authorities of the University and it shall be his duty to arrange, with prior approval of the Vice Chancellor, for all University Examinations and all other matters connected with University Examinations.
- (ii) The Controller of Examination shall be responsible for the safe custody of all papers, documents, certificate and other confidential files connected with the Conduct of all University Examinations.
- (iii) The Controller of Examination shall keep the minutes of the meeting, Board of Examiners and all committees appointed by the said board.
- (iv) The Controller of Examination shall arrange to publish results of all University Examination with approval of the Vice Chancellor.
- (v) The Controller of Examination shall exercise such other powers, functions & duties as may be laid down by the ordinances/regulations and as may be assigned by the Vice Chancellor.

(10) PROCTOR

Appointment, Powers and Functions of Proctor

- (a) The Proctor shall be appointed by the Executive Council. Proctor shall be appointed from amongst the Professors of the University by the Executive Council for a term of three years.
- (b) The Executive Council shall have power to remove the Proctor if found guilty of any misconduct or if fails to perform the duties of Proctorial office.
- (c) A monthly honorarium and required facilities shall be admissible to the Proctor, as decided by the Executive Council.
- (d) The qualification, term of office, conditions of service and procedure of appointment of the Proctor shall be determined by the Executive Council.
- (e) The ViceChancellor may nominate as many Deputy Proctors and Assistant Proctors as he deems proper to assist the Proctor.
- (f) Subject to the provisions of the Act, the Proctor, shall have following powers and functions:
 - (i) The Proctor shall assist the ViceChancellor in maintaining discipline among the students of the University.
 - (ii) The Proctor shall exercise such other powers, functions & duties as may be laid down by the ordinances/regulations and as may be assigned by the Vice Chancellor.

(11) FINANCE OFFICER

Appointment, Powers and Functions of Finance Officer

- (a) The Finance Officer shall be appointed by the Executive Council of the University on the advice of the Governing body.
- (b) The qualification, term of office, conditions of service and procedure of appointment of the Finance Officer shall be determined by the Governing Body.
- (c) Subject to the provisions of the Act, the Finance Officer shall have following powers & functions: -

- (i) The Finance Officer shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
- (ii) The Finance Officer shall examine all claims of payment and their admissibility
- (iii) The Finance Officer shall be responsible for the proper maintenance of the accounts of the University, to make arrangements for the Audit and payment of bills presented at the University Office.
- (iv) The Finance Officer shall arrange to settle objections raised by the Auditor appointed by the Sponsoring/Governing Body and carry out such instructions as may be issued by the Governing Body on the Audit Report.
- (v) The Finance Officer shall prepare the monthly accounts of the University and shall produce for audit, all the registers, accounts and records etc. connected with financial transactions.
- (vi) The Finance Officer shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice Chancellor before presenting them to the Finance Committee and the Governing Body.
- (vii) The Finance Officer shall arrange for the annual stock verification. For this purpose, at the end of each financial year, he shall submit to the Chancellor proposals for the appointment of stock verifiers for various departments, sections, etc. He shall ensure that the stock verification as on 31st March is conducted regularly before the end of the June every year. The report of stock verification shall be placed before the Chancellor for order.
- (viii) The Finance Officer shall be in-charge of the Finance and Accounts Section of the University and shall be responsible to the Executive Council/ Governing Body.
- (ix) The Finance Officer shall perform such duties as may be required by the Executive Council / Governing Body.
- (x) The Finance Officer shall exercise such other powers, functions & duties as may be determined by the Governing Body and/or Executive Council or as may be provided in the Ordinances / Regulations.

(12) HEAD OF THE DEPARTMENT(s)

Appointment, Powers and Functions of Head of the Department

- (a) Head of Department(s) shall be appointed by the Executive Council from amongst the Professors of the concerned Teaching /Research/ Support Department on the recommendations of Selection Committee.
- (b) The Executive Council shall have power to remove the Head of the Department, if he/she is found guilty of any misconduct or if he fails to perform the duties of his office.

- (c) The Head of Department shall exercise such other powers and discharge such other functions as may be provided in the Ordinances/Regulations.

(13) OTHER OFFICERS

- (a) In exercise of powers conferred under the Act, the Governing Body may declare & appoint other officers of the University, as may be required from time to time.
- (b) The procedure of appointment of other officers including the officers to be declared by the Governing Body shall be, as approved by the Executive Council
- (c) The qualification, term of office, conditions of service and procedure of appointment and powers, functions and duties of the other officers including the officers to be declared by the Governing Body, shall be determined by the Executive Council or as may be provided in the Ordinances / Regulations.

6. SEAL, EMBLEM AND FLAG OF THE UNIVERSITY

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal and emblem shall be as approved by the Executive Council.
- (2) The University may decide to make and use Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted by the State or the Central Government.

7. ACADEMIC CALENDAR OF THE UNIVERSITY

- (1) Academic Calendar of the University shall be as approved by the Executive Council on the recommendation of Academic Council and shall be in conformity with the Regulations duly notified by the Regulatory Bodies from time to time.
- (2) In case of international/foreign students, the University may follow a different Academic Calendar as approved by the Executive Council on the recommendation of Academic Council.

8. EMPLOYEES OF THE UNIVERSITY

- (1) **The University shall have the following categories of employees:**

- (a) Teachers
- (b) Non-Teaching Staff comprising of following categories:-
- (i) Academic Staff
- (ii) Non Academic Staff
- (iii) Non Teaching-cum-Administrative Staff including Class IV employees

- (2) **Minimum Qualification & Terms and conditions of employees**

- (a) The minimum qualifications/eligibility and other terms and conditions of Teachers including their career advancement shall be as may be determined by

the Executive Council and as provided in the Ordinance/Regulations of the University.

- (b) The minimum qualifications/eligibility and other terms and conditions of service of Non-Teaching employees shall be as may be determined by the Executive Council and as provided in the Ordinance/Regulations of the University.

(3) The Appointment of employees and their emoluments

- (a) The appointment of teachers and Non-Teaching Staffs shall be made through selection on the recommendation of a duly constituted selection committee, as provided in the Ordinances/ Regulations.
- (b) The procedure of selection & appointment of teachers and Non-Teaching Staffs of the University shall be, as approved by the Executive Council and as may be provided in the Ordinances/Regulations.

(4) Disciplinary action against Teachers of the University

- i. A teacher of the University shall at all time maintain absolute integrity & devotion to duty and shall duly observe the Code of Professional Ethics and conduct norms of the University.
- ii. A breach of any of the provisions of the academic integrity and Code of Professional Ethics prescribed by the Regulatory Bodies/University shall be deemed to be misconduct.
- iii. Any major or minor penalty including the penalty of removal or termination from service may be imposed on the ground of any misconduct including the following:-
- (a) willful neglect of duty;
 - (b) breach of any of the terms and conditions including contract of service;
 - (c) any dishonest act connected with Academics, Examination, Research or any other area of the University;
 - (d) scandalous conduct or conviction for an offence involving moral turpitude
 - (e) physical or mental unfitness
 - (f) professional incompetence, non-performance or inefficiency;
 - (g) abolition of the post;
 - (h) If continuation of teacher is not in the interest of the University;
- iv. The procedure of any disciplinary action/enquiry including imposition of any punishment shall be as provided in the Ordinances/Regulations of the University.
- v. The appointing authority in relation to a teacher shall be the disciplinary authority. The disciplinary authority may either enquire into any charges/allegations against the teacher or cause any enquiry to be made by either any person or committee into such charges/allegations against the teacher.

- vi. The Chancellor shall be the appellate authority in respect of decision taken by the disciplinary authority;
Provided that any appeal against the decision or disciplinary authority may be preferred to the appellate authority within a period of 3 months only.
- vii. The disciplinary authority or the Vice Chancellor, in case of emergent situation may suspend the teacher. However, teacher of the University shall be deemed to have been placed under suspension:
- With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
 - In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

(5) Disciplinary action against Non-Teaching Employee of the University

- Every non-teaching employee of the University shall at all time maintain absolute integrity & devotion to duty and shall duly observe the Code of Professional Ethics and conduct norms of the University.
- A breach of any of the provisions of the integrity and Code of Professional Ethics prescribed by the Regulatory Bodies/University shall be deemed to be misconduct.
- Any major or minor penalty including the penalty of removal or termination from service may be imposed on the ground of any misconduct including the following:-
 - willful neglect of duty;
 - breach of any of the terms and conditions including contract of service;
 - any dishonest act connected with Academics, Examination, Research or any other area of the University;
 - scandalous conduct or conviction for an offence involving moral turpitude
 - physical or mental unfitness
 - professional incompetence, non-performance or inefficiency;
 - abolition of the post;
 - If continuation of non-teaching employee is not in the interest of the University;
- The procedure of any disciplinary action/enquiry including imposition of any punishment shall be as provided in the Ordinances/Regulations of the University.
- The Vice Chancellor shall be the appointing authority and disciplinary authority in relation to non-teaching employees of the University. The disciplinary authority may either enquire into any charges/allegations against the non-teaching employee or cause any enquiry to be made by either any person or committee into such charges/allegations against the non-teaching employee.
- The Chancellor shall be the appellate authority in respect of decision taken by the disciplinary authority;

Provided that any appeal against the decision or disciplinary authority may be preferred to the appellate authority within a period of 3 months only.

vii. The disciplinary authority or the Vice Chancellor, in case of emergent situation may suspend the non-teaching employee. However, non-teaching employee of the University shall be deemed to have been placed under suspension:

- a. With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
- b. In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

viii. The service Regulations as provided for in the Ordinances/Regulations of the University shall be applicable to all the non-teaching Employees of the University.

9. COMMITTEES

- (a) Any Authority of the University may appoint and constitute any standing or special Committees as it may deem fit, consisting of members of the Authority making such appointment and /or of such other person (s), as that Authority may think fit and proper. Such standing or special committee may deal with any subject matter assigned to it subject to subsequent confirmation of the Authority appointing it.
- (b) In addition to constitution of standing or special committees by various authorities, there shall be following committee(s):-

- (i) Alumni Relation Committee (ARC)
- (ii) Anti-Ragging Monitoring Committee (ARMC)
- (iii) Ethics Committee (ETC)
- (iv) Equivalence Committee (EQC)
- (v) Examination Discipline Committee (EDC)
- (vi) Hostel Management Committee (HMC)
- (vii) Institutional Animal Ethics Committee (IAEC)
- (viii) Institutional Bio Safety Committee (IBSC)
- (ix) Proctorial Board (PB)
- (x) Scholarship Award Committee (SAC)
- (xi) Students Discipline Committee (SDC)
- (xii) Library Advisory Committee (LAC)
- (xiii) Employees Grievance Redressal Committee (EGRC)
- (xiv) Students Grievance Redressal Committee (SGRC)

- (c) The procedure of functioning of committee(s) and their functions shall be as may be provided in the Ordinances /Regulations of the University or as may be determined by the authority constituting the committee.

10. TRANSFER OF CREDIT

- (i) The University shall provide choice-based credit transfer framework for promoting and facilitating credit transfer and mobility of students across different

Universities/Institutions/Industry in India and abroad. The credit transfer scheme, among others, will involve:-

- (a) Transfer of credit earned by the students of the University to other Higher Educational Institutions/Industrial or Vocational Training Institutions;
 - (b) Acceptance of credits earned by students from other Universities/Institutions/Industrial or vocational Training Institutions, by the University.
- (ii) University will create a facilitative mechanism for transfer of credit by prescribing a procedure for transfer and acceptance of credits, which will be approved by the Academic Council on the recommendation of the Board of Faculties.
 - (iii) The Policy and procedure for transfer and acceptance of credit shall be as may be provided in the Ordinances / Regulations of the University.

11. CONVOCATION OF THE UNIVERSITY

- (i) Convocation for the purpose of conferring Degrees shall be held on such date and place as may be approved & fixed by the Chancellor.

Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year on their respective degrees in-absentia and authorize the Registrar to issue the degree certificates on payment of the prescribed fee.

- (ii) Special Convocation for conferring degrees may be held on such date as may be approved & fixed by the Chancellor, on the recommendation of the Vice-Chancellor.
- (iii) At the Annual Convocation, the Vice-Chancellor shall present an annual report of the year's work and achievement of the University.
- (iv) The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

- (vi) In the absence of the Chancellor, the Pro Chancellor shall fix the date and preside over the Convocation

Provided that in the absence of Pro Chancellor as well, Vice Chancellor shall fix the date and preside over the Convocation.

The norms and procedure of the Convocation shall be laid down by the Executive Council from time to time.

12. DISQUALIFICATIONS

- (i) A Person shall be disqualified for being chosen and for being a member of any of the authorities/committees of the University-

- (a) if he/she is of unsound mind;
- (b) if he/she is an undischarged insolvent;
- (c) if he/she has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

If any question arises as to whether a person is or had been subjected to any of the disqualification mentioned in clause (i), the question shall be referred for the decision of the Chancellor and his decision shall be final & binding.

13. REGULATIONS

- (i) The Executive Council of the University may make regulations consistent with the Act, the Statutes and the Ordinances for the following matters, namely:-
 - (a) laying down the procedure to be observed at the meetings of various authorities/committees;
 - (b) Providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations; and
 - (c) Providing for all other matters not provided for by the Act, the Statutes or the Ordinances.

14. MISCELLANEOUS PROVISIONS

(1) Withdrawal of Degree, Diploma, Certificates and other Academic Distinctions

- (a) The Executive Council, may on the recommendation of the Academic Council by a special resolution passed by a majority of not less than two-third of the members present and voting, recommend withdrawal of any Degree or academic distinction conferred on, or any Certificate or Diploma granted to, any person by the University for good and sufficient cause.

Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his/her objections, if any, and any evidence he produces in support of them, have been considered by the Executive Council.

- (b) The decision stating the reasons therefor shall be communicated to the person concerned.
- (c) Any person aggrieved by the decision taken by the Executive Council may appeal to the Chancellor within thirty days from the date of such decision.

(2) Institution of Fellowship, Scholarship, Studentship, Medal and Prizes

The institution of Fellowship, Scholarship, Studentship, Medal and Prizes etc. and the eligibility thereof shall be as provided in the Ordinances/ Regulations of the University.

(3) Maintenance of Discipline among Students

- (a) All powers relating to discipline and disciplinary action in relation to the students shall vest with the Vice Chancellor
- (b) Without prejudice to the generality of powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may be deemed appropriate, the Vice Chancellor may in exercise of powers aforesaid, order that any student be expelled/rusticated from the University or be fined a sum that may be specified in the Ordinances or be debarred from taking an examination or examinations for one or more years or that the results of the examination or examinations in which he has appeared, be withheld or cancelled.
- (c) The Vice Chancellor may delegate all or such of powers, as may be deemed fit and proper, to the Chief Proctor and/or to such other person(s) as may be specified in this behalf.

(4) The Establishment and Abolition of Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc.

- (a) The Executive Council based on the advice of the Academic Council may establish Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. in the campuses of the University.
- (b) The University shall offer such programmes in the Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. as the Executive Council may approve on the recommendation of the Academic Council.
- (c) The Executive Council may reconstitute Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. on the recommendation of the Academic Council.
- (d) The Executive Council based on the advice of the Academic Council may phase out any Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. based on the following:
 - (i) When the Programmes offered become obsolete
 - (ii) When the subscription to such programmes becomes untenable to continue.
 - (iii) When alternate and better programmes become available
 - (iv) Before approving such discontinuation, the Executive Council shall ensure that the existing students in the Programmes are allowed to complete their programmes in which they are registered.

(5) The delegation of Powers vested in the Authorities or Officers of the University

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

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

(6) Conferment of Degree, Diploma, Certificate and other distinctions

Subject to the provisions contained in Section 11(e) of the Act, the University shall award Degree, Diploma, Certificate and other distinctions subject to the approval of the Executive Council on the recommendation of the Academic Council.

(7) HONORARY DEGREES (Honoris Causa)

- (a) The Executive Council may, on the recommendation of the Academic Council, make proposal to the Chancellor for the conferment of the honorary degrees:
Provided that in case of emergency, the Executive Council may, on its own, make such proposals
Provided further that honorary degrees shall be conferred with the approval of the State Govt.
- (b) The Executive Council may, on the recommendation of the Academic Council, withdraw, with the prior sanction of the Chancellor, any honorary degree conferred by the University.

(8) RESIDUARY POWERS:

- (a) In the event of the University being required to exercise any such powers or perform any such functions, which are not specifically provided in the Act, these Statutes, Regulations, Guidelines or Policies of the University, the Chancellor shall exercise such powers and perform such functions in the interest of efficiency functions of the University and inconsonance with the objects of the University.
- (b) **Removal of difficulties:** In case any difficulty arises in giving effect to the provisions of the Statutes, Ordinances & Regulations, the Chancellor may pass such order as necessary for the purpose of removing the difficulty.
- (c) **Interpretation:** On all question of interpretation of these Statutes, Ordinances & Regulations, the decision of the Governing Body of the University shall be final.
- (d) **Savings:** Any action taken by the University in accordance with the existing Statutes, Ordinances, Regulations, Guidelines etc. shall remain valid, notwithstanding coming into force of these Statutes and the Ordinances and Regulations to be framed by the University.
