

STATUTES

(Amended and Approved by 20th meeting of Executive Council
vide reference No. U-720(20)/SVSU/2016/2186)



**SWAMI VIVEKANAND
SUBHARTI UNIVERSITY
MEERUT**

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**THE AMENDED STATUTES OF THE
SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT**

CHAPTER - 1 PRELIMINARY

1. (i) These statutes may be called the Amended Statutes of the Swami Vivekanand Subharti University, Meerut 2008.
(ii) They shall come into force with immediate effect.
2. In these Statutes, unless the context otherwise requires-
 - (i) 'Act' means the Swami Vivekanand Subharti University Uttar Pradesh Act 2008.
 - (ii) 'Trust' means Subharti K.K.B. Charitable Trust Meerut.
 - (iii) 'Board of Trustees' means Board of Trustees of Subharti K.K.B. Charitable Trust Meerut.
 - (iv) 'Clause' means a clause of these Statutes in which that expression occurs.
 - (v) 'Prescribed' means as may be laid down in ordinances.
 - (vi) 'Section' means a section of the Act.
 - (vii) 'State Government' means the Government of Uttar Pradesh.
 - (viii) 'University' means the Swami Vivekanand Subharti University, Meerut and
 - (ix) Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.
3. In these Statutes, all references to the age of an employee. including a teacher, shall be construed to be references to the age according to the date of birth of the person concerned as mentioned in his High School Certificate or that of any other examination recognized as equivalent thereto or as mentioned in the birth certificate issued by the competent govt. authority.
4. The powers conferred on the University under the Act shall be exercised by the officers and the authorities of the University, as may be laid down in the Statutes and Ordinances.

CHAPTER-2 OFFICERS OF THE UNIVERSITY

5. **Officers of the University.**
 - (A) **The Chancellor:**
 - (i) The Trust shall appoint a person as the Chancellor for a period of three years subject to the age of retirement being 75 years who satisfies the following eligibility criteria:-
 - a) The age of retirement of Chancellor will be 75 years.
 - b) He should be physically and mentally fit to shoulder the responsibility.

- c) He should have special qualifications and a distinguished record of service or achievements in the field of science/education/administration/judiciary/ medicine etc.
- (ii) The Chancellor shall, by virtue of his office, be the Head of the University and the President of the Court and shall, when present, preside at the meetings of the Court and the convocations of the University.
- (iii) The Chancellor shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the Chancellor, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against anyone as he deems fit and the Vice-Chancellor shall comply with such directives.
- (iv) The Chancellor shall have the right to conduct an inspection of a college, hostel, office, or any other establishment/part of the University and of the examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University. The decision of conducting an inspection can be taken by the Chancellor *suo-moto* or on a representation.
- (v) The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Executive Council/the Authority concerned, the result of the inspection or inquiry and the views of the Chancellor and the directions given by him regarding action to be taken thereon. The Authority concerned shall execute the directions given by the Chancellor within a reasonable time.
- (vi) The Executive Council/the Authority concerned shall communicate, through the Vice-Chancellor, to the Chancellor the action taken on the directions of the Chancellor.
- (vii) Where the Executive Council or the Authority concerned does not take action to the satisfaction of the Chancellor within the time limit if any, fixed by the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Executive Council or the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or Executive Council or the Authority concerned shall be bound to comply with such directions.

- (viii) Without prejudice to the foregoing provisions of this section, the Chancellor may, by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers and authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.

Provided that, before making any such order, he shall call upon the Authority concerned of the University to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the Chancellor, he shall consider the same.

- (ix) Every proposal for the conferment of an Honorary Degree shall be subject to confirmation by the Chancellor.
- (x) If in the opinion of the Chancellor, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may, after making such inquiry as he deems proper, by order remove the Vice-Chancellor. In such a situation the Chancellor may appoint the Pro- Vice-Chancellor or under special circumstances, any senior Professor to act as Vice-Chancellor for the period until a new Vice-Chancellor is appointed as per the procedure laid down in the Statutes.
- (xi) The Chancellor shall have the power to suspend the Vice-Chancellor during the pendency or in contemplation of any inquiry against him. In such a situation the Pro-Vice-Chancellor will officiate as Vice-Chancellor.
- (xii) The Chancellor shall also have any such other power as may be specified elsewhere in the Act or Statutes.

(B) The Vice-Chancellor:

- (i) The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the Chancellor, except as provided by sub-clause 5A (x), from amongst the persons whose names are submitted to him by the Committee constituted by him in accordance with the provisions of sub-clause (ii).
- (ii) The Committee for the selection of the Vice-Chancellor shall comprise:
- a) A retired judge of the Supreme Court or of a High Court or a retired senior officer of the State or Central Government, nominated by the Trust-Chairman
 - b) One nominee of the President of the Trust-Convener
 - c) Vice-Chancellor of any University, nominated by the Chancellor
- (iii) The Committee, shall, as far as may be, at least sixty days before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation

under sub-clause (vii), and also whenever so required and before such date as may be specified by the Chancellor, submit to the Chancellor, names of three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the Chancellor a concise statement showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference;

Provided that the first Vice-Chancellor shall be nominated by the Chancellor.

- (iv) The Chancellor shall appoint a person as the Vice-Chancellor for a period of three years subject to the age of retirement being 75 years who satisfies the following eligibility criteria:-
- a) The age of retirement of Vice-Chancellor will be 75 years;
 - b) He should be physically and mentally fit to shoulder the responsibility; and
 - c) He should have special qualifications and a distinguished record of service or achievements in the field of science/education/administration/judiciary/medicine etc.
- (v) Where the Chancellor does not consider anyone of the persons recommended by the Committee to be suitable for appointment as Vice-Chancellor, he may require the Committee to submit a list of fresh names in accordance with sub-clause (iii).
- (vi) If the Committee in the case referred to in sub-clause (iii) or sub-clause (v) fails or is unable to suggest any names within the time specified by the Chancellor, or if the Chancellor does not consider anyone or more of the fresh names recommended by the Committee to be suitable for appointment as Vice-Chancellor, another Committee consisting of three persons of eminence shall be constituted by the Chancellor, and this committee shall submit the names in accordance with sub clause (iii).
- (vii) The Vice-Chancellor shall hold office for a term of three years from the date on which he enters upon his office subject to the age of retirement;

Provided that the Vice-Chancellor may, by writing under his hand addressed to the Chancellor, resign his office, and shall cease to hold his office on the acceptance by the Chancellor of such resignation.

- (viii) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be determined by the Trust.
- (ix) In any of the following circumstances the existence of which the Chancellor shall be the sole judge, the Chancellor may appoint the Pro Vice-Chancellor or any senior Professor to the office of the Vice-Chancellor for a term not exceeding six months as he may specify:

- (a) Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, not being resignation or expiry of term, of which a report shall forthwith be made by the Registrar to the Chancellor; or
- (b) Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in accordance with the provisions of the sub-clauses (i) to (v); or
- (c) in any other emergency;

Provided that the Chancellor may, from time to time, extend the term of appointment of any person to the office of Vice-Chancellor under this sub-clause, so however, that the total term of such appointment including the term fixed in the original order, does not exceed one year.

- (x) The office of the Vice-Chancellor shall not remain vacant for a single day. If there is vacancy due to any reason and till the time any adhoc or permanent appointment is made under any clause, the Pro Vice-Chancellor will automatically officiate. If the post of Pro Vice-Chancellor is also vacant, the Chancellor may appoint any senior Professor to officiate, on being informed by the Registrar;

Provided that such an officiating Vice-Chancellor shall carry out only the routine business and will not take any financial or policy decision.

- (xi) If in the opinion of the Chancellor the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or the Statutes or abuses the powers vested in him, or if it otherwise appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interest of the University, the Chancellor may, after making such inquiry as he deems proper, by order, remove the Vice-Chancellor.
- (xii) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions and the recommendations of various Authorities of the University and shall be responsible for the maintenance of discipline in the University.
- (xiii) He shall be responsible for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates.
- (xiv) The Vice-Chancellor shall be the *ex-officio* chairman of the Executive Council, Academic Council and the Finance Committee.

- (xv) He shall have the power to convene or cause to be convened, meetings of the Executive Council, the Academic Council and the Finance Committee,

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

- (xvi) In the absence of the Chancellor, the Vice-Chancellor shall preside at the meetings of the Court and the convocations of the University.

- (xvii) Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any subordinate authority is beyond the powers conferred on it by the provisions of the Act, Statutes or Ordinances or that any decision taken is not in the interest of the University, may ask that the authority concerned to review its decision within a specified time period and if the authority refuses to review its decision, either in whole or in part, as directed by the Vice- Chancellor or no decision is taken by it within the specified period, the matter shall be referred to the Executive Council whose decision thereon shall be final;

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

- (xviii) The Vice-Chancellor shall have the right to speak in and otherwise to take part in the meetings of any other subordinate authority of the University, but shall not by virtue of this sub-clause, be entitled to vote.

- (xix) It shall be the duty of the Vice-Chancellor to ensure faithful observance of the provisions of the Act, the Statutes and the Ordinances and he shall, without prejudice to the powers of the Chancellor, exercise all such powers as may be necessary in that behalf.

- (xx). Where any matter is of urgent nature requiring immediate action and the same could not be dealt with by any subordinate authority of the University empowered by or under Statutes to deal with it, the Vice-Chancellor may take such action as he may deem fit and shall forthwith report the action taken by him to the authority, who or which in the ordinary course, would have dealt with the matter;

Provided that if the said authority is of opinion that such action ought not to have been taken, it may refer the matter to the Chancellor who may either confirm the action taken by the Vice-Chancellor or annul the same or modify it in such manner, as he thinks fit and there upon, it shall cease to have effect or, as the case may be, take effect in the modified form, so however, that such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice-Chancellor;

Provided also that any person in the service of the University, who is aggrieved by the action taken by the Vice-Chancellor under this sub-clause, shall have the right to appeal against such action to the Chancellor within sixty days from the date on which the decision of such action is communicated to him and thereupon, the Chancellor may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (xxi) In exceptional circumstances, the Vice-Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances;

Provided that no such action shall be taken by the Vice-Chancellor without the prior approval of the Chancellor;

Provided further that an affected person, if any, may apply to the Chancellor for a review, within sixty days from the date such a decision.

- (xxii) Nothing in sub-clause (xx) and (xxi) shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- (xxiii) Where the exercise of the power by the Vice-Chancellor under sub-clause (xxi) involves the appointment of an officer, such appointment shall terminate on appointment being made in the prescribed manner or on the expiration of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier.
- (xxiv) The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and the Ordinances.

(C) The Pro Vice-Chancellor:

- (i) The Pro Vice-Chancellor shall be appointed by the Vice-Chancellor from amongst the senior Professors of the University and who will discharge his duties in addition to his duties as a Professor,

Provided that the Vice-Chancellor may, with the prior approval of the Chancellor, appoint any person, who is or has been principal of a Post graduate college, and is not over 75 years of age, as Pro Vice-Chancellor on emoluments and terms and conditions as may be determined by the Trust. The age of retirement of Pro Vice-Chancellor will be 75 years.

- (ii) The Pro Vice-Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required by the Vice-Chancellor. He shall preside over represent the Vice-Chancellor in the meetings of the University authorities in absence of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

(D) Principal/Head of the Institutes

- (i) The Principal shall be the head of the institution concerned and shall be appointed by the Chancellor, on the recommendation of Selection Committee constituted for this purpose.
- (ii) The constitution of the Selection Committee shall be:
 - a) The Vice-Chancellor - Chairman
 - b) One nominee of the Trust
 - c) One member of the Executive Council nominated by the Chancellor
 - d) Registrar - Secretary
- (iii) If the post of the Principal falls vacant due to any unforeseen reason, the Vice-Chancellor shall appoint a suitable senior teacher, to officiate as Principal until a final selection is made.
- (iv) The qualifications and or experience for the post of Principal shall be as adopted by the University or as prescribed by *UGC/AICTE/MCI/DCI/BCI* or any other Statutory Body, as the case may be. If no such eligibility qualifications are prescribed by the relevant Council, the eligibility qualifications will be decided by the Executive Council on the recommendation of the Academic Council.
- (v) In exceptional circumstances, the Executive Council may relax the prescribed qualifications for the post of Principal.
- (vi) The principal shall be the Chief Executive and Academic Officer of the College/Institute and shall exercise supervision and control over the affairs of the College and will take decisions on the recommendation of the various heads of the departments of the College. He will be accountable to the Vice-Chancellor.

(E) Registrar:

- (i) The Registrar shall be a whole time officer of the University. The Registrar shall be appointed by the Vice-Chancellor in consultation with the President of the Trust. The Registrar will be accountable to the Vice-Chancellor.
- (ii) The Registrar will retire on attaining age of 70 years.
- (iii) The term of office of the Registrar shall be of three years.
- (iv) The Vice-Chancellor can suspend the Registrar, institute inquiry and take appropriate action against him in cases of misconduct against him. The Vice-Chancellor can remove the Registrar without assigning any reason after giving him notice of three months or salary in lieu of the notice period.

- (v) The Registrar may resign his office after giving three months notice in advance to the Vice-Chancellor and shall cease to hold his office on the acceptance by the Vice-Chancellor of such resignation or on expiry of the notice period, whichever is earlier.
- (vi) The Registrar shall have the power to authenticate records on behalf of the University.
- (vii) The Registrar shall be responsible for due custody of the records and the common seal of the University. He shall be ex-officio Secretary of the Executive Council, the Court, the Academic Council, the Admission Committee and of every Selection Committee for the appointment of the principals of Colleges/Institutions of the University and shall be bound to place before these authorities all such information as may be necessary for the transaction of their business. He shall perform such other duties as may be prescribed by the Statutes and Ordinances as required, from time to time, by the Executive Council or the Vice-Chancellor. He shall not, by virtue of this sub-clause, be entitled to vote.
- (viii) Subject to the provisions of the Act, it shall be the duty of the Registrar:
 - a) To issue all notices convening meetings of various authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings
 - b) To conduct the official correspondence of the Court, the Executive Council and the Academic Council
 - c) To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Vice-Chancellor or various authorities of the University of which he acts as Secretary
 - d) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify the pleadings
- (ix) The Registrar in his work would be assisted by a number of other officers including Additional, Deputy and Assistant Registrars as prescribed and appointed by the Vice-Chancellor. Their work and conduct shall be supervised by the Registrar and they will continue in their offices at the pleasure of the Vice-Chancellor.

(F) Deans of the Faculties:

- (i) The Dean of a Faculty shall be appointed by the Vice-Chancellor in consultation with the concerned Principal, if there is separate college under the Faculty.
- (ii) The Dean of Faculty shall be nominated from amongst Professors of the College.

- (iii) In cases where there is no college and the Faculty is working independently, the Dean of the Faculty shall be selected by the Vice-Chancellor from amongst the senior most posts of the University in the following order Professor/Associate Professor/Assistant Professor.
- (iv) In colleges where there is no Professor, the Principal can be assigned the duty of the Dean or the Dean can be selected from amongst the Associate Professors of the College provided they have at least three years teaching experience as Associate Professor.
- (v) Term of Dean of Faculty shall be two years. However, Vice-Chancellor may extend the tenure any number of times.
- (vi) The Dean of a Faculty shall preside at all the meetings of Faculty Board and shall ensure that various decisions of the Faculty Board are implemented.
- (vii) He/She shall have the right to present and to speak at any meeting of the Board of Studies pertaining to his/her Faculty but shall have no right to vote there unless he/she is a member thereof.
- (viii) If a casual vacancy occurs in the office of the Dean of a Faculty, the Principal of the College concerned shall perform the duties of the Dean until a regular appointment of the Dean is made by the Vice-Chancellor.
- (ix) The Dean of a Faculty shall have the following duties and powers:
 - a) He shall preside at all the meetings of the Faculty Board and shall ensure that various decisions of the Board are implemented.
 - b) He shall be responsible for bringing the academic, financial and other needs of the Faculty to the notice of the Vice-Chancellor.
 - c) He shall take necessary measures for proper custody and maintenance of libraries, laboratories and all other assets of the departments in the Faculty.

(G) The Dean of Students Welfare:

- (i) The Dean/Additional Dean of Students Welfare shall be appointed by the Vice-Chancellor from amongst the teachers of the University, who possess teaching experience of not less than 10 years and who are not below the rank of an Associate Professor. The power of his/her removal lies with the Vice-Chancellor.
- (ii) The teacher who is appointed as Dean of Students welfare shall perform his/her duties as such in addition to his/her own duties as teacher.

- (iii) One Additional Dean of Students Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl students if the Dean is a male teacher. If the Dean is a female teacher, the Additional Dean will be a male teacher. The Additional Dean shall be accountable to the Dean of Students Welfare.
- (iv) The term of office of the Dean/Additional Dean of Students Welfare shall be two years.
- (v) The Dean and Additional Dean of Students Welfare may communicate with the guardian of a student in respect of any matter, as and when necessary.
- (vi) The Dean/Additional Dean of Students Welfare will help and advice students and prospective students in:
 - a) Obtaining admission to the University and its courses,
 - b) The choice of suitable courses and hobbies,
 - c) Arranging medical advice and assistance,
 - d) Securing scholarships, stipends, part time employment and other pecuniary assistance,
 - e) Counseling them at their difficult time, as and when required,
 - f) All other activities in the interest of the students.

(H) The Controller of Examinations:

- (i) The Controller of Examinations will be appointed by the Chancellor on the recommendation of the selection committee constituted as under:
 - a) Vice-Chancellor as Chairman
 - b) One member of the Executive Council nominated by the Chancellor
 - c) One Principal/Professor from the University as an expert nominated by the Vice-Chancellor
 - d) Registrar - Secretary
- (ii) The Controller of Examinations shall be the principal officer in-charge to conduct examinations and tests of the University and declaration of their results. He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor.
- (iii) He/She shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (iv) The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Executive Council, as and when required.

- (v) The Controller of Examinations shall be responsible for making all the arrangements . necessary for holding examinations and tests and timely declaration of their results.
- (vi) Subject to prior approval of Vice-Chancellor the Controller of Examinations shall perform the following duties and responsibilities, namely:-
 - a) To prepare and announce in advance the calendar of examinations;
 - b) To appoint Examiners and Moderators;
 - c) To arrange for printing of question papers and blank answer books and their safe custody;
 - d) To arrange to get the performance of the candidates at the examinations properly assessed and to process the results;
 - e) To arrange for timely declaration and publication of the results of University Examinations and other tests of the University. He can refer the matter to the Vice-Chancellor in special circumstances before declaration of result if so needed;
 - f) To postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons or an institute or a college or an institution alleged to have committed malpractices;
 - g) To make appraisal from time to time, of the conduct of the University Examinations and to ensure confidentiality wherever required; and
 - h) To submit report regarding conduct of examination to the Examination Committee and Academic Council.
- (vii) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Examination Committee and the Vice-Chancellor.
- (viii) In absence of the Controller of Examinations, his duties shall be performed by any officer or teacher of the University as nominated by the Vice-Chancellor.

(I) The Chief Proctor:

- (i) The Chief Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University not below the rank of an Associate Professor. The Chief Proctor shall assist the Vice-Chancellor in exercise of the powers as a disciplinary authority in respect of students of the University and shall also exercise such powers and perform such duties in respect of discipline as may be assigned to him/her by the Vice-Chancellor in this behalf from time to time.

- (ii) The Chief Proctor shall be assisted by Proctors and Assistant Proctors whose numbers shall be fixed by the Vice-Chancellor.
- (iii) Proctors and Assistant Proctors shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor.
- (iv) The Chief Proctor, Proctors and Assistant Proctors shall hold office for a period of two years.

(J) The Finance Officer

- (i) The Finance Officer will be appointed by the Chancellor.
- (ii) He/She shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (iii) The Chancellor can suspend the Finance Officer, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The Chancellor can remove the Finance Officer without assigning any reason after giving him notice of three months or salary in lieu of the notice period. .
- (iv) The Finance Officer may resign after giving three months notice to the Chancellor through the Vice-Chancellor and shall cease to hold his office on the acceptance by the Chancellor of such resignation or on' expiry of the notice period, whichever is earlier.
- (v) The Finance Officer shall be the Member Secretary of the Finance Committee and may be invited to a meeting of the Executive Council, as and when considered necessary.

(K) Additional Registrar/Dy. Registrar/Assistant Registrar:

- (i) They shall be appointed by the Vice-Chancellor. The eligibility criteria will be decided by the Vice-Chancellor as per the post.
- (ii) They will be whole time salaried officers of the University and shall be directly responsible to the Vice-Chancellor.
- (iii) They will work as per the work assigned to them by the Registrar with the approval of Vice-Chancellor by the notifications or as terms mentioned in their appointment letter.

(L) Estate Officer:

The Estate Officer shall be appointed by the Vice-Chancellor in consultation of the President of the Trust and shall perform such duties and functions as may be prescribed.

(M) Purchase Officer:

The Purchase Officer shall be appointed by the Vice Chancellor in consultation with the President of the Trust. The terms, conditions, rights and duties shall be such as may be prescribed. He shall be responsible for the purchase in University.

CHAPTER -3 AUTHORITIES OF THE UNIVERSITY

6. Authorities of the University:

(A) The Court:

- (i) It shall be constituted as follows by the Trust:-
 - (a) The Chancellor
 - (b) The Vice-Chancellor
 - (c) Pro Vice-Chancellor
 - (d) All the Principals
 - (e) All the Deans of the Faculties
 - (f) Two wardens of hostels to be selected in the manner prescribed
 - (g) Three teachers to be selected in the manner prescribed
 - (h) One student from Medical Group (Medical, Dental, Nursing, Physiotherapy and Naturopathy & Yogic Sciences) and Non-Medical Group (Engineering, Pharmacy, Polytechnic, Law, Management, Journalism, Fine Arts, Hotel Management, Education, Science and Arts & Social Sciences) each studying in Post Graduation course and has secured highest marks in the proceeding degree examination of this University.
 - (i) Five members nominated by the Board of Trustees
 - (j) Registrar as Secretary
- (ii) The term of the members selected under (e), (f) & (h) above shall be three years.
- (iii) The term of members selected/nominated under (g) above shall be one year.
- (vi) The following shall be the powers and functions of the Court:-
 - (a) To review the broad policies and programmes of the University from time to time and suggest measures for the working, improvement and development of the University;
 - (b) To consider and pass resolutions on the Annual Report and the Annual Accounts of the University and Audit Report of such accounts;
 - (c) To advise the Chancellor in respect of any matter which may be referred to it for advice;
 - (d) To elect any person from amongst the teaching/non-teaching staff holding employment under the University to represent the University at Government, Semi-Government or Statutory Bodies as and when required; and

- (e) To perform such other duties and exercise such other functions as may be assigned to it by the Act or the Statutes or by the Chancellor.
- (v) The Court shall ordinarily meet once a year.

(B) The Executive Council

- (i) The Executive Council shall be the principal executive body of the University.
- (ii) It shall be constituted as follows by the Chancellor:
 - (a) The Vice-Chancellor, who shall be the chairman thereof,
 - (b) The Pro- Vice-Chancellor,
 - (c) Three Principals by rotation in order of seniority,
 - (d) Two Deans of Faculties, by rotation to be selected in the manner prescribed,
 - (e) One Professor, one Associate Professor/Reader, and one Assistant Professor/ Lecturer of the University to be selected in the manner prescribed,
 - (f) Five persons nominated by the Board of Trustees.
- (iii) Other than the Vice-Chancellor and the Pro Vice-Chancellor, the term of all other members selected/nominated under (c), (d), (e) & (f) above shall be two years.
- (iv) The Registrar shall be the Secretary of the Executive Council.
- (v) The Controller of Examinations and the Finance Officer may be invited to a meeting of the Executive Council as and when considered necessary.
- (vi) The Executive Council shall have the following powers:
 - a) To hold and control the property and funds of the University;
 - b) To acquire or transfer any movable or immovable property on behalf of the University;
 - c) To make, amend or repeal Statutes and Ordinances;
 - d) To consider approval of the courses of studies as recommended by the Academic Council;
 - e) To administer any funds placed at the disposal of the University for specific purpose;
 - f) To approve the budget of the University;
 - g) To institute scholarships, fellowships, bursaries etc.;
 - h) To define the duties and the conditions of the service of officers, teachers and other employees of the University.
 - i) To fix the fees, emoluments and traveling and other allowances of the examiners;

- j) To direct the form and use of the common seal of the University;
 - k) To manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may think fit;
 - l) To invest any money belonging to the University (including any income from trust and endowed property) in such stock, funds, shares or securities as it shall from time to time think fit or the purchase of immovable property with the power of varying such investment from time to time;
 - m) To regulate and determine all other matters concerning the University as well as Institutes and Colleges in accordance with the Act, the Statutes and the Ordinances.
- (vii) The Executive Council may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an officer or authority of the University or to a committee appointed by it subject to such conditions as may be specified in the resolution.
 - (viii) The meetings of Executive Council shall be called by the Registrar under the directions of the Vice-Chancellor.
 - (ix) No immovable property of the University shall, except with the prior sanction of Trust, be transferred by the Executive Council by way of mortgage, sale, exchange, gift or otherwise nor shall any money be borrowed, or advance taken on the security thereof.
 - (x) No expenditure in respect of which approval of the Trust is required by the Act or the Statutes or Ordinances shall be incurred except with such approval previously obtained.
 - (xi) No post shall be created either in the University or in any Institute or College except with the prior approval of the Trust.
 - (xii) The Executive Council may with the prior approval of the Trust create supernumerary post of teacher of the University with a view to enabling a teacher who is for the time being holding a responsible position of national importance in India or abroad in educational administration or other similar assignments, to retain his lien and seniority as such teacher and also to continue to earn increments in his pay scale during the period of his assignment and to contribute towards provident fund and earn retirement benefits, if any, in accordance with the Statutes.
 - (xiii) A post of Professor Emeritus can be created by the Executive Council with prior approval of the Trust on the terms and conditions which may be specified in order.
 - (xiv) The Executive Council shall take action with regard to the number and qualifications of teachers,
 - (xv) The Executive Council shall give due consideration to every resolution of the Court, and take appropriate action thereon as it shall deem fit and report to the Court.

- (C) **The Academic Council:**
- (i) The Academic Council shall be the principal academic body of the University,
 - (ii) It shall be constituted as follows by the Chancellor:
 - a) The Vice-Chancellor as Chairman
 - b) Pro Vice-Chancellor
 - c) Deans of all faculties
 - d) All the Heads/Principals of the institutions
 - e) Two senior most Professors from each Faculty or if there is no Professor in a Faculty, then two senior most teachers from the Faculty
 - f) Five Persons of academic eminence nominated by the Board of Trustees
 - (iii) The term of members nominated by the Board of Trustees shall be three years.
 - (iv) The nomination under (d) above may undergo a change if the seniority list of the faculty is changed with the approval of the Vice-Chancellor.
 - (v) Academic Council shall have the following powers:-
 - a) To make recommendations regarding degrees, diplomas, certificates, medals and other rewards and distinctions that may be awarded by the University.
 - b) To control and regulate the maintenance of the standard of instructions, education and research carried on or imparted in the University,
 - c) To consider and forward to the Executive Council the proposals submitted by the Boards of Studies through the faculties concerned in regard to the courses of study and principles and criteria on which examiners may be appointed.
 - d) To finalize all academic matters including matters relating to examinations conducted by the University.
 - e) To consider recognition of the diplomas and degrees of other Universities and institutions and their equivalence with the diplomas and degrees of the University,
 - f) To advise the Executive Council in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University;
 - g) To report on any matter referred or entrusted to it by the Court or the Executive Council; and
 - h) To perform in relation to academic matters all such duties and to do all such acts as may be necessary for carrying out of the provisions of the Act, the Statutes and the Ordinances properly.

- (vi) The meeting of the Academic Council shall be called by the Registrar under the directions of the Vice-Chancellor.

(D) The Finance Committee:

- (i) The Finance Committee shall be constituted as follows by the Chancellor:
 - a) The Vice-Chancellor as Chairman
 - b) The Pro Vice-Chancellor
 - c) The Finance Officer
 - d) The Registrar
 - e) The Controller of Examinations
 - f) One Professor, not being a member of the Executive Council or the Academic Council but in 'the service of the University for atleast five years
 - (g) One financial expert nominated by the Trust
- (ii) The term of membership of the persons except *ex-officio* members shall be one year, provided that he shall continue in office till the nomination/selection of his successor. No such member shall, hold office successively for more than three terms.
- (iii) The budget and the financial estimates of the University, prepared by the Finance Committee for the ensuing financial year will be placed before the Executive Council. The budget and the financial estimates passed by the Executive Council will be submitted to an Empowered Committee comprising Chancellor, Vice-Chancellor, Finance Officer and three members nominated by the President of the Trust. The budget and the financial estimates as approved by the Empowered Committee will be placed before the Trust for consideration and final approval.
- (iv) The Finance Committee shall guide the Finance Officer on matters relating to the administration of property and funds of the University. It may, having regard to the income and resources of the University, fix limits for the total recurring and nonrecurring expenditure within the approved budget of the ensuing financial year. The decision of Finance Committee shall be binding on the Finance Officer.
- (v) The annual accounts and balance sheet of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter before the Executive Council for approval.
- (vi) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure.

- (vii) The meeting of the Finance Committee shall be convened under the direction of the Vice-Chancellor and the notice for convening the meetings shall be issued by the Finance Officer, 'who shall be the *ex-officio* member secretary. He will keep the minutes of all such meetings.

(E) The Planning Board:

- (i) There shall be one Planning Board constituted by the Trust for the University.
- (ii) The Board shall consist of:
- a) The President of the Trust-Chairman
 - b) The Chancellor .
 - c) The Vice-Chancellor
 - d) All Principals of the Colleges/Institutions
 - e) The Finance Officer
 - f) An architect and an engineer to be nominated by the Chairman
 - g) A secretary to be appointed by the Chairman
- (iii) The functions of the Board shall, inter alia, be as follows:-
- a) To ensure compliance of the norms laid down by the U.G.C. (University Grant Commission) and other statutory bodies in respect of infrastructure and supportive teaching aids;
 - b) To assess the need and plan the utilization of the infrastructure as per the guidelines of the U.G.C. and other statutory bodies;
 - c) To provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
 - d) To devise ways and means to augment the financial resources of the University;
 - e) To plan the development of the University campus and ensure its implementation; and
 - f) Any other work that might be in the interest of the University.

(F) The Admission Committee:

- (i) There shall be an Admission Committee of the University, the constitution of which shall be such as may be provided for in the Ordinances.
- (ii) The Admission Committee shall have the power to appoint such number of sub-committees as it thinks fit.

- (iii) Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the principles or norms governing the policy of admission to various courses of studies in the University and may also nominate a person or a sub-committee as the admitting authority in respect of any course of study in an Institute or a College of the University.
- (iv) No student admitted to any course in contravention of the provisions of the sub-clause F(iii) shall be permitted to take up any examination conducted by the University and the Vice-Chancellor shall have the power to cancel any admission made in such contravention. The decision of the Vice-Chancellor shall be final.

(G) The Examination Committee:

- (i) There shall be an Examination Committee in the University, the constitution of which shall be as may be provided for in the Ordinances.
- (ii) The Committee shall supervise all the examinations of the University, including moderation and tabulation to ensure their proper conduction and shall perform the following other functions, namely:
 - a) to review from time to time the results of the University examinations and submit reports thereon to the Academic Council;
 - b) to make recommendations to the Academic Council for the improvement of the examination system; and
 - c) To take action wherever necessary against the candidates, paper setters, examiners, moderators or any other persons connected with the conduct of an examination if found guilty of malpractices in relation to the conduct of the examination.
- (iii) The Examination Committee may appoint such number of sub-committees as it thinks fit, and in particular, may delegate to anyone or more persons or sub-committees the power to deal with and decide cases relating to the use of unfair means by the examinees.
- (iv) Notwithstanding anything contained in these Statutes, it shall be lawful for the Examination Committee or, as the case may be, for a sub-committee or any person to whom the Examination Committee has delegated its power in this behalf under sub-clause (iii), and as per the ordinances to debar an examinee from future examinations of the University, if in its or his opinion, such examinee is guilty of using unfair means at any such examinations or to inflict any other punishment as laid down in ordinances.

(H) Faculty Boards:

- (i) The Board of each Faculty shall be constituted as follows:
 - a) The Dean of the Faculty who shall be the Chairman
 - b) Principal of the college
 - c) All the Professors of the Departments
 - d) If there is no Professor in the Department, two senior most teachers will be the members of Board of Faculty
 - e) With prior approval of the Vice-Chancellor, the Dean of the Faculty may invite two experts from outside University as and when required. Such invitee members will give their valuable suggestions but will not have right to vote
- (ii) Powers and functions of the Faculty Board shall be as follows:-
 - a) All the decisions taken by the Board of Studies shall be considered by Faculty Board and shall, thereafter, be forwarded to the Executive Council.
 - b) The Faculty Board shall recommend to the Vice-Chancellor the panel of the examiners in each subject after considering the proposed list sent by the Board of Studies of each department;
 - c) All the research proposals of various departments shall be considered for approval by the Faculty Board;
 - d) The Faculty Board shall supervise the activities, academic, research or otherwise in various departments under it;
 - e) In case a meeting: of the Faculty Board is not possible for any reason the Dean of Faculty shall have the emergency power to act on behalf of the Faculty Board and shall have the powers of Faculty Board; and
 - f) All emergency decisions of the Dean shall have to be reported and ratified in the next meeting of the Faculty Board.

7. Other Authorities of the University:

(A) Board of Studies:

- (i) A Board of Studies may be constituted for one or more than one department of the Faculty as may be decided by the Dean concerned.
- (ii) It shall comprise of the followings:
 - (a) Head of Department concerned – Chairman
Provided that if one Board has been constituted for more than one Department, the Chairman will be nominated by the Dean of the Faculty concerned.

- (b) All Professors, Associate Professors & Assistant Professors of the Department.
 - (c) Two external experts of the concerned subject recommended by the Head of Institution and approved by Hon'ble Vice-Chancellor.
 - (d) One representative from industry/corporate sector/allied area relating to placement recommended by Head of Institution and approved by Hon'ble Vice-Chancellor.
 - (e) One postgraduate meritorious alumni nominated by the Head of Institution.
- (iii) **Term**
The term of the nominated members shall be two years
 - (iv) **Schedule of Meeting**
The meeting may be scheduled as and when required but atleast once a year.
 - (v) **Functions of the Board of Studies will be as follows:**
 - (a) The Board shall prepare, examine the syllabi keeping in view of the objectives, interest of the stake holders national requirement and finalise its recommendation for consideration and approval of the Academic Council.
 - (b) Propose names of the internal and external examiners.
 - (c) Ensure the quality of teaching and research in the department(s)
 - (d) Any other matter that may be referred to it by an authority of the University.
 - (vi) All the decisions of the Board of Studies shall be examined by the Faculty Board before being sent to higher authorities for approval.

(B) Research Degree Committee:

The composition, powers and functions of the Research Degree Committee shall be as may be prescribed.

(C) Disciplinary Committee:

The composition, powers and functions of the Disciplinary Committee shall be as may be prescribed.

8. DECISION BY CIRCULATION:

In case of urgent matters or where regular meeting is not possible due to any reason, decision can be taken by circulation by any committee with prior approval of the Chairperson of the committee.

CHAPTER-4 THE FACULTIES

9. The Faculties:

- (A) The University shall have the Faculties as approved by the Chancellor on the recommendation of the Executive Council. Initially there will be the following faculties, namely:
- (i) Arts & Social Sciences
 - (ii) Dental Sciences
 - (iii) Education
 - (iv) Engineering & Technology
 - (v) Journalism & Mass Communication
 - (vi) Law
 - (vii) Management & Commerce
 - (viii) Medicine
 - (ix) Para-Medical Sciences
 - (x) Pharmacy
 - (xi) Science
 - (xii) Nursing
 - (xiii) Fine Arts
- (B) The Faculties shall have departments as may be decided by the Vice-Chancellor from time to time keeping under consideration the regulations and norms of statutory bodies and UGC.

CHAPTER-5

10. Teachers of the University:

- (i) Professor, Associate Professor/Reader, Asstt. Professor/Lecturer, or any other post/person specified by the Executive Council shall be the teacher of the University.
- (ii) Qualifications of teachers of different categories shall be as per norms of the University or as prescribed by UGC/MCI/DCI/AICTE/BCI/INC/PCI or any other statutory body as the case may be and where not so specified by any statutory body, as may be approved by the Executive Council.
- (iii) The pay and service conditions of the teachers will be recommended by the Executive Council to the Chancellor, as per norms, who in turn, will refer those to the Board of Trustees for approval.

11. The Employees of the University:

- (i) Every employee of the University shall be appointed/engaged as per provisions of the Statutes or Ordinances and wherever not specified, as decided by the Vice-Chancellor with the approval of the Executive Council.
- (ii) Any dispute arising between the University and any of the employees appointed substantively, shall be decided by the prescribed authority which shall decide the dispute within three months from the date of its reference after affording an opportunity to the employee in accordance with the procedure prescribed.
- (iii) An aggrieved employee may file an appeal against the order of the prescribed authority to the Executive Council.
- (iv) Any dispute in respect of any employee engaged temporarily or on *ad hoc* or part time or casual basis shall be heard and decided finally by the Vice- Chancellor in accordance with the procedure prescribed.

CHAPTER-6

12. Conferment and Withdrawal of Honorary Degrees:

- (i)
 - a) The degree of Doctor of Letters {D. Litt.}, Honoris Causa, may be conferred upon such persons as have contributed substantially to the advancement of Literature Law, Philosophy, Art, Music, Painting or any other subject assigned to the Faculty, or for conspicuous services rendered by them to the cause of education.
 - b) The degree of Doctor of Science {D. Sc } Honoris Causa, may be conferred upon such persons as have contributed substantially to the advancement of any branch of science, medicine or technology or to planning, organizing or developing scientific and technology institutions in the country.
 - c) The degree of Doctor of Laws {LL.D} Honoris Causa, may be conferred upon persons, who are distinguished lawyers, judges or jurists or statesmen who have made noteworthy contribution to the public good.
- (ii) The Executive Council may, *suo-moto*, or on the recommendation of the Academic Council by a resolution passed by a majority of its total membership and also of not less than two-third of the members present and voting, submit a proposal to the Chancellor for conferment of an honorary degree,

Provided that no such proposal shall be submitted in respect of a person who is a member of any authority of the University.

- (iii) The University shall have the power to withdraw the degrees so conferred if it is so desirable. Before taking any action for the withdrawal of any such degree, conferred or granted by the University, the person concerned shall be given an opportunity to explain the charges against him. The charges framed against him shall be communicated by the Registrar by registered post and the person concerned shall be required to submit his explanation within a period of not less than fifteen days of the receipt of the charges.
- (iv) Every proposal for the withdrawal of an honorary degree shall require previous sanction of the Chancellor.

CHAPTER-7

13. Conferment of Degrees, Diplomas and Certificates:

- (i) The University shall have the power to award degrees, diplomas and certificates to students admitted to different courses in the Colleges/institutes/Faculties/Departments in accordance with law and who have been declared eligible therefore on the basis of the results of the examinations conducted by the University as per its Statutes and Ordinances.
- (ii) The Degrees, Diplomas or Certificates shall be as instituted by the Academic Council in accordance with the law.

CHAPTER-8

14. Recognition of Institutes of Research/Centre of Advanced studies:

- (i) An Institute may be recognized by the Executive Council as an institution where research may be carried on in fulfillment of the objectives of the Act after it has been recommended by the Academic Council. The recognition so granted may be withdrawn by the Executive Council on recommendation of the Academic Council.
- (ii) The Management of the Institute so recognized shall vest in,
- a) a Committee of Management or other equivalent body, appointed by the person or the body maintaining the Institute, the constitution of which shall be reported and need to be approved by the Executive Council, or
- b) a Director appointed -with the approval of Vice-Chancellor by the person or the body maintaining the Institute.
- (iii) Research work in such a recognized Institute may be guided by the Director and other teachers of the Institute who may be recognized as supervisors or advisers for D. Litt., D.Sc., LL.D. or D. Phil. degrees of the University.

- (iv) The Director and other teachers of the Institute, if they so agree, may deliver a course of advance lectures to research students of the University with the consent of the Head of the Department concerned.
- (v) Any person having requisite qualifications desirous of carrying on research work at the Institute for research degrees of the University shall make an application to the Registrar through the Director of the Institute. The application so received shall be placed before the Research Degree Committee of the University and, if approved by the Committee, the applicant shall be permitted to start work on payment of such fees as may be prescribed by the Ordinances.
- (vi) The reports of the examiners of the thesis shall be placed before the Research Degree Committee.
- (vii) Any specific grant or donation received for an Institute shall be earmarked for the Institute and spent on the Institute.

CHAPTER-9

15. Convocation:

- (i) a) A convocation for conferring its degrees, diplomas, and other academic distinctions may be held by the University not more than once a year on such date and at such time as the Executive Council may appoint.
- b) A special convocation may be held by the University with the prior approval of the Chancellor.
- c) The convocation shall consist of the persons specified as constituting the body corporate of the University.
- (ii) The procedure to be observed at the convocations referred to in this Chapter and other matters connected therewith shall be such as may be laid down in the Ordinances.
- (iii) Where the University does not find it convenient to hold the convocation in accordance with the Statutes, the degrees, diplomas and other academic distinctions may be dispatched, to the candidates concerned by registered post or candidates may collect from the University office.

CHAPTER-10

16. Correspondence Course Distance Education/On Line Courses

It shall be open to the University to run courses through correspondence/distance education or On Line by opening Study Centres/Distance Education Centres within the country and/or outside the country in conformity with statutory guidelines and norms, if any.

CHAPTER-11

17. Establishment of New Centres/ Institutions/Schools:

It shall be open to the University to establish new institutions, schools or centres in India or abroad in conformity with statutory guidelines and norms, if any.

18. Provisions relating to women students:

Consistent with the provisions of the Article 15(3) of the Constitution of India, it shall be open to the University to make special arrangement in respect of women students, as it may consider desirable.

19. Provisions relating to Discipline

- (i) The University shall have the liberty to lay down by ordinances the ways and means to enforce discipline among the students, whether day scholar or hostellers, irrespective of their caste, colour, sex, religion or place of birth.
- (ii) Ragging in any form, by whatever name called, shall be punishable in accordance with the provisions so made in the ordinances.
- (iii) It shall be open to the University to make ordinances to regulate and enforce discipline among the employees including the officers and teachers of the University.

20. Health and General Welfare of the Employees:

It shall be open to the University to make provisions through ordinances for the purpose of promoting health and general welfare of the teachers, students and employees of the University.

21. Disputes as to the constitution of Authorities and Bodies:

- (i) If any question arises as to whether any person has been duly elected or nominated or appointed as or is entitled to be a member of any Authority or any non statutory body of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.
- (ii) Where any authority of the University is given power under the Act, Statutes or ordinances to appoint Committees, such Committees shall, save as otherwise provided, consist of members of the Authority concerned and of such other persons as the Authority in each case may think fit.

22. Miscellaneous:

- (i) If anything is contradictory in the Act and the Statutes, interpretation of the Act will prevail.
- (ii) The salary, terms and conditions of officers/employees of the University, wherever not specified, will be decided by the Board of Trustees.
- (iii) The minimum qualifications/eligibility for any job, if not specified, will be decided by the Executive Council.

23. Amendment:

The Executive Council of the University shall have the power to amend add, annul, repeal or modify any of the provisions of these Statutes in accordance with the Law.
