

From

Director Higher Education,
Haryana, Panchkula

To

The Vice Chancellor,
Manav Rachna University,
Faridabad.



Memo No: KW 20/7-2012 UNP (5)
Dated Panchkula, 25.3.2016

Subject: First Statute of Manav Rachna University, Faridabad.

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Kindly refer to the subject cited above.

Kindly find enclosed herewith 2 copies of first Statute published in the Haryana Government Gazette.

 25/3/2016
Superintendent UNP
for Director Higher Education,
Haryana, Panchkula




Haryana Government Gazette

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HARYANA GOVERNMENT
HIGHER EDUCATION DEPARTMENT

Notification

The 2nd February , 2016

No.KW 20/5-2013 UNP (5).— In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Manav Rachna University, Faridabad to frame its First Statutes.

VIJAI VARDHAN,
Additional Chief Secretary to Government Haryana,
Higher Education Department, Chandigarh.

MANAV RACHNA UNIVERSITY, FARIDABAD (HARYANA)**FIRST STATUTES****CHAPTER I – PRELIMINARY****1. Short Title & Commencement-**

- (a) The “First Statutes” means the First Statutes of Manav Rachna University, Faridabad (Haryana).
(These Statutes shall come into force from the date of the notification in Haryana Government Official Gazette).

2. Definitions-

In these Statutes, unless the context otherwise requires:-

- (a) “Act” means the Haryana Private Universities Act, 2006 (32 of 2006) as amended from time to time up to and including the Haryana Private Universities (second short title Amendment Act 2014) dated 6 August 2014.
- (b) “Campus” means that area of University in which it is established.
- (c) “Employee” means a person appointed by the University and includes teacher, officer and any other staff of the University.
- (d) “Government” means the Government of the State of Haryana.
- (e) “Hostel” means a place of residence for the students of the University or of its centres.
- (f) “Regulating Body” means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Council of Agriculture Research, National Board of Accreditation, Indian Nursing Council, Council of Scientific and Industrial Research etc. or any such body constituted by the Government of India ;
- (g) “Sponsoring Body” in relation to Manav Rachna University means Uthan Education Trust.
- (h) “Statutes”, “Ordinances” and “Regulations” mean respectively, the Statutes, Ordinances and Regulations of the University made under the Act.
- (i) “Student of the University” means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction duly instituted by the University, including a research degree.
- (j) “Teacher” means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or guide research or render guidance in any other form to the students for pursuing a course or programme of study of the University;
- (k) “University” means Manav Rachna University incorporated under the Haryana Private Universities (second short title Amendment Act 2014) dated 16th August 2014.
- (l) “Academic staff” means a Librarian, Deputy Librarian, Assistant Librarian workshop superintendent, Assistant workshop superintendent and such other staff as may be decided by the Board of Management
- (m) “Non- Teaching Staff” means Registrar, Chief Finance & Accounts Officer, Controller of Examination, Deputy Registrar, Finance Officer, Deputy Controller of Examination, Assistant Registrar, Assist Finance Officer, Assistant Controller of Examination, Sports officers and other administrative / ministerial and technical staff below the Assistant Registrar/ Assistant Finance Officer/Assistant Controller of Examination providing secretarial, technical or lab support in the university.
2. Words and expressions used herein and not defined but defined in the Act shall have the same meanings as are assigned in the Act.

3. Objectives of the University-

The University shall be open to all persons irrespective of caste, creed, religion, gender, community, class, group etc. All teaching in the University shall be conducted by and in the name of the University in accordance with the Statutes, Ordinances, Regulations and Rules made in this behalf.

- (i) Following shall be the objectives of the University, namely:-

- (a) to provide instructions, teaching and training in higher education and make provisions for research, advancement and dissemination of knowledge.
- (b) to create higher levels of intellectual abilities
- (c) to establish state of the art facilities for education and training.

- (d) to carry out teaching and research; offer consultancy services and continuing education programs.
- (e) to create centres of excellence for research & development and for sharing knowledge and its application.
- (f) to maintain the academic standard of degrees, diplomas, certificates and other academic distinctions as per Statutes, Ordinances and Regulations and to ensure that the same are not lower than those laid down by the regulating body and
- (g) to pursue any other objective as may be approved by the University with prior approval of the Government.

4. Seal of the University

The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Sponsoring Body. The University after obtaining the approval of the Sponsoring Body may also decide to make and use symbols such as Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

CHAPTER-II – AUTHORITIES OF THE UNIVERSITY

5. The following shall be the authorities of the University, namely:
1. the Governing Body;
 2. the Board of Management;
 3. the Academic Council;
 4. Such other authorities as may be declared to be the Authorities of the University
6. **Constitution, Powers & Functions of Governing Body:**
- (i) The Governing Body of the University shall consist of the following members namely:
 - (a) the Chancellor;
 - (b) the Vice Chancellor;
 - (c) the Registrar- Member Secretary (non-voting);
 - (d) the Secretary to Government of Haryana, Higher Education Department, or his nominee;
 - (e) five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
 - (f) one expert of management or technology from outside the University, nominated by the chancellor and
 - (g) one expert of finance, nominated by the Chancellor.
 - (ii) The Chancellor shall be the Chairperson of the Governing Body. In the absence of Chancellor, Vice Chancellor shall preside over the meeting.
 - (iii) The term of the nominated members of the Governing Body shall be two years.
 - (iv) The Governing Body shall be the supreme authority of the University. All movable and immovable property of the University shall vest in the Governing Body. It shall have the following powers namely:-
 - (a) To provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by the Act/ Statutes /Ordinances/ Regulations/ Rules etc.
 - (b) To review the decisions of the Board of Management and the Academic Council, save when these authorities have acted in accordance with the powers conferred upon them under the Act, the Statutes and the Ordinances of the University.
 - (c) To set up sub-committees as required in the discharge of its functions and powers.
 - (d) To approve the budget and annual report of the University.
 - (e) To lay down policies to be followed by the University.
 - (f) To recommend to the sponsoring body for the dissolution of the University if a situation arises when there is no smooth functioning of the University in spite of best efforts.
 - (g) To hold, control and administer the revenue, property and funds of the University.
 - (h) To accept on behalf of the University any bequest, donation and transfer of any movable and immovable property to the University.
 - (i) To manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University.
 - (j) To delegate any of its powers to the Vice-Chancellor or such other officer or authority of the University or to a Committee appointed by it, as it may deem fit.
 - (k) To perform such other functions as may be prescribed by the Statute.
 - (l) To purchase /manage / mortgage / lien /pledge / hypothecate / charge / sell / transfer /donate/ let out by way of lease license or on rent or otherwise dispose off or deal with whole or part of the asset(s) / property(ies) of any kind both movable and immovable belonging to the University to fulfill the aims and objectives of Trust / University.
 - (m) To provide all type of consultancy services to professional colleges such as Engg. Colleges, Medical Colleges, Dental Colleges, Pharmacy Colleges, Management Colleges etc. for accreditations with the top accrediting bodies in India like NBA, NAAC etc. and abroad, obtaining quality certifications such as ISO 9000/ ISO 14000 series etc. from agencies in India and abroad through eminent professionals / educationists / technologists for reputed educational Institutions such as IITs, IIMs, IIS, other reputed professional institutes etc.
 - (n) To provide accreditation services to technical & professional institutions, colleges, schools etc.
 - (o) To provide consultancy services for conducting quality & financial checking and examination of authorized technical & professional institutions, colleges, schools etc. and give reports to all concerned agencies.
 - (p) To provide consultancy services to professional colleges such as Engg Colleges, Medical Colleges, Dental Colleges, Pharmacy Colleges, Management Colleges etc for bringing

excellence in education through education reforms by improving teaching learning processes/ industry academia interface, staff development etc and creating / improving environment for establishment of strong work culture aiming at all-round development of pupils, teachers, support staff etc.

- (q) To provide consultancy services to industrial houses, academic bodies, Societies, research bodies etc to provide solutions to their problems or for capacity building
- (r) To develop and conduct training programmes / seminars / workshops / conferences / symposia etc on various aspects of technical education, social education, medical education, management education and other sciences, arts and commerce education
- (s) To publish books, journals, magazines, periodicals and newspapers and journals in different languages for the promotion and propagation of aims and objectives of Trust.
- (t) To acquire land by purchase, on lease or on rent/hire and other movable or immovable properties from state govt. / central govt. / private person/ private limited companies or built-up properties of any kinds for the use of opening of Medical / Dental / Technical Education Centres /Hospital/ Institutions/Entertainment Centres of the Trust and to construct buildings and equip with plant and machinery thereon for these aims and objectives.
- (u) To apply for and to raise Trust corpus funds/incomes for fulfillment of its aims and objectives, and to accept subscriptions, admission/tuition/other fees, contributions, grants, gifts, aids, donations and loans/OD facilities in cash and/or kind from individuals/patients/students, corporate houses/companies/firms, Banks/Financial institution, registered societies/trusts/ foundations, NRIs, Foreign Trusts/Financial institutions, State/central Government and from any other bodies, National and International for the capital expenses as well as to create funds to meet recurring and incidental expenses concerning the aims and objectives of the Trust.
- (v) To enter into agreements with any other trusts/societies, foundations/ Ltd. Companies / firms / NRIs / State / Central Governments or Semi Govt. Departments/Banks or Financial institutions or any other party having legal entity or any individual(s) for the purposes to fulfill the aims and objectives of the Trust/University as per terms and conditions mutually agreed.
- (w) To donate or contribute corpus funds or give loans in the form of cash/movable/immovable properties for the attainment of similar objects to any other person(s); individual(s), trusts, societies, associations of body corporates engaged in similar or allied aims and objectives of the Trust.
- (x) To do and perform all such acts as are incidental or conducive or necessary to the achievements and attainment of the aims and objectives of Trust / University and allied social activities and services stated here to or any of them for betterment of human race.
- (y) To conduct any other such activities in consonance with aims and objectives / goals of the University as may be prescribed by the Statute.
- (v) The Governing Body shall meet at least three times in a calendar year.
- (vi) The quorum of the meetings of the Governing Body shall be four:
Provided that the Secretary to the Government of Haryana, Higher Education Department or his nominee be present in each meeting in which decisions on issues involving Government Policies/ instructions are to be taken.
- (vii) A minimum of seven days' notice shall be given for all meetings of the Governing Body. However, the notice for emergency meeting shall be minimum of three days.
- (viii) All decisions will be taken by simple majority of the members present and voting in the meeting.
- (ix) The venue for the meeting of the Governing Body will be as determined by the Chancellor.

7. **Constitution, Powers & Functions of Board of Management:**

- (i) The Board of Management shall consist of the following members, namely:-
 - (a) the Vice Chancellor- Chairperson;
 - (b) the Secretary to Government of Haryana, Higher Education Department, or his nominee.
 - (c) Registrar- Member Secretary (non-voting)
 - (d) two members of the Governing Body, nominated by the sponsoring body;
 - (e) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (f) three persons from amongst the teachers, nominated by the sponsoring body and;
 - (g) two teachers, nominated by the Vice-Chancellor.
- (ii) The Vice-Chancellor shall be the Chairperson of the Board of Management.
- (iii) The term of the nominated members of the Board of Management shall be two years.
- (iv) The Board of Management is the chief executive body of the University and will work under the overall directions of the Governing Body. It is in charge of the general management and administration of the University. The powers and functions of the Board of Management shall be:-

- (a) to approve financial accounts together with audit report;
- (b) to adopt and follow the approved Budget for Expenditure;
- (c) to approve Ordinances of the University;
- (d) to create teaching, supporting, administrative and other necessary posts and to specify the manner of appointment thereto;
- (e) to set up sub-committees as required in the discharge of its functions and powers;
- (f) to approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendations of the Selection Committees as constituted by the Statute;
- (g) to define the functions and conditions of service of Professors, Associate Professors, Assistant Professors and other teachers and other academic staff employed by the University;
- (h) to prescribe qualifications for teachers and other academic staff, but not less than the norms prescribed (if any) by the UGC and other regulating bodies;
- (i) to approve and specify the manner of appointment to temporary vacancies of any employee of the University;
- (j) to make provision of the appointment of Visiting Professors, Emeritus Professors, Chairs, Fellows, Artists, Writers and other distinguished professionals as required and determine the terms and conditions of such appointments;
- (k) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;
- (l) to regulate enforcement of discipline amongst the employees in accordance with the Statutes and Ordinances;
- (m) to recommend transfer or acceptance of transfer of any immovable or movable property on behalf of the University to the Governing Body;
- (n) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
- (o) To delegate any of its powers to the Vice-Chancellor, Registrar, the Chief Finance & Accounts Officer or any other officer or authority of the University, or to a committee appointed by it;
- (p) To institute fellowships, scholarships, studentships, awards, prizes etc.;
- (q) To work towards achieving international quality standards in teaching and research through partnership collaborations/exchange programme with renowned national and international Universities;
- (r) To oversee and approve management of general fund as per Sections 12 & 13 of the Act and
- (s) To exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statute.
- (v) The Board of Management shall meet once in every two months.
- (vi) The quorum for the meetings of the Board of Management shall be five:
Provided that the Secretary to the Government, Haryana, Higher Education Department, or his nominee shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.
- (vii) A minimum of seven days' notice shall be given for all meetings of the Board of Management. However, the notice for emergency meeting shall be minimum of three days.
- (viii) All the decisions will be taken by the simple majority of the members present and voting in the meeting.
- (ix) The venue for the meeting of the Board of Management will be as determined by the Vice-Chancellor.

8. Constitution, Powers and Functions of Academic Council:-

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act as amended from time to time, Statutes, Ordinances, Regulations or Rules of the University, co-ordinate and exercise general supervision over the academic policies of the University.

- (i) The Academic Council shall consist of the following:
 - (a) Vice Chancellor- Chairperson;
 - (b) Pro Vice Chancellor;
 - (c) All Deans;
 - (d) All Heads of Departments;
 - (e) One expert from outside the University from each discipline / course awarding the degree to be nominated by the Chancellor from a panel submitted by the Department concerned on the recommendations of the Vice Chancellor;
 - (f) Registrar - Member Secretary (non-voting);

- (g) Five Professors / Associate Professors of the University Teaching Departments nominated by the Chancellor;
- (h) Three teachers of the University Teaching Departments / Institutes nominated by the Vice-Chancellor and
- (i) Any distinguished experts other than the above who may be invited by the Vice-Chancellor to participate in meetings as non-voting members.
- (ii) The Vice-Chancellor shall be the Chairperson of the Academic Council.
- (iii) The term of the nominated members of the Academic Council shall be two years.
- (iv) The Academic Council shall exercise the following, namely:-
 - (a) exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching, research and/or improvements in academic standards.
 - (b) consider matters of general academic interest either on its own initiative or on a reference made by the Chancellor, the Vice-Chancellor, the Governing Body, the Board of Management or a Board of Faculty and to take appropriate action thereon.
 - (c) recommend to the Board of Management, the creation and abolition of teaching posts;
 - (d) prescribe syllabi and courses of study for various examinations on the recommendation of faculties;
 - (e) frame such regulations as are consistent with the Statutes and Ordinances regarding the academic functions of the University, discipline, residence, admissions, examinations, awards of fellowships, studentships, scholarships, medals and prizes, fee concessions, corporate life and attendance and
 - (f) exercise such other powers and perform such other functions as may be conferred or imposed on the Academic Council by the Act, the Statutes or the Ordinances.
- (v) Two-fifth of the members of the Academic Council shall constitute the quorum at a meeting.
- (vi) The Academic Council shall meet at least thrice in a Calendar Year.
- (vii) A minimum of seven days' notice shall be given for all meetings of the Academic Council. However, the notice for emergency meeting shall be minimum of three days.
- (viii) All the decisions will be taken by the simple majority of the members present and voting in the meeting. The Registrar will be a non-voting member.
- (ix) The venue of the meeting of Academic Council will be as determined by the Vice-Chancellor.
- (x) The Academic Council has powers *inter alia* to:
 - (a) Set up departments, and centers,
 - (b) Propose introduction, modification and removal of programmes leading to award of degrees, diplomas and certificates,
 - (c) Recommend ordinances and rules and regulations of academic nature,
 - (d) Approve curricula, syllabi, schemes of examination and other such academic matters,
 - (e) Recognize diplomas and degrees of other Institutions and establish their equivalence with the diplomas and degrees of the University,
 - (f) Recognize marks and grades of other Institutions and establish their equivalence with the marks and grades of the University,
 - (g) Allow for course and credit waivers,
 - (h) Appoint different committees for admission to the University,
 - (i) Make arrangements for instruction and examination of students according to rules prescribed,
 - (j) Review academic working of the University,
 - (k) Approve results and awards of diplomas and degrees including honorary degrees,
 - (l) Recommend establishment of scholarships, medals and honours,
 - (m) Set up sub-committees in the discharge of its powers and functions,
 - (n) Draw panel of experts for constituting Boards of Studies, Faculties and Selection Committees.

CHAPTER-III – OFFICERS OF THE UNIVERSITY**9. Officers:**

The following shall be the Officers of the University, namely:-

- (a) the Visitor;
- (b) the Chancellor;
- (c) the Pro Chancellor;
- (d) the Vice-Chancellor;
- (e) the Pro-Vice-Chancellor;
- (f) the Deans of Faculties;
- (g) the Dean-Students' Welfare;
- (h) the Registrar;
- (i) the Chief Finance and Accounts Officer;
- (j) the Controller of Examinations;
- (k) Such other officer as may be declared to be the officers of the university by the Statute.

10. The Visitor:

- (i) The Governor of Haryana shall be the Visitor of the University.
- (ii) The Visitor shall have the following powers:-
 - (a) when present, he shall preside over the convocation of the University for conferring degrees and diplomas and other academic distinctions.
 - (b) to call for any paper or information relating to the affairs of the university; and
 - (c) on the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the university is not in conformity with the provisions of the Haryana Private University Act 2006 as amended from time to time, Statutes, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the university and the directions so issued shall be complied with by the University.

11. Appointment, Powers & Functions of Chancellor:

- (a) The Chairman of the sponsoring body, namely, Uthan Education Trust shall be the Chancellor of Manav Rachna University. The term of the Chancellor shall be for a period of three years with the prior approval of the Visitor. The Secretary of the Sponsoring Body shall forward the name, along with the bio-data of the proposed Chancellor, to the Visitor for approval.
- (b) The Chancellor shall be eligible for re-appointment with the approval of Visitor following the procedure as laid down above under clause (1):
Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his office maximum for a period of one year until either he is reappointed or his successor enters upon his office.
- (c) The Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Sponsoring Body from time to time.
- (d) The Chancellor shall be the Head of the University and shall exercise power as specified in Section 16 of the Act.
- (e) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the Convocation of the University for conferring degree, diplomas or other academic distinctions.
- (f) The Chancellor may call for any information or record and, if satisfied that any order, proceeding, or decision taken by any authority/officer of the University is not in conformity with the provisions of the Haryana Private University Act 2006 as amended from time to time, Statutes, Ordinances, Regulations or Rules of the University, he may issue such directions as he may deem fit in the interest of the university and the directions so issued shall be complied with.
- (g) Appoint the Vice-Chancellor in accordance with the Act, Statutes, Ordinances and Rules & Regulations.
- (h) Remove the Vice-Chancellor in accordance with the provisions of Haryana Private Universities Act, 2006, Statutes, Ordinances and Rules & Regulations of the University.
- (i) Ensure the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.
- (j) At his discretion delegate all or some of his powers to the Vice-Chancellor or a sub-committee of members of Governing Body constituted by him.
- (k) No assets of the University and/or its funds of any nature whatever can be pledged in any manner to anybody including Financial Institutions/Banks etc. without the approval of the Sponsoring Body on the recommendation of the Chancellor.
- (l) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned.

12. Appointment, Powers & Functions of the Pro- Chancellor:

- (a) The Pro-Chancellor shall be appointed by the Chairman of the sponsoring body, namely, Uthan Education Trust. The term of the Pro Chancellor shall be for a period of three years.
- (b) The Pro-Chancellor shall be eligible for re-appointment with the approval of the Chancellor.
Provided that the Pro- Chancellor shall, notwithstanding the expiry of the term, continue to hold his office maximum for a period of one year until either he is reappointed or his successor enters upon his office.
- (c) The Pro-Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Sponsoring Body from time to time.
- (d) The Pro-Chancellor shall preside over the meetings of the Governing Body in the absence of Chancellor.
- (e) The Pro Chancellor shall perform all such duties and functions as delegated by the Chancellor.

13. Appointment, Powers & Functions of the Vice Chancellor:

- a. The Vice-Chancellor shall be appointed by the Chancellor as per the qualifications prescribed by the University Grants Commission, subject to the provisions contained in sub-section (7) of section 17 of the Act.
- b. A Vice Chancellor shall hold office for a term of three years or up to the age of superannuation as prescribed by the University Grants Commission from time to time, whichever is earlier.
Provided that after expiry of the term of three years, the Vice-Chancellor shall be eligible for re-appointment for another term of three years:
Provided further that a Vice-Chancellor shall continue to hold the office even after the expiry of his term till new Vice-Chancellor joins. However, in any case the period shall not exceed one year.
- c. The Vice-Chancellor shall be a salaried officer of the University and shall receive pay and allowances as decided by the Chancellor from time to time.
- d. The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- e. In the absence of both the Visitor and the Chancellor, the Vice-Chancellor shall preside over the Convocation of the University.
- f. The Vice-Chancellor shall discharge the responsibilities and functions as per the Act, the Statutes, the Ordinances, the Regulations or the Rules and as assigned by the Chancellor/Governing Body from time to time, in addition to the following duties:-
 - i. Co-ordinate with the Deans/HoDs/Departments concerned with regard to teaching and research in the University.
 - ii. Provide academic leadership and motivation for excellence;
 - iii. Ensure high standards of education imparted at the University and to obtain accreditation, approval, high ranking etc. and
 - iv. Process disciplinary action, whenever needed against the faculty, technical/administrative staff and students of the University as per Statutes and Rules.
- g. If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is beyond the scope of the powers conferred by this Act, Statutes, Ordinances, Regulations or Rules or is likely to be prejudicial to the interests of the university, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- h. In case of an emergency like illness, long absence, resignation or due to any other reason the Chancellor shall assign the duties of the Vice-Chancellor to the Pro Vice Chancellor/Senior Professor or any other officer of the University. However, this period of interim arrangement shall not exceed one year.
- i. The Vice-Chancellor may by writing under the hand addressed to the Chancellor, resign his office.
- j. If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Vice-Chancellor is not in the interest of the University, then the Chancellor may, by an order in writing stating the reasons therein, require the Vice-Chancellor to relinquish his office from a date specified in the order:
Provided that before taking any action under this clause, the Vice-Chancellor shall be given an opportunity of being heard.
- k. If, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he may deem necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.

14. Appointment, Powers & Functions of Pro-Vice Chancellor:

- a. University may have more than one Pro-Vice Chancellor as per the functional requirements.
- b. The Pro-Vice Chancellor shall be appointed by the Chancellor on the recommendations of the Vice Chancellor for a term of two years as per the provisions made in the relevant Ordinance.
- c. The Pro-Vice Chancellor shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.
- d. The Pro-Vice Chancellor shall be responsible:
 - (i) To ensure services for the smooth conduct of the academic, R&D and other activities of the University;
 - (ii) to ensure high quality of all academic programmes offered by the University and to interact with and coordinate with the Deans of Faculties of the University as well as with the Registrar for academic matters;
 - (iii) to prepare reports for the government, regulating bodies, inspection committees, accreditation bodies like NAAC and NBA, IQAC, respond to surveys for obtaining University rankings, and prepare mandatory disclosures;
 - (iv) to prepare the annual report of the University, the Prospectus, keep the University web site up to date, and in general be responsible for all documentation to be put in the public domain;
 - (v) to prepare the academic calendar for all programmes offered by the University;
 - (vi) to promote R&D, consulting, extension activities and to promote acquisitions of funds from external funding agencies like DST, AICTE, DBT, etc.;
 - (vii) to coordinate training programmes, placement activities, extension programmes, Management Development and Faculty Development programmes etc.;
 - (viii) to coordinate the setting up of national and international linkages for the benefit of students, faculty members, and for promoting R&D etc. ;
 - (ix) to carry out any other functions and duties as assigned by the Chancellor / Vice-Chancellor from time to time.

15. Appointment, Powers & Functions of the Deans of Faculties:

- (a) The Deans of the Faculties shall be appointed by the Vice-Chancellor for a period of two years from amongst the Professors of the University.
- (b) The Deans of the Faculties shall hold office during the pleasure of the Vice-Chancellor
- (c) The Deans of Faculties shall be Academic and Administrative Heads of the designated Faculty and their powers and functions shall be as prescribed in the relevant Statutes.

16. Appointment, Powers & Functions of the Dean of Students' Welfare:

- (a) The Dean of Students' Welfare shall be appointed by the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University.
- (b) The Dean of Students' Welfare shall hold office during the pleasure of Vice-Chancellor.
- (c) The Dean of Students' Welfare shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.
- (d) The Dean of Students' Welfare shall be responsible:
 - (i) to arrange for the Convocation, Orientation of new students, farewell of graduating students etc;
 - (ii) to organize events relating to extra-curricular/ co-curricular and sports activities;
 - (iii) to redress grievances of students with the cooperation of other officials;
 - (iv) to assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
 - (v) to communicate with the guardians of the students concerning the welfare of the students and
 - (vi) to carry out any other functions and duties as assigned by the Chancellor/Vice Chancellor from time to time.

17. Appointment, Powers & Functions of Registrar:

- (a) The appointment of the Registrar shall be made by the Chairperson of the Sponsoring Body on the recommendation of the Selection Committee.

- (b) The Selection Committee shall consist of Vice-Chancellor and two members of the Sponsoring Body nominated by the Chairman, Sponsoring Body.
- (c) The Registrar shall be a full time salaried officer of the University and shall discharge the duties under the overall superintendence and control of the Vice-Chancellor.
- (d) The age of retirement of the Registrar shall be as per service rules of the University.
- (e) The registrar shall possess such qualifications as may be prescribed by the UGC. The emoluments shall be fixed by the Sponsoring Body and other terms and conditions of service of the Registrar shall be as prescribed in the Service Rules.
- (f) The Registrar will be the Member Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.
- (g) It shall be the duty of the Registrar:
 - (i) to be custodian of the records, the funds of the University and such other property of the University as the Governing Body may commit to his charge including official seal of the University;
 - (ii) to issue notices convening meetings of the authorities of the University and all Committees and Sub-Committees appointed by any of these authorities;
 - (iii) to issue agenda and maintain the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities;
 - (iv) to conduct the official correspondence on behalf of the authorities of the University;
 - (v) to supply copies of the agenda, the minutes of the meetings of the authorities of the University to the Chancellor and to the concerned members as soon as they are issued;
 - (vi) to represent the University in suits or proceedings by or against the University, sign powers of attorney and perform pleadings or depute his representatives for this purpose as authorized;
 - (vii) to hold in special custody books and documents of the University;
 - (viii) to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University and
 - (ix) to perform such other duties as may be specified by the Vice-Chancellor from time to time.
- (h) The Registrar shall be the authorized officer to enter into agreements/contracts, sign documents and authenticate records on behalf of the University and he shall act in such capacity when the appropriate authority of the University has taken a decision in the matter. He shall also exercise such other powers and perform such other duties as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules.
- (i) When the office of the Registrar falls vacant or when the Registrar is by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for this purpose.

18. Appointment, Power & Functions of Chief Finance & Accounts Officer:

- (a) The appointment of the Chief Finance & Accounts Officer shall be made by the Chancellor on the recommendation of the Selection Committee. The Chief Finance & Accounts Officer will hold the office at the pleasure of the Chancellor.
- (b) The Selection Committee shall consist of Vice Chancellor, and two members of the Sponsoring Body nominated by the Chancellor.
- (c) The Chief Finance & Accounts Officer shall be a full time salaried officer of the University and shall discharge his duties under the overall superintendence and control of the Chancellor/Vice-Chancellor.
- (d) The age of retirement of the Chief Finance & Accounts Officer shall be in accordance with the service rules of the University.
- (e) It shall be the duty of the Chief Finance & Accounts Officer:
 - (i) to maintain all accounts and records as per regulating standards;
 - (ii) to exercise general supervision of the accounts and funds of the University and advise on financial policies;
 - (iii) to manage properties and investments of the University;
 - (iv) to ensure that the budgetary limits fixed for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
 - (v) to be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Chancellor/Governing Body;
 - (vi) to keep a constant watch on the cash, bank balance and investments;
 - (vii) to watch the progress of collection of revenue and advise on the methods of collection employed;

- (viii) to ensure that the registers of properties of the University are maintained properly and the stock checking of equipments and other materials in the offices of the University;
 - (ix) to ensure all statutory & timely compliances of Audit requirements;
 - (x) to be responsible for liaison with Financial Institutions / Bank and other financial matters and
 - (xi) to exercise such other powers and perform such other duties as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules and assigned by the Chancellor/Vice-Chancellor.
- (f) When the office of the Chief Finance & Accounts Officer falls vacant or when the Chief Finance & Accounts Officer is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor/Vice-Chancellor may appoint for the purpose.

19. Appointment, Powers & Functions of the Controller of Examinations:

- (a) The appointment of the Controller of Examinations shall be made by the Chancellor on the recommendation of the Selection Committee.
- (b) The Selection Committee shall consist of Vice Chancellor, and two members of the Sponsoring Body nominated by the Chancellor.
- (c) The Controller of Examinations shall discharge his duties under the overall superintendence and control of the Vice-Chancellor.
- (d) The Controller of Examination shall be as full time salaried officer of the University.
- (e) It shall be the duty of the Controller of examinations:
 - (i) to conduct examinations in a disciplined and efficient manner;
 - (ii) to arrange for the setting of the question papers with strict regard to secrecy;
 - (iii) to arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;
 - (iv) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainment of students;
 - (v) to deal with any other matter connected to examinations which may, from time to time, be assigned to him by the Vice Chancellor.
- (f) The Controller of Examinations shall strive to declare the results of every examination conducted by the University within a period of thirty days from the last date of examination for that particular course, and, shall, in any case, declare the results latest within a period of forty five days from such date:

Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period, it shall submit a report incorporating the detailed reasons for such delay to the Vice Chancellor who may issue such directions as he may deem fit.
- (g) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules.
- (h) When the Office of the Controller of Examinations falls vacant or when the Controller of Examinations is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

CHAPTER-IV – BOARDS OF FACULTIES AND BOARDS OF STUDIES

20. Constitution, Power & Functions of Boards of Faculties:

- (a) Each Board of Faculty shall consist of the following:
 - (i) the Dean of the Faculty who shall be the Chairperson;
 - (ii) the Heads of the Departments in the Faculty;
 - (iii) all Professors in the Faculty;
 - (iv) two Associate Professors and two Assistant Professors by rotation from Departments of the Faculty
 - (v) two outside experts nominated by the Vice-Chancellor
- (b) the term of the members, other than ex-officio member, shall be two years;
- (c) Two-fifth of the members shall constitute the quorum.
- (d) The meeting of the Board of Faculty shall be held at least once in a semester.
- (e) Subject to the control of the Academic Council, the powers of the Board of Faculty shall be:
 - (i) to co-ordinate the teaching and research work of the University in the subjects assigned to the Faculty;

- (ii) to recommend to the Academic Council courses of studies and syllabi for the different examinations after necessary report from the Board of Studies
- (iii) to discuss and suggest to the Academic Council schemes for the advancement in the standards of teaching and examinations; and
- (iv) to deal with any other matter that may be referred to it by the Board of Management/ Academic Council/Chancellor/Vice-Chancellor.
- (v) A minimum seven days' notice of the meeting shall be given by the Chairperson. However, the notice for emergency meeting shall be of minimum three days. The Chairperson shall issue agenda and maintain minutes of the meeting.

21. Constitution, Powers & Functions of Board of Studies:

- (a) There shall be a Board of Studies for each Department comprising of:
 - (i) the Head of the Department who shall be the Chairperson;
 - (ii) all Professors of the Department;
 - (iii) two teachers of the Department to be nominated by the Vice-Chancellor in consultation with the Chairperson; and
 - (iv) one outside expert to be nominated by the Vice-Chancellor.
- (b) The term of the members, other than ex-officio member, shall be two years.
- (c) Two-fifth of the members shall constitute the quorum.
- (d) The meetings of the Board of Studies shall be arranged at least once in a semester.
- (e)
 - (i) The Board of Studies shall recommend to the Academic Council, through the Faculty concerned, courses and syllabi of the studies and text books for the various subjects for Under-graduate and Post-graduate classes and Research degrees.
 - (ii) The Board of Studies shall also make recommendations regarding the appointment of Paper setters and Examiners for the Under-graduate or the Post-graduate and other courses, as the case may be.
 - (iii) The Boards of Studies shall deal with any other matter that may be referred to it by the Faculty/Chancellor/Vice-Chancellor.

CHAPTER-V – APPOINTMENT OF TEACHERS, OTHER OFFICERS AND THEIR POWER & FUNCTIONS

22. (i) Appointment and Functions of the Teachers

- (a) All appointments to teaching posts shall be made by the Board of Management on the recommendations of the Selection Committee.
- (b) The terms and conditions of appointment and service of teachers and other academic staff shall be as specified by the statutes and the ordinances/service rules.
- (c) The Selection Committee for the appointment to the teaching posts (Professor, Associate Professor and Assistant Professor) and other academic Staff shall have the following composition:
 - (i) Vice Chancellor who shall be the Chairperson;
 - (ii) Dean of the concerned faculty;
 - (iii) HoD of the Department;
 - (iv) Three experts in the concerned subject / field nominated by the Vice-Chancellor out of the panel of names approved by Board of Management and:

Provided that the Vice-Chancellor may add more names to the panel in special circumstances and report these names to the Board of Management at its next meeting:

Provided that in case of selection to the post of Professor, Dean/HoD will not be associated in the Selection Committee if they are holding the position of Associate Professor.
- (d) At least four shall constitute the quorum out of which minimum of two shall be the subject experts.
- (e) Teaching positions shall be advertised in one national and one local newspaper.
- (f) In addition to the regular teachers, the Board of Management may appoint persons of eminence with outstanding academic and research achievements as Professors of Eminence, Professor Emeritus and Distinguished Professors. Adjunct Professors, Chairs, Advisors in the University. The honorarium, perquisites, terms and conditions for these positions shall be decided by the Board of Management.
- (g) Notwithstanding anything contained in Clause (a) and (e) above, the Vice-Chancellor may, where he considers necessary, make an ad-hoc or temporary appointment for a period not exceeding one year, at a time, if it is not possible or desirable to make regular appointment. The decision taken by the Vice-Chancellor shall be reported to the Board of Management in its next meeting.
- (h) The teachers shall be a full time salaried officer of the University and shall discharge the duties under the overall superintendence and control of the Head of the Department, Dean of the faculty concerned and Vice-Chancellor.
- (i) The age of retirement of the teachers shall be as per service rules of the University.
- (j) The teachers and other academic staff shall possess such qualifications as may be prescribed by the UGC. The emoluments shall be fixed by the Governing Body and other terms and conditions of service of the teachers and other academic staff shall be as prescribed in the Service Rules.
- (k) It shall be the duty of the teachers and academic staff (other than Librarian, Dy. Librarian & Asstt. Librarian) to engage classes (Theory & Practical, conduct projects, examinations and evaluation of the answer script as per the norms and standards prescribed by the AICTE/UGC from time to time.
- (l) The teachers shall be responsible to perform the duties and responsibility of the Dean, Director, HoD and members of the committees as constituted by the Officers/authorities of the university.
- (m) The teacher shall perform such other duties and exercise such other powers as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules and as assigned by the Chancellor/Vice Chancellor.

22. (ii) Appointment of Other Officers and their functions.

The Vice Chancellor may appoint Deans, Directors, HoDs for proper Governance of the university and assign different functions to them with the approval of the Board of Management.

(i) Dean (Academic):

- (a) The Dean (Academic) shall be appointed by the Vice-Chancellor for a period of two years from amongst the Professors of the University.
- (b) He/She shall hold office during the pleasure of the Vice-Chancellor.
- (c) The Dean (academic) shall be responsible to oversee all the academic programs (UG to Doctoral level) offered by the university and to ensure that norms/guidelines laid down by the competent bodies are followed appropriately and requisite standards are maintained as per the rules and regulations of the University.
- (d) The Dean (Academic) shall assist the Vice Chancellor in formulation of the academic policies, taking initiative for NBA/NAAC accreditation and shall liaise with statutory bodies i.e. UGC/AICTE as and when need arise.
- (e) The Dean (Academic) shall perform such other function as prescribed in ordinances/regulations and assigned by the Vice Chancellor or other authorities of the university from time to time.

(ii) Dean (Examination):

- (a) The Dean (Examination) shall be appointed by the Vice-Chancellor from amongst the Professors/Associate Professors of the University in the absence of Controller of Examination.
- (b) He/ She shall hold office during the pleasure of the Vice-Chancellor
- (c) The Dean (Examination) shall perform all the duties and responsibilities as assigned to the Controller of Examination in the statutes 19 (d) under overall supervision and direction of the Vice Chancellor.
- (d) He /She shall perform such other function as assigned by the other authorities of the University from time to time.

(iii) Directors:

- (a) The Directors shall be appointed by the Vice-Chancellor from amongst the Professors/Associate Professors of the University.
- (b) He/She shall hold office during the pleasure of the Vice-Chancellor
- (c) The Directors shall perform such administrative and academic duties and responsibilities as assigned by the Vice Chancellor.

(iv) Head of the Departments (HoDs):

- (a) The HoDs of the Departments shall be appointed by the Vice- Chancellor for a period of two years from amongst the Professors on rotation basis. In case, a Department does not have the Professor /Associate Professor, the Vice Chancellor may assign the headship of that Department to one of the Deans/Directors
- (b) The Head of the Department shall be Academic and Administrative Heads of the designated Department and shall be responsible for the entire working of the Department. He/she shall –
 - i. be the academic head of the Department and shall convene and preside over the meetings of the Department, the Board of Studies and DRC.
 - ii. maintain discipline in the classroom and Laboratories through teachers of the Department and ensure that classes are conducted regularly and the syllabi is got covered well in time;
 - iii. assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - iv. be responsible for the coordination and supervision of the teaching and research in the Department;
 - v. be the sanctioning authority for leave in r/o staff and faculty members other than Professors according to the rules framed for the purpose;
 - vi. be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
 - vii. be responsible to operate the Budget of the Department as per the financial powers delegated; and
 - viii. have such other powers and perform such functions, as may be assigned to him by the Academic Council/ Board of Management.
 - ix. he be duty bound to see that the decisions of the authorities of the universities are faithfully carried out.
 - x. perform such other duties as may be assigned to him/ her by the Vice Chancellor.
 - xi. be sanctioning authority for participation in faculty development programs/short term courses/national seminars/conferences according to rules framed for the purpose.

23. Appointment and Functions of the Non-Teaching staff

All appointments to the Non-teaching posts shall be made by the Board of Management on the recommendations of the Selection Committee.

(1) The Selection Committee for appointment to the Non-teaching posts shall have the following composition:

- (a) Vice Chancellor who shall be the Chairperson;
- (b) A nominee of the Chancellor;
- (c) One of the Deans nominated by the Chancellor;
- (d) Registrar;
- (e) Two experts nominated by the Vice-Chancellor;

Provided that the Vice-Chancellor may add more names to the panel in special circumstances and report these names to the Board of Management at its next meeting.

- (f) At least four shall constitute the quorum out of which minimum of one shall be the subject expert.
- (g) Non-Teaching positions shall be advertised in two Newspapers (One in National daily).

2. The following types of non-teaching employees will be employed by the University:

- (i) Permanent;
- (ii) Temporary;

(iii) Contractual employees and

(iv) Casual employee

- (a) Permanent employee means an employee who is appointed against a regular post. The probationary period for such employees will be of one year, which can be extended, if necessary.
- (b) Temporary employee means an employee appointed on temporary basis against a clear vacancy/regular post;
- (c) Contractual employee means an employee who is appointed on contract for a specific period as decided by the Chancellor/ Vice-Chancellor;
- (d) Casual employee means an employee who is engaged on the basis of daily wages for short duration not exceeding 45 days in one span.
- (e) The power and function of the non-teaching staff shall be as assigned by the Registrar/Vice Chancellor/Chancellor from time to time

23A. The terms and conditions of service of the employees

- 1. the university shall enter into a written contract of service with every new employee of the university; appointed on regular basis or otherwise and the terms and condition of the contract shall not be inconsistent with the provisions of the Act , the statutes, ordinances and regulations/rules.
- 2. A copy. of the contract referred to in subsection 1 shall be lodged with the university and a copy thereof shall also be furnished to the employee concern

24. Special mode of Appointment

- (a) Notwithstanding anything contained in this Clause 21 of the Statutes, the Board of Management may invite a person of high academic distinction and professional attainment to accept the post of a Professor / Associate Professor or any other equivalent post in the University on such terms and conditions as it may deem fit, and appoint the person to such post.
- (b) The Board of Management may appoint any member of the academic staff working in any other institution / organization on a teaching assignment or for undertaking a project or any other work on such terms and conditions as may be determined by the Board of Management in accordance with the manner specified by the Statutes / Ordinances.

25. (a) Resignation:

A teacher, a member of the academic staff or other employee may resign after giving one month's notice in writing to the Board of Management/ the appointing authority or by paying one month's salary in lieu thereof; Provided that such resignation shall take effect only from the date on which the resignation is accepted by the Board of Management/ the appointing authority.

(b) Disciplinary proceedings and removal of the employees

- (a) Where there is an allegation of indiscipline/misconduct against a teacher, the Vice-Chancellor shall constitute an Inquiry Committee for the purpose.
- (b) Based on the Inquiry Committee Report, the Vice-Chancellor may decide the course of action i.e issuing show cause notice, placing him under suspension depending on the severity of the indiscipline/ misconduct, and shall forthwith report to the Board of Management the circumstances in which the action was taken.
- (c) Notwithstanding anything contained in the terms of the contract of appointment or in a other terms of conditions of service of the employees, the Board of Management in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, as the case may be shall have the power to remove a teacher or a member of the academic staff or other employee as the case may be on grounds of misconduct.
- (d) Save as aforesaid, the Board of Management or the appointing authority, as the case may be shall not be entitled to remove any teacher, any member of the academic staff or any other employee for a justified cause and after giving three months' salary to him/her in lieu thereof.
- (e) No action against a teacher can be taken without giving him an opportunity of being heard.
- (f) An appeal against any action taken by the Vice-Chancellor or Board of Management can be made to the Chancellor within 30 days from the date receiving the communication of the action taken.

CHAPTER-VI**DISQUALIFICATIONS ETC. OF MEMBERS****26. Disqualification for Membership of an Authority or Body:**

- (a) A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he:
- (i) is of unsound mind and stands so declared by a competent court;
 - (ii) is an un-discharged insolvent;
 - (iii) has been convicted of any offence involving moral turpitude;
 - (iv) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
 - (v) ceases to hold the post by virtue of which he has been made ex-officio / nominated member of any committee/authority / body of the University

27. Vacancies not to invalidate proceedings of any authority or Body:

No act or proceeding of any authority or body of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

28. Filling up of Emergent Vacancy:

A vacancy which may occur in the membership of the authorities or bodies of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as soon as possible by the person or the body who had appointed or nominated such a member:

Provided that the person appointed or nominated as a member of an authority or body of the University on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

CHAPTER-VII - FACULTIES WITH DEPARTMENTS/INSTITUTES**29. Faculties /Departments**

1. The following shall be the Faculties and Departments of the University:

(a) Faculties:-

- (i) Faculty of Engineering
- (ii) Faculty of Applied Science
- (iii) Faculty of Management & Humanities

Such other Faculty as may be declared by the University on the recommendation of Academic Council.

(b) Departments:-

- (i) Department of Computer Science and Technology
- (ii) Department of Mechanical Engineering
- (iii) Department of Electronics and Communication Engineering
- (iv) Department of Management and Humanities
- (v) Department of Physics
- (vi) Department of Chemistry
- (vi) Department of Mathematics
- (vii) Such other Department as may be declared by the University on the recommendation of Academic Council.

2. Various courses shall be started in different faculties and Departments in the following areas:-

- (a) Engineering & Technology
- (b) Management and Business Studies
- (c) Computer Application
- (d) Pure and Applied Sciences
- (e) Commerce
- (f) Humanities and Social Sciences
- (g) Architecture and Design
- (h) Law
- (i) Health & Applied Sciences

3. Programs may be added / removed from time to time with the approval of the Board of Management on the recommendations of Academic Council.

4. Each Program shall have such Departments as may be assigned to it by the Academic Council from time to time

5. The Academic Council can shift a Department from one Faculty to another on the recommendations of the concerned Deans of Faculties.

CHAPTER-VIII-MISCELLANEOUS**30. MISCELLANEOUS****(1) Authorization to commence the Course(s):**

The University shall offer B. Tech./M. Tech./MBA/Doctoral and other degree level programmes as approved by the Board of Management on the recommendation of Academic Council as per Clause 34(A) of the Act or as amended from time to time.

(2) Number of seats in different courses:

- (i) The number of seats in each B.Tech Program shall be in multiple of 30 and in case of B.Tech. MBA and 5 years integrated degree programs such as B.Tech. M.Tech, BA.LLB, BBA. LLB, B. Com. LLB etc. as prescribed by the Statutory Council and approved by the Academic Council of the University.
- (ii) The number of seat in M.Tech. Programs shall be 18 each.
- (iii) The number of seats in Doctors Programs shall be as prescribed by the UGC and approved by the University Grants Commission.
- (iv) For other courses a number of seats shall be as decided by the Academic Council subject to fixed by the Statutory Council, if any.

(3) Admissions

- (a) Admission to the B Tech Program shall be made on the basis of merit in a national level entrance exam specified by the University or on the basis of an entrance exam conducted by the University. Such admissions shall be made by a due date fixed by the Academic Council. In case of lapsed/vacant seats, admissions shall be on the basis of merit in 10+2 boards.
- (b) Admission to the M. Tech. Program shall be made on the basis of merit in a national level entrance exam (GATE) or on the basis of entrance exam conducted by the University. Such admissions shall be made by a due date fixed by the University. In case of vacant seats the admissions shall be on the basis of merit in the qualifying degree.
- (c) Admission to the MBA Program shall be made on the basis of merit in National Level exam, stipulated by the University from time to time, or on the basis of entrance exam conducted by the University. The University may introduce additional Group Discussion and/or personal interview. All admissions shall be made by a due date fixed by the University as follows:
 - i) First preference will be given to candidates based on their merit in the National Level exam.
 - ii) Second preference will be given to candidates based on their merit in the entrance exam conducted by the University.
 - iii) Third preference will be given to candidates based on their merit in qualifying degree.
- (d) Admission to the B. Sc. Honors in Physics, Chemistry, Mathematics, LLB, B.A. LLB, B.Com.LLB, B.B.A.LLB, B.Ed., B.A.B.Ed. Programs shall be made on the basis of merit in a national level entrance exam specified by the University or on the basis of an entrance exam conducted by the University. Such admissions shall be made by a due date fixed by the Academic Council. In case of lapsed/vacant seats, admissions shall be on the basis of merit in 10+2 boards.

RESERVATION:

25% seats in each program are reserved for the students of State of Haryana, out of which 10% seats are reserved for the students belonging to the scheduled castes of State of Haryana.

(In case the seats earmarked reserved for the students of the State of Haryana be remained vacant due to non-availability of candidates shall be decided as per Section 30(3) of Haryana Universities Act as amended from time to time.

- (e) Admission to Doctors Program shall be made as per UGC Regulation, 2009 or as amended from time to time. For other courses/ Programs as per the criteria laid down by the Academic Council with the approval of the Board of management.

The University shall publish an Admission Brochure for each Academic Term providing the details of courses, eligibility criteria, criteria for preparation of merit list, fee structure and abstract of academic ordinances/ regulations/ rules etc. well before the start of each term as per Clause 34(C) of the Act or as amended from time to time.

(4) Fee Structure

- (a) The university shall prepare the Fee Structure for various courses / programmes from time to time and shall send it for information to the Government at least 30 days before commencement of the academic session.
- (b) The fee structure for 25% of the students who are domicile of Haryana shall be based on merit cum means and shall be subject to the provisions prescribed in the sub section 2 of the section 36 of the Act.

(5) Endowment, Scholarships & Fellowships etc.:

- (a) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and prizes of the recurring nature. It can also establish the same on its own initiative.
- (b) The awards shall be made out of the annual income occurring from the endowments. Any part of the income which is not so utilized shall be added to the endowment.
- (c) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.
- (d) In case any endowment is accepted by the Board of Management, it shall make Regulations for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
- (e) The Board of Management may formulate Regulations on the exemption of fees and award of Scholarships/Fellowships, the basis will be merit or merit-cum-means.
- (f) Approval of awardees for fellowships, medals and prizes as per the Regulations for specific endowment will be given by the Vice-Chancellor

(6) Convocation:

- (a) The Convocation for the award of Degrees, Diplomas, Certificates and other Distinctions of the University shall normally be held annually.
- (b) The Academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.
- (c) Special convocation may also be arranged with approval of the Visitor to award Honorary Degrees / Academic Distinctions to distinguished persons.

(7) Conferment of Honorary Degrees:

- (a) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the Bio-Data of the proposed recipient to the Chairman of the Academic Council.
- (b) On receipt of the proposal, a special meeting of the Academic Council will be called to consider the proposal.
- (c) The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the Visitor.
- (d) The conferment of honorary degree or distinction shall be subject to the prior approval of the Visitor.

(8) Withdrawal of Degree/Diploma etc.:

- (a) A degree, diploma, certificate or other academic distinctions may be withdrawn by the University:
 - (i) if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the Ordinance, or
 - (ii) if the candidate has misbehaved at a convocation of the University, provided that the question whether a person has misbehaved in terms of this Statute shall be finally decided by the Vice-Chancellor, or
 - (iii) when sufficient evidence is laid before the Academic Council showing that any person on whom a degree or diploma etc. was conferred by the University has been convicted to what is in their opinion a serious offence, the Academic Council may recommend to the Board of Management that such a degree or diploma be cancelled.

(9) Annual Report:

- (a) The Annual Report of the University shall be prepared by the Vice Chancellor of the University.
- (b) The Report, duly recommended by the Board of Management, shall be placed for approval to the Governing Body and a copy of the same shall be submitted to the Sponsoring Body.
- (c) A copy of the Annual Report shall be sent to the Visitor and to the State Government.

(10) Provisions in the Statutes at variance with the Act

- (a) Anything in the Statutes contrary to the provisions of The Haryana Private Universities Act, 2006 (as amended from time to time) shall be treated as null and void.

(11) Interpretation of the Statutes

- (a) In case of any disputes / difference of interpretation of the provisions made in the Statutes, the decision of the Chancellor shall be final.

(12) Jurisdiction

- (a) Legal Jurisdiction of the University shall only lie in the Courts at Faridabad and / or at Capital City of Chandigarh.

(13) Protection of Action taken by the Officers / Employees of the University in good faith

- (a) No suit or legal proceeding shall lie in any Court against the University or against any Authority, Officer or Employee of the University or against any Person or Body of Persons acting under the order or direction of any Authority or Officer or any other Employee of the University for anything done in good faith or intended to be done in pursuance of any of the provisions of the Act, Statutes, Ordinances, Regulations and Rules.

(14) Validity of the Administrative Decisions

- (a) The University shall notify Statutes / Ordinances/ Regulations / Rules, as required for day to day operations of the University in a reasonable time-frame. However, all Administrative decisions taken by the various Authorities / Officers of the University shall remain valid even in the absence of specified Statutes / Ordinances / Regulations/ Rules:
Provided no such decision shall be taken or deemed to be taken which is at variance with the provisions of the Act.

(15) Tribunal of Arbitration

1. Any dispute arising out of contract of employment between the university and the employee or between the students and the university shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, One member nominated by the employee /Student concern, as the case may be and an umpire not associated with the University in any manner be nominated by the Chancellor.
2. Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration in force, and all the provisions of that law with the exception of section 2 there of shall apply accordingly.
3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as prescribed.
4. The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall be in any court in respect of any matter decided by the Tribunal.