

# **MODIFIED FIRST STATUTES 2020 OF**



**SWAMI VIVEKANAND  
SUBHARTI UNIVERSITY  
MEERUT**

**MODIFIED FIRST STATUTES 2020**  
**OF**  
**THE SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT**

**CHAPTER - 1 PRELIMINARY**

1. (i) These statutes may be called the Modified First Statutes 2020 of the Swami Vivekanand Subharti University, Meerut 2020;
- (ii) These statutes shall come into force on the date to be notified.
2. In these statutes, unless the context otherwise requires:
  - (i) 'Act' means the Uttar Pradesh Private Universities Act 2019;
  - (ii) 'Sponsoring body' means MTV Buddhist Religious and Charitable Trust, (formerly known as Subharti K.K.B. Charitable Trust), Meerut;
  - (iii) 'Governing Body' means a committee constituted by the MTV Buddhist Religious and Charitable Trust, Meerut;
  - (iv) 'Prescribed' means prescribed by subsequent statutes, ordinances or regulations of the University;
  - (v) 'State Government' means the Government of Uttar Pradesh;
  - (vi) 'University' means the Swami Vivekanand Subharti University, Meerut;
3. These statutes have been framed under section 34 of the Act and supersede the First Statutes of the University framed under The Swami Vivekanand Subharti University Uttar Pradesh Act, 2008.

**CHAPTER-2 OBJECTS OF THE UNIVERSITY**

4. **Objects of the University**
  - (i) As per the Uttar Pradesh Private Universities Act, 2019.
  - (ii) The University shall also fulfill the objectives of the Sponsoring Body as mentioned in the Trust Deed of the Sponsoring Body.

## CHAPTER- 3. OFFICERS OF THE UNIVERSITY

### 5. Officers of the University: According to the Act

#### 5(A). The Chancellor:

- (1) The Chancellor shall be appointed by the Governing Body for a maximum period of five years.
- (2) The eligibility criteria for appointment as Chancellor shall be:
  - i. He/She should be physically and mentally fit to shoulder the responsibility.
  - ii. He/She should have special qualifications and/or a distinguished record of work / service or achievements in the field of science / education / administration / judiciary / medicine etc.
- (3) The Chancellor shall be appointed by the Governing Body by a majority vote.
- (4) The Chancellor shall also have the following powers;
  - i. Right to conduct an inspection of a college, hostel, office, or any other establishment/part of the University and the examination centers himself / herself or can direct any person or authority to do so.
  - ii. He/She can order an inquiry to be made in respect of any of the establishments.
  - iii. He/She may address the Vice-Chancellor and the Authority concerned regarding the result of such inspection or inquiry together with his/her views and advice concerning the action to be taken thereon. The Vice-Chancellor/Authority concerned shall execute the directions given by the Chancellor within a specified/reasonable time.
  - iv. Where the Vice-Chancellor/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 issue such directions as he/she may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
  - v. Without prejudice to the foregoing provisions, the Chancellor may, by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.
- (5) If it appears to the Chancellor that the continuance of the Vice-Chancellor in the office is detrimental to the interests of the University, the Chancellor may, after making such inquiry as he/ she deems proper, make a recommendation to the Governing Body for removal of the Vice Chancellor.

- (6) The Chancellor shall have the power to suspend the Vice-Chancellor pending decision of the Governing Body on the recommendation for removal of the Vice-Chancellor. In the interim, the Pro Vice-Chancellor shall officiate as Vice-Chancellor.

**5(B) The Pro-Chancellor:**

- (1) The Pro-Chancellor shall be appointed in accordance with the following procedure for a maximum period of five years:
- i. The Chancellor shall submit a list of minimum three persons along with their resume for the consideration of the Governing Body.
  - ii. The Governing Body may select anyone out of the list submitted by the Chancellor.
  - iii. In case the Governing Body is not satisfied with the names recommended by the Chancellor, it may ask the Chancellor to send a fresh list of persons,
  - iv. In case the Governing Body is not satisfied with the names sent by the Chancellor the second time also, it may make its own selection and direct the Chancellor to issue appointment order accordingly.
- (2) The Pro-Chancellor shall exercise such powers and perform such duties as may be assigned or delegated to him/her by the Chancellor.

**5(C). The Vice-Chancellor:**

- (1) The following shall be the eligibility criteria for appointment as Vice-Chancellor:
- i. He/She should be physically and mentally fit to shoulder the responsibility;
  - ii. He/She should have special qualifications and a distinguished record of service/work or achievements in the field of science / education / administration / judiciary / medicine etc.
- (2) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be determined by the Governing Body.
- (3) The Vice Chancellor shall also have the following powers;
- i. The Vice Chancellor shall be the chairperson of the Executive Council, Academic Council and the Finance Committee.
  - ii. Notwithstanding anything contained in the Statutes, if the Vice-Chancellor 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, he/she may ask the authority concerned to

review and modify its decision within a specified time period and if the authority refuses to review and modify 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 Chancellor whose decision thereon shall be final;

Provided that until the decision is taken by the Chancellor, the decision of the subordinate authority shall remain stayed.

- iii. 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.
  - iv. He/She shall regulate and determine all other matters concerning the University in accordance with the Act and Statutes, Ordinances and the Regulations.
  - v. In exceptional circumstances, the Vice-Chancellor is authorized to take any action in the interest of the University even if it may amount to some deviation from the provisions of the Statutes or the Ordinances. Provided that, the Vice-Chancellor shall inform the Chancellor about the action taken along with its justification at the earliest.
  - vi. He/She shall be responsible to regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regards as may be deemed necessary by the University.
- (4) If the post of Vice-Chancellor falls vacant due to any reason, the Pro Vice-Chancellor shall officiate as Vice-Chancellor till such time as a regular or adhoc appointment of Vice-Chancellor is made. If the post of Pro Vice-Chancellor is also vacant, the Chancellor may appoint any senior Professor to officiate till an adhoc or regular appointment of Vice Chancellor is made;

Provided that an officiating Vice-Chancellor shall not take any financial or policy decision.

**5(D). The Pro Vice-Chancellor:**

- (1) The Pro Vice-Chancellor shall be appointed by the Vice Chancellor from amongst the three senior most Professors of the University, for a period not exceeding two years at a time, but he/ she can be reappointed for another term of two years.
- (2) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over/represent the Vice- Chancellor in the meetings of the University authorities and shall exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice-Chancellor.

### **5(E). The Registrar:**

- (1) The Registrar shall be a whole time officer of the University.
- (2) The Registrar shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor, as per methodology defined in ordinance.
- (3) The eligibility criteria for appointment as Registrar shall be as follows:
  - i) Minimum post graduate qualification with 55% of marks;
  - ii) Academic/administrative experience in a post graduate college or university for at least 15 years will be preferred;
  - iii) Basic working knowledge of Computers.
- (4) The age of retirement will be 65 years. However, relaxation up to 70 years may be made in deserving cases.
- (5) The term of office of the Registrar shall be of 3 years, extendable up to the age of retirement,
- (6) The Registrar shall be accountable to the Chancellor and the Vice-Chancellor.
- (7) The Vice-Chancellor can suspend the Registrar, institute inquiry and take appropriate action against him/her in case of misconduct. The Vice-Chancellor can recommend to the Chancellor for termination of the service of the Registrar, if considered necessary.
- (8) The Chancellor can remove the Registrar from service on the recommendation of the Vice Chancellor or as per the terms of the appointment letter,
- (9) The Registrar may resign his/her office and shall cease to hold his/her office on the acceptance by the Chancellor of such resignation or on expiry of the notice period as per the terms of the appointment letter, whichever is earlier.
- (10) The Registrar shall also have the following duties:
  - i. To issue notices convening meetings of various authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings;
  - ii. To conduct official correspondence on behalf of the Governing Body, the Executive Council and the Academic Council;
  - iii. To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Pro-Chancellor, Vice-Chancellor and various authorities of the University for which he/she acts as Secretary;
  - iv. To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify the pleadings;

- v. To enter into, execute and cancel contract(s) on behalf of the University, as per directives of competent authority.
  - vi. To ensure compliance to decisions taken by various committees and/or authorities.
- (11) The Registrar in his/her work would be assisted by a number of other officers including Additional, Deputy and Assistant Registrars as prescribed. Their work and conduct shall be supervised by the Registrar.

**5(F). Deans of the Faculty:**

- (1) The Dean of a Faculty shall be selected by a Selection Committee comprising the Vice-Chancellor as the chairman and Pro Vice Chancellor and a nominee of the Chancellor as members.
- (2) The Dean of Faculty shall be selected from amongst the three senior most academic members of the faculty.
- (3) The term of the Dean of Faculty shall be three years, which can be extended by the Selection Committee.
- (4) 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.
- (5) If a casual vacancy occurs in the office of the Dean of a Faculty, the Vice Chancellor shall appoint the senior most faculty member as the officiating Dean until a regular appointment is made.
- (6) The Dean of a Faculty shall have the following duties and powers:
  - i. He/ She shall remain responsible for academic activities in the faculty.
  - ii. He/ She shall preside at all the meetings of the Faculty Board and shall ensure that various decisions of the Board are implemented.
  - iii. He/She shall be responsible for bringing the academic needs of the Faculty to the notice of the Vice-Chancellor.
  - iv. He/She shall take necessary measures for proper custody and maintenance of libraries, laboratories of the departments in the Faculty.
- (7) The posts of Dean and Director/Principal/Head of Institution may be held by the same person.

**5(G). The Finance Officer**

- (1) The Finance Officer shall be appointed by the Governing Body.
- (2) He/She shall be a whole time salaried officer of the University.

- (3) The Governing Body can suspend the Finance Officer, institute inquiry and take appropriate action against him/her in cases of misconduct on its own or on the recommendation of the Chancellor/Vice-Chancellor. The Governing Body can remove the Finance Officer on the recommendation of the Chancellor/Vice Chancellor or suo moto as per the terms of the appointment letter.
- (4) The Finance Officer may resign after giving notice as per the term of appointment, to the appointing authority through the Vice-Chancellor and shall cease to hold his/her office on the acceptance by the Governing Body of such resignation or on expiry of the notice period, whichever is earlier.
- (5) The Finance Officer shall be the *ex-officio* Member Secretary of the Finance Committee and may be invited to a meeting of the Executive Council, as and when considered necessary.

## **6. Other Officers of the University:**

**6(A). Chief Executive Officer-** The Governing body may appoint a Chief Executive Officer on such terms and conditions as prescribed.

### **6(B) The Dean / Additional Dean of Students' Welfare:**

- (1) The 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.
- (2) 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.
- (3) University shall have Additional Dean Student Welfare to assist Dean Student Welfare. 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.
- (4) The term of office of the Dean/Additional Dean of Students Welfare shall be two years.
- (5) The Dean and Additional Dean of Students Welfare may communicate with the guardian of students in respect of any matter, as and when necessary.
- (6) The Dean/Additional Dean of Students Welfare will help and advise students and prospective students with regard to:
  - i. Obtaining admission to the University and its courses,
  - ii. The choice of suitable courses and hobbies,

- iii. Arranging medical advice and assistance,
- iv. Securing scholarships, stipends, part time employment and other pecuniary assistance,
- v. Counseling them at their difficult time, as and when required,
- vi. All other activities in the interest of the students.

**6(C). The Director/Principal/Head of Institution:**

- (1) Every Institute/College will have a Director/Principal as the head of the institution. The Director/Principal shall be appointed by the Chancellor, on the recommendation of a Selection Committee constituted for this purpose.
- (2) The composition of the Selection Committee shall be:
  - i. The Vice-Chancellor - Chairman
  - ii. One nominee of the Governing Body-Member
  - iii. The Registrar – Member Secretary
- (3) If the post of the Director/Principal falls vacant due to any reason, the Vice-Chancellor shall appoint senior most member of the faculty to officiate as Head of Institution-until a regular appointment is made.
- (4) The qualifications and or experience for the post of Director/Principal shall be 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 of the University on the recommendation of the Academic Council.
- (5) In exceptional circumstances, the Executive Council may relax the prescribed qualifications for the post of Director/Principal.
- (6) The Director/Principal shall be the chief executive and administrative officer of the Institute/College and shall exercise supervision and control over the affairs of the Institute/College and will take decisions on the recommendation of Heads of the Department. He/She will be accountable to the Vice-Chancellor.

**6(D). The Controller of Examinations:**

- (1) The Controller of Examinations shall be appointed by the Chancellor on the recommendation of the selection committee constituted as under:
  - i. The Vice-Chancellor as Chairman
  - ii. One member of the Executive Council nominated by the Chancellor- Member
  - iii. One expert nominated by the Governing Body- Member
  - iv. The Registrar - Secretary

- (2) The age of retirement will be 65 years. However, relaxation up to 70 years may be made in deserving cases.
- (3) 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/She shall discharge his/her functions under the direct superintendence, direction and guidance of the Vice-Chancellor.
- (4) He/She shall be a whole time salaried officer of the University.
- (5) The Controller of Examinations shall be the Vice Chairman of the Examinations Committee and may be invited to a meeting of the Executive Council/Academic Council as and when required.
- (6) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations and tests and timely declaration of their results.
- (7) Subject to prior approval of Vice-Chancellor the Controller of Examinations shall perform the following duties and responsibilities, namely:-
  - i. To prepare and announce the calendar of examinations;
  - ii. To appoint examiners and moderators;
  - iii. To arrange for printing of question papers and blank answer books and their safe custody;
  - iv. To arrange to get the performance of the candidates at the examinations properly assessed and to process the results;
  - v. To arrange for timely declaration and publication of the results of the examinations and other tests of the University;
  - vi. 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;
  - vii. To make appraisal from time to time, of the conduct of the examinations and to ensure confidentiality wherever required; and
  - viii. To submit report regarding conduct of examinations to the Examination Committee and the Academic Council.
- (8) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Examination Committee or the Vice-Chancellor.

- (9) In absence of the Controller of Examinations, his/her duties shall be performed by an officer or teacher of the University as may be nominated by the Vice-Chancellor.

**6(E). The Chief Proctor/Proctor/Assistant Proctor**

- (1) 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 initially for a period of two years, which may be extended as considered necessary. 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 from time to time.
- (2) The Chief Proctor shall be assisted by Proctors and Assistant Proctors whose numbers shall be fixed by the Vice-Chancellor.
- (3) Proctors and Assistant Proctors shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor from amongst the teachers of the University, for a period of one year, extendable as may be considered necessary.

**6(F). The Additional Registrar/Dy. Registrar/Assistant Registrar:**

- (1) The Additional Registrar, Deputy Registrar and Assistant Registrar shall be appointed by the Vice-Chancellor.
- (2) The eligibility criteria for appointment as Additional Registrar shall be the same as for the Registrar.
- (3) For the posts of Deputy Registrar and Assistant Registrar, the essential qualification shall be graduation with relevant work experience.
- (4) They will be whole time salaried officers of the University and shall be directly responsible to the Vice-Chancellor.
- (5) They will perform their function as per the work assigned to them by the Registrar with the approval of the Vice-Chancellor from time to time.

**6(G). The Estate Officer:**

An Estate Officer maybe appointed by the Sponsoring Body to perform such duties and functions as may be assigned to him.

**6(H). Purchase Officer:**

Purchase Officer maybe appointed by the Governing Body and shall perform such duties and functions as assigned to him.

## **6(I). Department Directors/Assistant Department Directors:**

- (1) The Vice Chancellor may appoint Department Directors and Assistant Department Directors in any department like Distance Education, Internal Quality Assurance, Admissions, Examinations, Information & Technology, and Security etc with such terms and conditions as prescribed.
- (2) The Department Directors/Assistant Department Directors will work on these posts in addition to the post on which they are working in the University without any additional remuneration.
- (3) If the Department Directors/Assistant Department Directors appointed under sub clause (i) herein above is not already an employee of the University the remuneration will be such decided by the Governing body.

## **CHAPTER -4 AUTHORITIES OF THE UNIVERSITY**

### **7. The Governing Body:**

- (1) The composition and the terms of office of the members of the Governing Body shall be as may be decided by the Sponsoring Body.
- (2) The Chancellor shall act as the chairman of the Governing Body.
- (3) The Governing Body shall perform the following functions also:
  - i. The Governing Body shall act as senate/court of the University.
  - ii. To elect any person from amongst the teaching/non-teaching staff holding employment under the University to represent the University at the level of Government, Semi-Government or statutory bodies as and when required;
  - iii. To perform such other duties and exercise such other functions as may be prescribed.
  - iv. To perform such other duties and exercise such other functions as may be assigned to it by the Sponsoring Body from time to time.

### **8. The Executive Council:**

- (1) The meetings of Executive Council shall be called by the Registrar under the directions of the Vice-Chancellor, at least twice a year.
- (2) The Executive Council shall perform the following functions also:
  - i. To define the principles governing seniority of employees;
  - ii. To make procedure for settlement of disputes between the University and the employees/students;

- iii. To confer honorary degrees or other distinctions with prior approval of the State Government;
- iv. To define delegation of powers vested in the authorities or officers of the University;
- v. To lay down eligibility criteria keeping under consideration the norms of Regulatory Authorities and State Government, for Director/Principal/Head of Institutions, Professors, Associate Professors, Assistant Professors, and other teaching or academic posts required by the University and to make appointments for the same;
- vi. To create administrative, ministerial and other posts including teachers and to make appointments, powers and functions thereto;
- vii. To appoint/engage persons of eminence, working in any other university or organization permanently or for a specified period;
- viii. To fix, demand and receive payment of fees and other charges from students;
- ix. To make special arrangements in respect of women and other disadvantaged students as may be considered desirable;
- x. To make arrangements for activities for promoting the health and general welfare of students and staff;
- xi. To appoint either on contract or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course Director/Principal/Head of Institutions and such other persons who may contribute to the advancement of the objects of the University;
- xii. To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

- (3) The **Annual Report** of the University shall be prepared under the direction of the Executive council and shall be submitted to the Governing Body which will give its comments to the Executive Council for consideration and necessary action.

## **9. The Academic Council:**

- (1) The composition of the Academic Council shall be as follows:
- i. The Vice-Chancellor - Chairman;
  - ii. The Pro Vice-Chancellor - Member,
  - iii. COE – Member,

- iv. Deans of all the faculties - Members,
  - v. Heads of all the institutes/colleges - Members,
  - vi. Two senior most professors from each faculty or if there is no professor in a faculty, two senior most teachers from the faculty (subject to change if the seniority list gets amended) - Members,
  - vii. One Person of academic eminence nominated by the Governing Body- Member.
- (3) The Registrar shall function as the as Secretary *ex-officio*.
- (4) The term of the member nominated by the Governing Body shall be two years.
- (5) The Academic Council shall perform the following functions:
- i. To recommend to higher authorities to establish new schools, colleges, research facilities and specialized laboratories, necessary for the furtherance of the objects of the University;
  - ii. To recommend establishment of a new faculty or department, as may be required.
  - iii. To guide the Admission Committee regarding new programs and eligibility criteria for admissions.
  - iv. To make recommendations regarding degrees, diplomas, certificates, medals and other rewards and distinctions that may be awarded by the University;
  - v. To control and regulate the maintenance of the standard of instructions, education and research carried on or imparted in the University;
  - vi. To consider and forward to the Executive Council proposals submitted by the Boards of Studies through the Faculty concerned with regard to the courses of study and principles and criteria based on which examiners may be appointed;
  - vii. To finalize all academic matters including matters relating to examinations conducted by the University;
  - viii. To consider recognition of diplomas and degrees of other universities and institutions and their equivalence with the diplomas and degrees of the University;

- ix. To advise the Executive Council with regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University;
- x. To report on any matter referred or entrusted to it by the Governing Body or the Executive Council;
- xi. 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;
- xii. To ensure the academic standards of the courses offered by the University in accordance with the guidelines of the Regulatory Bodies;
- xiii. To ensure teacher-student ratio in accordance with the guidelines of the Regulatory Bodies;
- xiv. To determine and conform to the standards, conditions and Regulations set by UGC, AICTE, NCTE, BCI and other Regulatory Bodies established by the State Government and Central Government for admissions, examination, evaluation or any other method of testing to ensure quality;
- xv. To organize and to undertake extramural studies and extension services.

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

#### **10. The Finance Committee:**

(1) The composition of the Finance Committee shall be as follows:

- i. The Vice-Chancellor – Chairman.
- ii. The Pro Vice-Chancellor – Member,
- iii. The Finance Officer -*ex officio* Member Secretary
- iv. The Registrar - Member,
- v. The Purchase Officer - Member,
- vi. One Professor, not being a member of the Executive Council or the Academic Council, but in the service of the University for at least five years - Member,
- vii. One financial expert nominated by the Governing Body- Member.

- (2) The term of membership of the persons mentioned in sub-clauses (v) and (vi) shall be for two years. No such member shall hold office successively for more than three terms.
- (3) The powers and functions of the Finance Committee shall be as follows:
  - i. To manage and regulate the finances, accounts, investments, property, business and all other financial affairs of the University;
  - ii. to invest any money belonging to the University including endowed property;
  - iii. To submit an advance copy of the Annual Accounts, together with the audit report thereon, to the Chancellor
  - 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.
- (4) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure.
- (5) 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. The Finance Officer will keep the minutes of all such meetings.

## **11. The Planning Board:**

- (1) The Planning Board shall be the principal planning body of the University. The Board shall ensure that the infrastructure and academic support system meets the norms of the University Grants Commission and other Regulatory Bodies.
- (2) The composition of the Planning Board shall be as follows:
  - i. The Chancellor – Chairman.
  - ii. The Pro Chancellor - Member,
  - iii. The Vice-Chancellor - Member,
  - iv. Deans of all the Faculties and heads of all the institutes and colleges - Members,
  - v. The Finance Officer - Member,
  - vi. The Estate Officer - Member,

- vii. The Purchase Officer - Member,
- viii. An architect and an engineer to be nominated by the Sponsoring Body - Members,
- ix. Department Director IQAC - Member,
- x. Registrar - *ex officio* Secretary.

(3) The functions of the Planning Board shall, inter alia, be as follows:-

- i. 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;
- ii. To assess the need and plan the utilization of the infrastructure as per the guidelines of the U.G.C. and other statutory bodies;
- iii. To provide the buildings, premises, furniture, equipment, apparatus and other means needed for carrying on the work of the University;
- iv. To devise ways and means to augment the financial resources of the University;
- v. To plan the development of the University campus and ensure its implementation;
- vi. Any other work that might be in the interest of the University.

## **12. The Admission Committee:**

(1) The composition of the Admission Committee shall be as follows:

- i. The Vice Chancellor – Chairman.
- ii. A nominee of the Chancellor - Vice-Chairman.
- iii. The Pro Vice Chancellor - Member,
- iv. Heads of all the institutes and colleges - Members,
- v. Department Director- Distance Education - Member,
- vi. Any other officer of the University can be called by the Vice Chancellor,
- vii. Additional Registrar (Admissions) - Member,
- viii. Department Director/Assistant Department Director (Admission Cell) Secretary.

(2) The Admission Committee shall have the power to appoint such number of sub-committees as it thinks fit.

- (3) 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 a department or college of the University.
- (4) No student admitted to any course in contravention of the provisions of the sub-clause (3) above 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.

### **13. The Examination Committee:**

- (1) The composition of the Admission Committee shall be as follows:
  - i. The Vice Chancellor – Chairman.
  - ii. The Controller of Examinations - Vice-Chairman
  - iii. A nominee of the Governing Body – Member,
  - iv. The Pro Vice- Chancellor – Member,
  - v. The Registrar – Member,
  - vi. Heads of all the institutes and colleges – Members,
  - vii. The Dean of Students Welfare – Member,
  - viii. Department Director- IQAC – Member,
  - ix. Assistant Department Director – Admission Cell - Member,
  - x. Department Director -IT - – Member,
  - xi. Additional Registrar (Academics) -Secretary:
- (2) The Committee shall ensure proper & fair conduction of examinations and shall perform the following functions, namely:
  - i. To review from time to time the results of the University examinations and submit reports thereon to the Academic Council;
  - ii. To make recommendations to the Academic Council for the improvement of the examination system; and
  - iii. To take action(s), as approved by Vice Chancellor 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.

- (3) 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.
- (4) 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 clause (3) to debar an examinee from future examinations of the University or to inflict any other punishment as may be prescribed, if in its or his opinion, such examinee is guilty of using unfair means at any such examination.

#### **14. The Board of Faculties:**

- (1) The Board of each Faculty shall be constituted as follows:
  - i. The Dean of the Faculty – Chairman.
  - ii. Head of the institute/college – Member,
  - iii. Professors of all the departments Members,
  - iv. If there is no Professor in the Department, two senior most teachers will be the members of the Board of the Faculty Members,
  - v. The Dean of the Faculty may invite two experts from outside University as and when required with prior approval of the Vice- Chancellor. Such invitee members will give their valuable suggestions but will not have right to vote.
- (2) Powers and functions of the Board of Faculties shall be as follows:-
  - i. All the decisions taken by the Board of Studies shall be considered by the Board of the Faculty and thereafter, all the academic decisions shall be forwarded to the Academic Council and all the administrative decisions to the Executive Council.
  - ii. The Board of the Faculty shall recommend to the Controller of Examinations the panel of the examiners in each subject after considering the proposed list sent by the Board of Studies of each department;
  - iii. All the research proposals of various departments shall be considered for approval by the Board of the Faculty;

- iv. The Board shall supervise the academic, research or other activities, in various departments under it;
- v. In case a meeting of the Board is not possible for any reason the Dean of Faculty shall have the emergency power to act on behalf of the Board and shall have the powers of the Board;
- vi. All emergency decisions of the Dean shall need to be reported and ratified in the next meeting of the Board.

**15. The Board of Studies:**

- (1) 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.
- (2) The composition of the Board of Studies shall be as follows:
  - i. The Head of the Department concerned shall be the 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.
  - ii. All Professors, Associate Professors & Assistant Professors of the Department shall be members
  - iii. Two external experts of the concerned subject may be nominated by Vice-Chancellor.
  - iv. One representative from industry/corporate sector/allied area relating to placement may be nominated by the Vice-Chancellor.
  - v. One postgraduate meritorious alumni may be nominated by the Vice-Chancellor.
- (3) The term of the nominated members shall be two years.
- (4) The meetings may be scheduled as and when required but must be held at least once a year.
- (5) Functions of the Board of Studies shall be as follows:
  - i. The Board shall prepare and examine the syllabi keeping the objectives, interest of the stake holders and national requirement and forward its recommendations for consideration and approval of the Board of the Faculty concerned;
  - ii. Propose names of the internal and external examiners to the Board of the Faculty concerned;
  - iii. Ensure the quality of teaching and research in the department(s);

- iv. Any other matter that may be referred to it by an authority of the University.
- (6) All the decisions of the Board of Studies shall be examined and considered by the Board of the Faculty concerned before being sent to higher authorities for approval.

## **16. Decision by Circulation:**

In case of urgent matters or where a 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- 5. THE FACULTIES**

### **17. Faculties**

- (1) The University shall have as many faculties as may approved by the Chancellor from time to time on the recommendation of the Executive Council. Initially there will be the following faculties, namely (in alphabetical order):
  - i. Arts & Social Sciences
  - ii. AYUSH
  - iii. Dental Sciences
  - iv. Education
  - v. Engineering & Technology
  - vi. Fine Arts
  - vii. Journalism & Mass Communication
  - viii. Law
  - ix. Management & Commerce
  - x. Medicine
  - xi. Nursing
  - xii. Physiotherapy & Allied Health Sciences
  - xiii. Pharmacy
  - xiv. Science
- (2) The Executive Council can recommend to the Chancellor addition or deletion of a faculty on the recommendation of the Academic Council.
- (3) The faculties shall have as many departments as may be required.

## CHAPTER-5. TEACHERS OF THE UNIVERSITY

### 18. Teachers

- (1) Professor, Associate Professor/Reader, Assistant Professor/Lecturer, Tutor or any other post/person specified by the Executive Council shall be the teacher of the University.
- (2) Qualifications for appointment as teachers of different categories shall be as per norms of the 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 of the University.

## CHAPTER-6. MISCELLANEOUS

### 19. The Non-teaching Employees of the University:

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.

### 20. Disputes & Appeal

- (1) Any dispute arising between the University and any of the regular employees shall be referred to the Vice-Chancellor who shall decide the dispute within three months from the date of receipt of its reference after giving an opportunity to the employee to be heard.
- (2) Any dispute in respect of any employee engaged temporarily or on *ad hoc* or part time or casual basis shall be heard and decided by the Vice-Chancellor.
- (3) If any dispute is not resolved at the level of the Vice-Chancellor, appeal can be filed to the Chancellor, as notified.

### 21. Conferment and Withdrawal of Honorary Degrees:

The University may confer or withdraw honorary degrees or other distinctions with prior approval of the Government.

### 22. Convocation:

- (1) The convocation of the University shall be held in every academic year for conferring degrees, diplomas or for any other purpose.
- (2) An additional special convocation may be held by the University with the prior approval of the Chancellor if candidates eligible for receiving academic distinctions are in such a number which could not be covered in one convocation.

- (3) The procedure to be followed at the convocations and other matters connected therewith shall be such as may be prescribed.
- (4) If it is not feasible the convocation in any year, degrees, diplomas and other academic distinctions may either be dispatched to the candidates concerned by registered post/speed post or the candidates may be permitted collect the same from the University office

**23. Correspondence Course/ Distance Education/On Line Courses:**

It shall be open to the University to run courses through correspondence/distance education/on line and open study centers for this purpose in conformity with guidelines and norms laid down by the Government and/or the relevant statutory bodies.

**24 Establishment of New Centers/ Institutions/Schools:**

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

**25. Provisions relating to women students:**

Consistent with the provisions of 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.

**26. Provisions relating to Discipline:**

- (1) The University shall have the liberty to prescribe the mechanism to enforce discipline among the students, whether day scholars or hostellers, irrespective of their caste, color, creed or place of birth.
- (2) Ragging in any form, by whatever name called, shall be punishable in accordance with the provisions laid down by Government directives..
- (3) It shall be open to the University to make provisions to regulate and enforce discipline among the employees including the officers and teachers of the University.

**27. 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.

**28. Miscellaneous:**

- (i) The salary and terms and conditions of the service of the officers and employees of the University, wherever not prescribed, shall be decided by the Governing Body.
- (ii) The minimum qualifications and eligibility criteria for any job, wherever not prescribed, shall be decided by the Executive Council.

- (iii) The Sponsoring Body/Governing Body may appoint Honorary Directors on, to do specified assignments and on such terms and conditions as may be prescribed. The Honorary Directors will assist the Vice Chancellor in fulfilling his responsibilities. They will attend meetings whenever called but will not have the right to vote.

**29. Amendments:**

The Executive Council is empowered to make, amend or repeal statutes and ordinances, provided that the Executive Council shall not make, amend or repeal any statute or ordinance affecting the powers or constitution of any authority of the University until such authority is given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed has been duly considered by the Executive Council.

**30. Repeal and Savings:**

- (i) The First Statutes framed under The Swami Vivekanand Subharti University, Uttar Pradesh Act, 2008 shall stand repealed on commencement of these Modified First Statutes.
- (ii) Notwithstanding the repeal of the first Statutes mentioned in sub clause (1) above, all the decisions made, acts performed and rights and liabilities created and exhausted by the University under the repealed First Statutes shall be deemed to be valid under these Modified First Statutes.

