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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक ३७]

भोपाल, शुक्रवार, दिनांक 15 सितम्बर 2023-भाद्र 24, शक 1945

भाग ४

विषय-सूची

- (क) (1) मध्यप्रदेश विधेयक,
- (2) प्रवर समिति के प्रतिवेदन
- (3) संसद् में पुरःस्थापित विधेयक.

- (ख) (1) अध्यादेश(ग) (1) प्रारूप नियम,
- (2) मध्यप्रदेश अधिनियम,
- (2) अन्तिम नियम.

(3) संसद् के अधिनियम.

भाग ४ (क)-कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 6 सितम्बर 2023

क्र. आर—111—सीसी—23—अड़तीस.— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, अमलतास निजी विश्वविद्यालय, देवास के प्रथम अध्यादेश क्रमांक 1 से 120 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 1 से 120

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

भोपाल दिनांक 8 सितम्बर 2023

क्रं आर-84-सीसी-23-अडतीस - मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26(1) के अनुक्रम में, विक्रांत निजी विश्वविद्यालय, ग्वालियर के प्रथम परिनियम क्रमांक 01 से 45 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 45

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार, वीरन सिंह मलावी, अवर सचिव.

PREAMBLE:

In exercise of the powers conferred by sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Governing Body of Vikrant University, Gram Ratwai, Chitora Road, Badagoan, Morar, Gwalior, Madhya Pradesh, Pin Code 474006 hereby makes the following First Statutes of the University, namely:

STATUTE-1

Short Title, Commencement and Jurisdiction

- The "Statutes" means the Statutes of the Vikrant University, Gram Ratwai, Chitora Road, Badagoan, Morar, Gwalior, Madhya Pradesh. Hereafter, the University means Vikrant University.
- 2. These Statutes shall come into force with effect from the date of notification in the state gazette by the State Government.
- 3. These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 and the amendments thereafter. If there is any discrepancy in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
- 4. Nothing in these Statutes shall debar the University from amending these Statutes and/or providing subsequent Statutes according to the provision of Section 26 of the Act. The amended/subsequent statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such date as prescribed in the notification.

The Jurisdiction:

All matters pertaining to any act/law shall be the subject of the jurisdiction of Gwalior, Madhya Pradesh.

STATUTE-2 Definitions

- In all the Statutes, Regulations, Ordinances and Rules made there under and further in all the Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as may be framed thereafter from time to time, unless the context otherwise requires;
- 'Act' or 'Adhiniyam'. means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007), as amended from time to time.
- 3. 'The Senate' means the Senate of the Vikrant University.
- 4. 'Academic Council' means the Academic Council of the Vikrant University.
- 5. 'Academic Year' means a period of twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned programme(s) and apportioned into "semesters" as stipulated in the Ordinance.
- 'Administrative Officer' (AO) means an officer looking after the day-today administrative work of the Vikrant University.
- 7. Board of Management' means, the Board of Management of the Vikrant University.
- 8. Board of Studies' means the Board of Studies of all the subjects in different Departments/Schools.
- 9. 'Chancellor' means the Chancellor of the Vikrant University.
- Pro-Chancellor' means the Pro-Chancellor's of the Vikrant University.
- 11. 'Vice Chancellor' means the Vice-Chancellor of the Vikrant University.
- 12. 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of the Vikrant University.
- 13. 'Pro-Vice-Chancellor' means, Pro-Vice-Chancellor of the Vikrant University.
- 14. 'Registrar' means the Registrar of the Vikrant University.

- 15. 'Convocation' means the convocation of the Vikrant University.
- 16. 'Endowment/Corpus Fund' means the endowment/corpus fund of the Vikrant University. An investment fund set up by the University/ Individual/Group of persons/ Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes/ Ordinances/ Regulations.
- 17. 'Course(s)' means prescribed area(s) or course(s) of study or programme(s) and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or academic title of the Vikrant University.
- 'Dean of Faculty' means the Academic Head of the Faculty of the Vikrant University.
- 19. 'Department' means a Department of Studies / School of Studies of the Vikrant University.
- 20. 'Employee' means any person working on the payroll of Vikrant University.
- 21. 'School' means the School of the Vikrant University (the various Academic Schools) headed by the Dean where the course(s) of study of similar nature or programme(s) and/or any other component(s) are taught leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- 22. 'Fee' means the collection made by Vikrant University from the students.
- 23. 'Governing Body' means the Governing Body of the Vikrant University constituted as per the act.
- 24. 'National Assessment and Accreditation Council (NAAC) means a statutory body of an autonomous institution of the University Grants Commission.
- 25. 'Officers of the University' includes Chancellor, Pro-Chancellor(s), Vice-Chancellor, Registrar, Pro-Vice-Chancellor, Chief Finance and Account Officer, Controller of Exam and such other officers as may be appointed by the Vice-Chancellor with the approval of the Chancellor.
- 26. 'Ordinances' means Ordinances of Vikrant University.

- 27. 'Other Backward Classes' means, the communities, castes and tribes notified by the State Government from time to time.
- 28. 'Regulatory Commission' means the Madhya Pradesh Private University Regulatory Commission established under section 36 of the The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007.
- 29. 'Regulatory Body' means a Central or State regulatory body established by the Central or State Government for laying down norms and conditions for ensuring standards of higher education.
- 30. Regulatory Council' means the All-India Council for Technical Education (AICTE) established under the All-India Council for Technical Education Act, 1987 (52 of 1987), and the Bar Council of India (BCI) constituted under Section 4 of the Advocates Act. 1961 (25 of 1961), the Council of Architects (COA) established under the Architects Act, 1972 (20 of 1972), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiya Parishad Adhiniyam, 2000 (No. 1 of 2001) or the Pharmacy Council of India (PCI) constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council (INC) constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act, 1973 (59 of 1973), National Council for Teacher Education (NCTE) established under the National Council for Teacher Education Act, 1993 (73 of 1993), the Central Council of Yoga and Naturopathy established as an autonomous body under the Department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research (ICAR) established as a Registered Society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India and National Council of Rehabilitation of India established under the provisions of the National Council of Rehabilitation of India Act, 1992 (34 of 1992) or any other Central or any

- State Government for laying down the norms and conditions for ensuring standards of higher Education from time to time as the case may be.
- 31. 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly in person by the teacher synchronously to students in the classes supported by teaching, learning and related activities online from the campus to the regular students of the University.
- 32. To promote higher education, The University shall adopt different instructional approaches including online, hybrid, and blended learning methods.
- 33. 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- 34. 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
- 35. 'Scheduled Tribes' mean the Scheduled Tribes notified under Article 342 of the Constitution of India.
- 36. 'Sponsoring Body' in relation to Vikrant University means 'Vikrant Educational and Social Welfare Society', Vikrant Group Plot No. 2850 Bhagat Singh Nagar Gate Near Bhind Road Gwalior Madhya Pradesh India, a registered under Madhya Pradesh Society Registration Act 1973.
- 37. 'School of Studies' means an institution maintained by Vikrant University as a place of higher learning and research.
- 38. 'Rules and Regulations means the Rules and Regulations framed by the Board of Management of the Vikrant University for its Governance.
- 39. 'State', 'State Government' and 'Government' shall mean, the Government of the State of Madhya Pradesh, India.
- 40. Teacher' means, a professor, reader, 'lecturer or person is known by any other designation who is required to impart education or to guide

- research or render guidance to the students for pursuing a course of study of Vikrant University.
- 41. The University' means, the Vikrant University, established and incorporated by under The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007.
- 42. 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education in India, established in November 1956.
- 43. 'Visitor' as prescribed in the Act 2007, means the Visitor of Vikrant University, i.e. His/ Her Excellency, the Governor of the State of Madhya Pradesh.
- 44. 'Student' means a person enrolled in the Vikrant University for pursuing a course of study for the award of a degree, diploma, certificate or other distinction.
- 45. "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programmes conducted by the University.
- 46. 'Section', Sub-section' and Item' shall mean, Section of the Adhiniyam, Sub-section of the Section and Item of the Section or Sub-section respectively.

STATUTE-3 Seal of the University

- 1. The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University.
- 2. The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.
- 3. The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be monitored.

STATUTE-4 Objectives of the University

The main objective of Vikrant University is to provide high-quality prehensive education, training, and research opportunities which are compatible with the changing needs of students and the industry. The University aims at achieving sustainable development goals as well as fulfilling millennial goals. The University's key objectives are to enhance and facilitate economic empowerment, provide equal opportunities to all, create opportunities for employment generation (both directly and through education), and contribute to the sustainable development of the region, state and country.

Through its academic programmes, the University aims to prepare its students for the challenges of life and hopes to empower them to meet the challenges of a rapidly changing industrial landscape. The University is dedicated to providing world-class infrastructure, faculty, staff, and opportunities to students, which will help them develop the potential for scholarship, creative work, professional realization, research, and most importantly employment.

The broad objectives of the University are as mentioned below:

- To provide instructions, teaching and training in higher education and to make provisions for research, innovation, advancement, vocational and professional education to the dissemination of knowledge for the benefit of underprivileged section of the society in the under-developed Chambal Region.
- 2. To establish new institutions and courses as per the need of the society and community.
- 3. To provide financial assistance to students belonging to the economically weaker section of society by providing free-of-cost books, notebooks & scholarships irrespective of caste, creed or religion.

- 4. To introduce welfare & charitable activities for the economically backward section of the society. The benefit of the society shall be open to all irrespective of caste, creed or religion.
- To develop as a multidisciplinary institution of higher learning that offers certificate, diploma, undergraduate, postgraduate programmes and PhD with high-quality teaching, research, and community engagement.
- To provide consultancy to the industry and public organizations.
- 7. To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- 8. To collaborate with other Universities, Research Institutions, Government and Non-Government organizations and Industries towards the fulfilment of the objectives of the University.
- 9. To set up collaborative provisions with National/International Universities to enable students of the University to leverage the advantages of faculty and student exchange, dual degree options and semester abroad programmes.
- 10. To pursue any other objectives as may be approved by the Sponsoring Body (Vikrant Educational and Social Welfare Society', Vikrant Group Plot No. 2850 Bhagat Singh Nagar Gate Near Bhind Road Gwalior Madhya Pradesh India, a registered under Madhya Pradesh Society Registration Act 1973).
- 11. To recognize, identify, and foster the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and nonacademic spheres.
- 12. To provide flexible teaching and learning, so that learners have the ability to choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.

- 13. To create Centres of Excellence for research and development and for sharing knowledge and its application.
- 14. To provide emphasis on conceptual understanding rather than rote learning and learning-for-exams.
- 15. To provide creativity and critical thinking to encourage logical decision-making and innovation.
- 16. To cater life skills such as communication, cooperation, teamwork, and resilience.
- 17. To synergise in curriculum across all levels of education from inception to higher education.
- 18. To inculcate a light but tight' regulatory framework to ensure integrity, transparency and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance and empowerment.
- 19. To teach that education is a public service; access to quality education must be considered a basic right of every people of all age, sex and creed.
- 20. To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory bodies or regulatory councils for the fulfilment of the objectives of the National Education Policy 2020 and or new policy.
- 21. To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.
- 22. To ensure that academic distinctions are not lower than those laid down by the Regulatory Councils such as the AICTE, NCTE, UGC, PCI, INC, ICAR, NMC, BCI etc.
- To institute the latest method of knowledge creation through online mode, data bank, and analysis wing.

STATUTE 5

Structural Hierarchy and Positions

- 1. Visitor
- 2. Senate
- 3. Sponsoring Body
- 4. Chancellor
- 5. Pro-Chancellor / Pro-Chancellor (s)
- 6. Governing Body
- 7. Vice-Chancellor
- 8. Pro-Vice-Chancellor / Pro-Vice-Chancellor (s)
- 9. Board of Management
- 10. Academic Council
- 11. Standing Committee of Academic Council
- 12. Registrar
- 13. Chief Finance and Account Officer
- 14. Finance Committee
- 15. Controller of Examination
- 16. Dean of Faculty
- 17. Board of Studies
- 18. Dean Student Welfare
- 19. Director/ Head of Teaching Department/Centre of Studies
- 20. Other officers of the University

Powers of the Visitor

- As per section 15 sub section (1) of The Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, The Governor of Madhya Pradesh shall be the Visitor of the University.
- 2. The Visitor shall when present, preside at the convocation of the University for conferring Degrees and Diplomas.
- 3. The Visitor shall have the following powers:
 - a. To call for any information or record related to the affairs of the University.
 - b. If it appears on the basic information that any order, proceeding or decision taken by any authority of the University is not in conformity with the provisions of this Act, Statutes, Ordinances, or regulations made thereunder, the Visitor may ask for the opinion of the Regulatory Commission and on being satisfied that any irregularity has taken place, he may issue such direction as he may deem fit in the interest of the university and the directions so issued shall be complied by the University.

The Senate: Constitution, Powers and Functions

- 1. The Senate shall be the supreme advisory body of the University. It shall also suggest measures for improvement of the University. The role of the senate shall be advisory in nature and its valuable suggestions shall be given due weightage by the other bodies of the University.
- 2. Constitution: The Senate shall consist of the following members, namely:

| (a) | Ex-Officio Members | Designation |
|------------|---|------------------|
| | (i) The Vice President of the Sponsoring Body | Chairman |
| | (iii) The Chancellor | Vice-chairman |
| | (ii) The Pro-Chancellor(s) | Member |
| | (iii) The Member(s) of the Sponsoring Body | Member |
| | (iv) The Treasurer(s) of the Sponsoring Body | Member |
| | (v) The Joint Secretary of the Sponsoring Body | Member |
| | (vi) The Secretary of the Sponsoring Body | Member-secretary |
| (b) | All members of the Governing Body | Member |
| (c) | Nominated Members | |
| | (i) Two Professors other than Directors/ Principals/ Deans of Faculties by rotation on the basis of seniority. | Member |
| | (ii) Four Persons nominated by the Chairman on the recommendation of the Chancellor from amongst distinguished professionals and eminent persons from the industry/ Chambers of Commerce/ | Members |
| | Universities/ Indian Institute Technology/ Indian Institute of Management etc. | Mare |

3. Powers & Functions

- a. The Senate shall be the Supreme advisory body of the University. It shall be advisory in nature. The senate shall advise framing Vision and Mission of the University.
- b. The Chairman shall preside over the meetings of the Senate and in the absence of the chairman, Vice-chairman shall preside over the meeting.
- c. The Senate may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- d. to give suggestions to the university authorities on improvements that can be made in all areas and domains that are an integral part of the university, namely, academics, research and development, administration and governance, student welfare and cultural activities of the University.
- e. The Senate shall exercise such other powers as prescribed in the regulation made for the purpose if any.

4. Tenure

The term of a nominated member of the Senate shall be 3 (three) years from the date of nomination.

5. Meeting and Quorum

- a. The Senate shall meet once in every year. The Chairman may, in case of urgency, convene a Special Meeting.
- b. The meeting shall be convened under the direction of the Chairman.

Five members of the senate shall form the quorum however, for the adjourned meeting three (3) members shall form the quorum.

Chancellor: Appointment, Powers & Duties

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the Convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

1. Appointment

- a. In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- b. The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by a simple majority. Further, the finalized name along with the copy of the resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

2. Powers & Function

- a. The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:
- b. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- c. Chancellor shall preside over the meetings of the Governing

 Body and shall, when the Visitor is not present, preside over the

convocation of the Vikrant University for conferring degrees, diplomas or academic distinctions.

- d. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- e. To exercise general control over the affairs of the University
- f. To appoint and remove the Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Controller of Examination, and Chief Finance & Accounts Officer after following the procedures as laid down in the respective statutes/ordinance.
- g. The Chancellor will approve all appointments and removals of all teaching and non-teaching staff.
- h. All major policy decisions require prior approval of the Chancellor.
- To call for any information or record relating to any affairs of the University.
- j. The Chancellor may issue directions to Vice-Chancellor to convene the meeting of any of the authorities of Vikrant University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his/her perusal and necessary action as warranted.
- k. The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of the University, as and when required.
- 1. All such other powers as may be conferred by the Statutes.

3. Tenure

- a. The Chancellor shall hold office for a period of five years and shall be eligible for reappointment, with the approval of the Visitor.
- b. In case of an emergency like illness, absence or death of the Chancellor, the Pro-Chancellor or Vice-Chancellor, whosever it recommended by the Sponsoring Body will hold office, till the Chancellor resumes his/her office or the new Chancellor is appointed. However, this period will not exceed six months.

4. Resignation / Removal

The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

Pro-Chancellor(s): Appointment, Powers & Duties

1. Appointment

- a. The Pro-Chancellor/s shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro-Chancellor/s shall be finalized in the meeting of the Sponsoring Body of the University by a simple majority. Further, the finalized name along with the copy of the resolution and the credentials of the proposed Pro-Chancellor/s shall be signed by the Chancellor of the University for his/her approval.
- b. The number of Pro-Chancellor/s can be as decided by the Sponsoring Body. Pro-Chancellor/s shall be selected & appointed by Chancellor from amongst the following:
 - i. Nominee/s of Sponsoring Body
 - ii. Knowledgeable person/s of integrity, stature, experience and proven ability in the field of education/administration.

2. Powers & Functions

- a. Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.
- b. Pro-Chancellor/s shall be deemed to be an officer of the University. He/ she/ they shall exercise all the powers and perform all functions of the Chancellor during the latter's absence. Pro-Chancellor/s shall preside over all meetings /ceremonial functions when Chancellor is not present.
- c. Pro-Chancellor/s shall exercise such power and perform such other function as may be delegated by Chancellor.

3. Resignation / Removal

- a. Pro-Chancellor/s may resign his/her/their appointment by submission in writing to the Chancellor under his/her/their signature.
- b. If for certain reasons the Chancellor decides that the act of the Pro-Chancellor is not in favour of the University and against Act/Statutes/ Ordinance and Regulations, he may issue the removal of the Pro-Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. It will appoint the new Pro-Chancellor as required, as per clause (1) of this statute.
- c. In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro-Chancellor as per clause (1) of this statute.

Vice-Chancellor: Appointment, Powers & Duties

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.

1. Appointment of Vice-Chancellor

- a. The Vice-Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil the norms as prescribed by the UGC from time to time.
- b. The Selection Committee, while preparing a panel shall give due consideration to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance of the candidates.
- c. The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
- d. two eminent academicians nominated by the Sponsoring Body; and
- e. one eminent person nominated by the State Government.
- f. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- g. The selection committee shall submit a panel of at least three eminent persons for the appointment of the Vice-Chancellor. Provided that if the Chancellor does not approve the recommendations of the 'selection committee', he may call for a fresh recommendation from it (the selection committee).

- h. Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the newly established University; provided that the appointed person fulfils the eligibility criterion as prescribed by the UGC.
- i. Provided further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice-Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice-Chancellor will be reappointed by the Chancellor for another term.

2. Powers & Functions

- a. The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Planning Board and the Finance Committee; and ex-officio Chairman of the Academic Council and the Board of Affiliation. He will be the academic and administrative head of the University. It shall be the duty of the Vice-Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which the following powers are vested with him to perform various functions.
- b. It shall be the duty of the Vice-Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully followed and implemented.
- c. The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor, Chancellor and Pro-Chancellor/s.
- d. May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.
- e. If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the

Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- f. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.
 - i. Provided that if in the opinion of the concerned officer or authority, such action should not have been taken by the Vice-Chancellor, then the case shall be referred to the Chancellor, whose decision thereon shall be final.
 - ii. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to refer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.
- g. The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinance.
- h. The Vice-Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concern to the University. He/she shall have powers to convene the meeting of the Board of Management and the Academic Council.

- The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- j. The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- k. The Vice-Chancellor shall prepare the annual report of the University and present it to the Governing body for approval.

3. Tenure

- a. The tenure of the founder Vice-Chancellor shall be of Two (2) years and that of the subsequent Vice-Chancellors shall be of Four (4) years as defined in Section 17(6) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007. However, the Vice-Chancellor may continue to hold office for a period of additional six months till a new Vice-Chancellor join, whichever is earlier.
- b. Under unavoidable circumstances, if the post of the Vice-Chancellor falls vacant, the Chancellor shall appoint the Vice-Chancellor for an interim period of a maximum of six months and he shall exercise all the powers vested with the Vice-Chancellor. During this period, the new Vice-Chancellor shall be appointed, adopting the procedure as laid down above.
- c. The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

4. Removal

In accordance with Section 17(12) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, If at any time upon the representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-

- a. Has defaulted in performing any duty imposed on him by or under the Act 2007 or the Statutes/Ordinances framed thereunder; or
- b. Has acted in a manner prejudicial to the interest of the University; or
- c. Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- d. In accordance with Section 17 (13) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, No order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
- e. In accordance with Section 17 (14) as from the date specified in the order under sub-section (12), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.

STATUTE — 11

Governing Body: Constitution, Powers and Functions

1. The Governing Body shall be the supreme authority of the University and shall have the power to review the actions of the Board of Management and Academic Council and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy-making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfils its objectives.

2. Constitution

- a. The Governing Body of the Vikrant University shall consist of the following members, namely:
 - . i. The Chancellor an ex -officio Chairperson;
 - ii. The Pro-Chancellor / Pro-Chancellor (s) Vice Chairperson
 - iii. The Vice-Chancellor;
 - iv. Three eminent persons nominated by the Trust (Sponsoring Body), out of whom at least one shall be an eminent educationist;
 - v. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
 - vi. One representative of the State Government not below the rank of Deputy Secretary.
 - vii. The Registrar Member Secretary

The Registrar shall not participate in voting.

3. Tenure

a. The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.

b. Nominated members shall hold office for one or more terms.

4. Powers & Functions

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the University shall vest in the Governing Body and it shall have the following powers, namely:

- a. The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- b. To control the functioning of the University by using all such power as are provided by this Adhiniyam and the Statutes, Ordinances or Regulations made thereunder.
- c. To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or the Statutes, Ordinances or Regulations made thereunder.
- d. To approve the budget and annual report of the University.
- e. To lay down the policies to be followed by the University.
- f. To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible.
- g. Shall direct, supervise and control the 'Endowment Fund' and also 'General Fund' account and get them audited through CFAO, as per the Act.
- h. Shall be the final authority to approve the recommendation of the Board of Management for conferment of honorary degrees and other distinctions and awards.
- i. To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
- j. To create administrative, ministerial and other necessary posts
 after taking into account the recommendations of the Finance
 Committee and to specify the manner of appointment thereof

- k. May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- Shall frame rules/regulations for the conduct of smooth function of the University.
- m. The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- n. The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, except where such authorities have acted in accordance with the powers conferred upon them by the Adhiniyam, the Statutes and the Ordinances.
- o. It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- p. Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- q. Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- r. Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

5. Meetings and Quorum

a. A meeting of the Governing Body shall ordinarily be called minimum three times in a calendar year.

- b. Meeting of the Governing Body shall be called under the directions of the Chancellor and in his/her absence by a Member so nominated by the Chancellor.
- c. The Chancellor may on his/her own or under the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- d. At least Seven (7) clear days' notice shall ordinarily be required for a meeting. The Chancellor, may however at his discretion, dispense with this requirement in the interest of the University.
- e. Five members of the Governing Body shall form the Quorum including at least one member each from 2 (a), (iv), and (v) of this statute. However, for the adjourned meeting three (3) members will form the quorum.

6. Vacancies

- a. Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same as accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.
- b. In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 and 2 (iv) and 2 (v) of this Statute), the same will be forwarded to the Visitor/State Government after due deliberations by the Governing Body for acceptance.
- c. No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- d. A member of the Governing Body of the University shall automatically cease to be a member on his being convicted by a Court of law for any offence including moral turpitude.
- e. A member of the Governing Body of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.
- f. Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated shall be a Member for the un-expired portion of the term.

Board of Management: Constitution, Powers and Functions

6. Constitution

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a. The Vice-Chancellor ex officio Chairperson;
- b. Two representatives nominated by the Sponsoring Body;
- c. Two representatives nominated by the State Government;
- d. Two Senior Professors of the University by rotation;
- e. Two Senior most Teachers of University other than Professors as mentioned above in clause (d), by rotation
- f. Registrar Member Secretary.

The Registrar shall not participate in voting.

7. Tenure

- a. The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- b. No nominated member shall hold office for more than two consecutive terms.
- c. The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

8. Powers and Functions

a. The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or Regulations for the fulfilment of the objectives of the University.

- b. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.
- c. Shall function under the policies laid down by the Governing Body and shall receive and comply with all directions from the Governing Body.
- d. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- e. Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution/Study Centre on the other.
- f. Shall regulate the use of the common seal of the University.
- g. Shall control and administer the properties and funds of the University, including, framing of annual financial statements and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorised agents for the same, if deemed necessary.
- h. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.

- j. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership Lectureship or any teaching post and may abolish it.
- k. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. The Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- m. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners/invigilators and other employees appointed for examination-related duties.
- n. To ensure maintenance of proper accounts of the properties and funds of the University.
- o. To have financial accounts prepared together with the audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- p. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- q. To follow and monitor the budget for expenditure as approved by the Governing Body.
- r. To recommend to Governing Body for creating the post of other officers of the University.
- s. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- t. To select a common seal for the University and to provide for its custody and use.

- u. To arrange for the conduct/defend of litigation by or against the University.
- v. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- w. To recommend conferring honorary degrees, medals and prizes on the recommendation of the Academic Council.
- x. To recommend, enact, amend or repeal Statutes.
- y. To recommend conferring the title of Professor Emeritus on the recommendation of the Academic Council.
- z. To recommend the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments to the Chancellor.
- aa.To specify the manner and appoint academic staff against the temporary vacancies.
- bb. To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into-account the recommendations of the Academic Council.
- cc. To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- dd. To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forward the same to the NAAC as per UGC guidelines.
- ee. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

9. Meeting and Quorum

a. The Board of Management shall meet at least once in every two months. The Vice-Chancellor may, in case of urgency, convene a Special Meeting.

- b. The meeting shall be convened under the direction of the Vice-Chancellor.
- c. Five members shall constitute the quorum including at least one member each from para 1(b) & 1 (c) of this statute.
- d. Adjourned meeting quorum should be three members.

Vacancies

- a. Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.
- b. No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c. A member of the Board of Management of the University shall automatically cease to be a member on his being convicted by a Court of law for any offence including moral turpitude.
- d. A member of the Board of Management of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.
- e. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled" as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

Pro-Vice-Chancellor: Appointment, Powers and Duties

- 1. The Pro-Vice-Chancellor shall be the Deputy to the Vice-Chancellor and act on the instructions of the Vice-Chancellor.
- The Pro-Vice-Chancellor shall act on behalf of the Vice-Chancellor during the period of his absence (Vice-Chancellor) from the University.

3. Appointments, powers & duties

- a. The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor, provided, that if the recommendation of the Vice-Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice-Chancellor or request the Vice-Chancellor to recommend another person for consideration of the Board of Management.
- b. Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of the University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Statutes and the Regulations.
- c. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the efficient functioning of the Academic Administration of the University, relating to Postgraduate & Undergraduate studies in their respective sphere of discipline as may be assigned to him by the Vice-Chancellor.
- d. Pro-Vice-Chancellor shall retire at the age as prescribed by UGC.
- e. The Pro-Vice-Chancellor shall preside over the meeting of the Board of Management and Academic Council in the absence of the Vice-Chancellor.
- f. He/she will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.

Academic Council: Constitution, Powers and Functions

1. The Academic Council shall be the statutory body of the University on all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

2. Constitution

The Academic Council shall consist of the following members:

- a. Vice-Chancellor Chairperson
- b. Chancellor's Nominee
- c. Dean of the Schools
- d. Chairperson Board of Studies
- e. HOD of the Department (regular or in-charge)
- f. Controller of Examinations Member
- g. Two experts co-opted by the Academic Council who possesses special attainments in particular fields of study and are not employees of the University.
- h. The Registrar Member Secretary

3. Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

4. Meetings & Quorum

a. The Academic Council shall normally meet twice a year on the dates as fixed by the Vice-Chancellor. However, the

Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice-Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

- b. The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice-Chancellor
- c. The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- d. A copy of the minutes shall be submitted to the Chancellor also.
- e. Approval of the resolutions shall be by a simple majority of the Members present.
- f. One third members of the Academic Council shall form the quorum for a meeting.

5. Removal/Disqualification

- a. An individual ceases to be a member of the Council in the event of resignation/removal from his/her post in University.
- b. Convicted for any offence including moral turpitude.
- c. Nominating Authority may remove a member who is sick, insane and incapable of discharging duty in the Council.
- d. Nominating Authority may remove a member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.
- e. A member of the Academic Council of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.

6. Powers, Duties and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition, have the following powers:

- a. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement of academic standards.
- b. To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
- c. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements.
- d. To take measures for Quality Education and Accreditation of the University.
- e. To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
- f. To recommend new courses of study.
- g. Frame the Calendar of Events for the academic year.
- h. To recommend the regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks/credits for individual subjects in all the courses.
- i. To consider other academic or student welfare matters referred to it.
- j. Shall ensure that while framing rules, syllabus and curriculum norms of the concerned Regulatory Councils from time to time, are adhered to.

- k. Appoint various sub-committees as and when required for specific purpose/task. The committees shall cease to function after completing the task assigned.
- Discuss and decide on all the recommendations of various subcommittees appointed for specific purposes.
- m. Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and punishments.
- n. To initiate and promote research and related activities in various constituent Institutions and centres.
- o. To recognize persons of eminence in their subjects to be associated as a research guide, in the subject as prescribed in the Ordinance.
- 7. Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE, INC, NCTE, etc. with regard to the creation or abolition of teaching posts in the University.
- 8. In addition to the above, the Council shall recommend to the Board of Management the following:
 - a. The classification of the posts according to the requirements and their duties attached thereto.
 - b. Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
 - c. To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination/merger of one Faculty/School with another.
 - d. To recommend the creation of New Departments, Cells and Centres.

STATUTE — 15

Standing Committee of the Academic Council

1. The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf.

2. Constitution

- a. Vice-Chancellor Chairperson
- b. Deans of all Schools Members
- c. Chancellor's Nominee Member
- d. Controller of Examinations Member
- e. Registrar Member Secretary
- 3. Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice-Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for rectification.

Registrar: Appointment, Powers & Duties

 The Registrar shall be the Custodian of the University and shall carry out the orders/instructions given by the Vice-Chancellor and administer the University as per rules and regulations.

2. Selection & appointment and conditions of service

- a. The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:
 - i. The Chancellor -Chairperson
 - Nominee of the Chancellor (Pro-Chancellor/s)
 - iii. Vice-Chancellor and
 - iv. Two expert members approved by the Board of Management.
- b. However, the First Registrar may be appointed by the Sponsoring Body pending the creation of Statutes.
- c. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down in the Regulations for the University.
- d. The University shall follow the following procedure for the selection of the Registrar:
 - i. Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
 - ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice-Chancellor or by the person(s) deputed by him.

- iii. The date of a meeting of the Selection Committee shall
- be fixed and a notice to this effect will be given to the short-listed candidates, at least seven days in advance.
 - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.

 However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
 - v. The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be as decided by the governing body or other regulatory bodies.
- vi. If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

3. Resignation / Removal

- a. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice-Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
- b. If at any time upon the representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided that before such action the Registrar shall be given an opportunity of being heard.

The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

4. Powers & duties of the registrar

- a. All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.
- b. The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
- c. The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council.
- d. The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- e. He/she shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.
- f. He/she shall arrange for abandoned of unserviceable furniture and equipment as recommended by the Committee appointed for that purpose.
- g. Shall issue all notices convening meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any Board or Committees appointed under the Adhiniyam of which he is to act as Secretary.
- h. Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhiniyam of which he/she is to act as Secretary.
- i. Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.
- j. The Registrar shall convene the meetings of the University Authorities by informing the venue, date and time HOLNING.

meeting the members and related persons as directed by the Vice-Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the agenda of the proposed meeting and the minutes of the previous meeting.

- k. Shall supply to the Vice-Chancellor
 - i. copies of the agenda of the meetings of the University authorities of which he/she is to act as Secretary, as soon as such approved agenda is issued
 - ii. the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
 - iii. such other papers and information as the Vice-Chancellor may direct him/her to maintain and supply from time to time
- Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or bodies of the University of which he/she acts as Secretary.
- m. Shall discharge such other functions as may be assigned to him/her from time to time by the Vice-Chancellor to whom he/she shall be responsible for the same.

Controller of Examination (COE): Appointment, Powers & Duties

1. Appointment

- a. The Controller of Examination (COE) shall be an officer of the University and shall be appointed by the Vice-Chancellor from the School / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
- b. The Controller of Examination (COE) shall be appointed for a tenure of three years. The tenure can be extended further up to another three years or part thereof by the Board of Management / Vice-Chancellor.
- c. When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

2. Powers and Duties of the Controller of Examination (COE)

- a. The Controller of Examination (COE) shall work directly under the direction of the Vice-Chancellor. He shall be responsible for:
 - i. Conduct both Internal & External Examinations.
 - ii. Organize setting /moderation of papers.
 - iii. Management of answer sheets.
 - iv. Evaluation of answer sheets.
 - v. Issue of duly signed marks sheet.
 - vi. Compilation of Results and forwarding it to the Academic Council through the Vice-Chancellor for approval.
 - vii. Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he/she shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.

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Examination Committee

- 1. There shall be an Examination Committee consisting of the following:
- a. The Vice-Chancellor Chairperson
- b. All Deans of the Faculty -Member
- c. Two seniors most professor of the University to be nominated by the Chancellor Member
- d. The Controller of Examination Convener
- e. Registrar Member Secretary
 - 2. The examination committee shall submit the panel of experts for examinership / Paper-setters / Moderators / Evaluators to the Vice Chancellor and the Vice Chancellor shall appoint examiner / evaluator / paper setter from amongst the panel of experts.
 - The Examination committee shall be responsible for smooth conduct of examinations, evaluation and result of the students thereafter.

Chief Finance & Accounts Officer (CFAO): Appointment, Powers, & Duties

- The University shall appoint a Chief Finance and Account Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).
- 2. The Chief Finance and Accounts Officer shall be responsible for all aspects relating to accounts and finances of the University.

3. Appointment, terms & conditions

- a. The Chief Finance and Account Officer shall be appointed by the Chancellor on the recommendation by the committee constituted for this purpose. The committee will consist of following members:
 - i. Pro-Chancellor /s Chairman
 - ii. Vice-Chancellor Vice-Chairman
 - iii. Chancellor Nominee
 - iv. Two Finance Experts approved by the Chancellor
 - v. One Nominee of the sponsoring body
- b. The University shall follow the following procedure for the selection of the CFAO.
 - i. The University shall invite applications for the post through the process of an advertisement with wider publicity and through the Web portal of the University.
 - ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice-Chancellor or by the person(s) deputed by him.
 - iii. The date of the meeting of the Selection Committee
 will be fixed and a notice to this effect shall be given to
 the short-listed candidates at least seven (7) days in

advance.

- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- v. Board of Management will produce their selections to the Chancellor, then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize their selection accordingly.
- vi. If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.
- vii. The CFAO shall receive pay and other allowances as decided by the Board of Management.

4. Resignation / Removal

- a. When the office of the CFAO falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice-Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.
- b. If at any time upon the representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.
- c. Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- d. The Chief Finance and Accounts Officer shall retire upon completing the age of 70 years.

5. Duties & Responsibilities of the Chief Finance & Accounts Officer

- a. To exercise general supervision over the funds of the University and opine about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body from time to time.
- b. To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- c. To hold and manage the property and investments of the University and endowed properties/funds.
- d. To ensure that the limits determined by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
- e. To keep a constant watch on the state of the cash and bank balances and the state and quality of investment.
- f. To suggest measures of additional internal revenue generation for the university.
- g. To watch the progress of the collection of revenue and advice on the methods of collection applied.

6. Chief finance & Accounts Officer shall

- a. Arrange collection of income, disburse the payments and maintenance of the accounts of the University.
- b. Be responsible for the preparation of annual accounts and the budget of the University for the next Financial.
- c. Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance with Statutory Regulations.
- d. He/she will also ensure compliance with all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice-Chancellor

- e. Ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions is maintained by the University.
- f. Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- g. Ensure that the fee structure once approved, is implemented and fees from the students received in time with penalties, if any.
- h. The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/receipts and statements/ returns that he/she may consider necessary for the performance of his/her duties.
- i. The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after the internal audit set-up is established.
- j. He/she shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central/ State Govt. and local bodies.
- k. Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
- To bring to the notice of the Chancellor/Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against the person at fault.
- m. To call from any office of the University, including Schools/Institutions / Departments maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- n. Any receipt is given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management and shall be sufficient proof for the collection of money by the University.

The Finance Committee

1. The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

2. Constitution

The Finance Committee shall consist of the following:

- a. The Chancellor Chairperson
- b. The Pro-Chancellor/s Vice Chairperson/s
- c. The Vice-Chancellor
- d. The Registrar
- e. One person to be nominated by the Board of Management
- f. Two persons to be nominated by the Chancellor
- g. The Chief Finance and Account Officer (CFAO) -Member Secretary

3. Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

4. Meetings and Quorum

- a. Three members (in addition to the Chancellor) of the Finance Committee shall form a quorum for a meeting of the Committee.
- b. The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO

5. Powers and Functions

- a. All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management. Chairman is Vice-Chancellor while F.C. is chaired by Chancellor.
- b. The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- c. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- d. To conduct scrutiny of accounts of the University, whenever called upon by the Board of Management.
- e. To review the concurrent and the yearly Audit Reports and make recommendations thereupon.
- f. To approve the Regulations for the policies and guidelines for purchase/procurements in the University.
- g. In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- h. Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

Dean of the Faculty

- 1. The Dean shall be the Head of a faculty of studies.
 - a. The Dean shall be appointed by the Vice-Chancellor in order of seniority, with due consideration given to merit, from amongst the Professors of the various Departments of the Faculty.
 - b. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he/she may be considered for reappointment but shall not serve more than six (6) years in continuation.
 - c. If at any time, there is no Professor in the department, the Vice-Chancellor may appoint an Associate Professor / Dean of Sister Faculty as Dean for the period of absence of the Professor.
 - d. The Dean shall be the Head of the Faculty / School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty.
 - e. The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s) but shall not have the right to vote unless he is a member thereof.
 - f. The Dean shall perform such other functions as may be prescribed by the statute.

Constitution of Faculty

- 1. The faculty shall be the principal coordinating and administrative body amongst the departments of the faculty and shall be constituted for each Faculty separately.
- 2. Each Faculty shall consist of the following members, namely:
 - a. The Dean of the Faculty who shall be the Chairperson.
 - b. The nominee of the Vice Chancellor
 - c. All Heads of the departments constituting the faculty
 - d. Chairman Board of Studies
 - e. Two experts co-opted by the faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.
- 3. The members of the faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.
- 4. Powers and Functions of the Faculty
 - a. The faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
 - b. The faculty shall have such powers and shall perform such duties as given in the Ordinances I Regulations.
 - c. The functions of the faculty shall be as follows:
 - Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the faculty.
 - ii. To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
 - iii. To coordinate work in subjects assigned to the faculty.
 - iv. To secure coordination in research, whenever applicable.
 - v. The faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
 - vi. The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

Board of Studies

1. The Board of Studies shall be the principal academic body of the School / Teaching Departments and therefore, shall be constituted for each School. It shall be a statutory body and shall consider all the academic matters of the school and make the appropriate recommendations to the faculty for its consideration and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned Subject(s).

2. Constitution

The Senior most Professor shall be the Chairperson of the first Board of Studies which will by rotation amongst other Professors (if any) and shall have the following as members, namely:

- i. Head of the teaching departments of the Subjects/department(s).
- ii. One Professor and the Associate Professors of the Subjects by rotation.
- iii. One Professor from another faculty as a nominee of the Vice-Chancellor.
- iv. Two experts co-opted by the Board of Studies who possess special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

3. Meetings and Quorum

a. As a routine, the Board of Studies shall normally meet in every semester on the dates as fixed by the Dean of the faculty. However, the Dean may call a special meeting of the Board of

- Studies if required, by serving at least three days' clear notice for the same.
- b. The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation with Vice-Chancellor and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.
- c. One third member of the Board of Studies shall form the quorum for a meeting.

4. Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include the following:

- a. To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
- b. To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
- c. To recommend to the Dean the combination and sub-division of the Departments or the Schools, if required.
- d. To consider and make recommendations to the Dean on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
- e., To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fees and other academic requirements concerning the Subjects.

- f. To take measures for Quality Education and Accreditation of the Departments of Studies.
- g. The Board of Studies shall also be responsible:
 - i. To prepare syllabus for courses of study under their purview.
 - ii. To prepare a scheme of examinations.
 - iii. To prepare panels of names of persons suitable for appointment as paper-setters / examiners/valuers.
 - iv. To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programmes referred to it.
 - v. To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
 - vi. To prepare and submit the Annual Report of the functioning of the Department to the Vice-Chancellor.
 - vii. To go through and consider any other academic matter which may be referred to it for opinion.
- 5. The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and/or administrative nature.

Dean of Students Welfare

- 1. The Dean Students Welfare (DSW) shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice-Chancellor.
- 2. The details of the Duties and Functions of the Dean Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the Dean so appointed is not found satisfactory, his/her term may be reduced by the Vice-Chancellor.

Faculties of the University

- 1. The University shall commence its academic activities with the following Schools in the year of establishment:
 - a. School of Engineering and Technology
 - b. School of Humanities and Culture
 - c. School of Natural and Applied Science
 - d. School of Management & Commerce
 - e. School of Agriculture Science
 - f. School of Legal Studies
 - g. School of Computer Applications
 - h. School of Library Science
 - i. School of Yoga and Naturopathy
 - j. School of Arts and Design
- New Schools/Departments may be established subject to the approval
 of the Academic Council, and other relevant bodies of the University.
 Department may offer other programmes after due approval of the
 Academic Council.
- 3. Two or more courses of different schools may be grouped together to make one course under one school and/or a new school may be constituted according to the need as per UGC guidelines.
- 4. Some of the schools may offer some of the programs from different academic years as per the need and approval of the academic council from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University.
- 5. The curriculum of the program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competent bodies of the University including that of the Academic Council as per the provisions of respective regulatory bodies.

Students Council

- The Students Council shall mainly function as a forum for the students. This forum mainly gives feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean Students Welfare.
- 2. Under the control of the Dean Students Welfare, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
- 3. The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

Terms and Conditions of Service for Teachers/Academic Staff: Appointment, Terms and Conditions of Service and Code of Ethics, Action against Teachers

1 Appointment:

- a. The Teachers (Faculty) in the University shall be appointed according to the rules, regulations, guidelines and eligibility criteria as prescribed by the UGC, AICTE and/or other Regulatory Councils/Bodies for the courses offered by the University.
- b. Appointment shall be made against the vacancy recommended by the 'Job Creation Committee' duly approved by the Chancellor of the University. The Vice-Chancellor shall be head of the Job Creation Committee.

2. Eligibility for Appointment

- a. A person will be appointed to an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- b. Under special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
- c. Wide publicity will be given for the vacancies to be filled in through the portal of the University.

3. Constitution of Selection Committee

a. Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic

staff and Heads of Institutions / Centers maintained by the University.

- b. The Selection Committee under the Chairmanship of the Vice-Chancellor or his nominee will constitute:
 - i. One member of the Board of Management
 - ii. The Dean of the concerned Faculty of Studies
 - iii. The Head of the concerned department (For the post of Professor, the Head should be a duly selected Professor of the University)
 - iv. Two experts not below the level of Professor of University not connected with the University to be nominated by the Chancellor; from a panel of not less than seven (7) names approved by the Academic Council for each subject
 - v. One observer not connected with the University in any manner, to be nominated by the Chairman, M.P. University Regulatory Commission.
 - vi. Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii) above.

4. Screening Committee

A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications received in response to wide publicity The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cut-off APIs for interviews in case of an excessive number of applications received.

5. Recommendations of the Selection Committee

The Selection Committee shall recommend to the Board of Management the names arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

6. Fixed period / Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice-Chancellor may also decide to engage teachers for a fixed period, part-time, or on a contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

7. Eminent/Adjunct / Visiting Professors

- a. The Vice-Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may invite Eminent/ Adjunct / Visiting Professors, in consultation with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.
- b. For the appointment in these categories, the Vice-Chancellor may on his own consider and recommend the appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion, provided the Board of Management and the Chancellor approve such appointments.

8. Conditions of Service of Employees

a. The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not

- be contrary to the provisions of this Act, the Statutes and the Ordinances.
- b. A copy of the contract referred to in Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

9. Terms and Conditions of Service and Code of Ethics <u>for Teachers</u> and Other Academic Staff

- a. All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and Regulations.
- b. Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and Ethics for the University Teachers.

10. Action against Teachers

- a. Whenever, there is a complaint of misconduct against the faculty member, the Vice-Chancellor shall constitute a factfinding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.
- b. Based upon the Enquiry Committee's report, the Vice-Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the Board of Management for approval. The decision so taken shall be the final.
- c. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of receiving of the communication of such order.

Terms and Conditions of Service for Non-Teaching Staff:

Appointment, Terms and Conditions of Service, Categories of
Service, Code of Ethics, and Action against Non-Teaching Staff

1. Appointment:

a. Appointment shall be made against the vacancy recommended by the Job Creation Committee in consultation with the Registrar and duly approved by the Chancellor of the University.

2. Selection Committees for Non-Teaching Positions

- a. Each of the Selection Committee for appointment to the posts of various categories of non-teaching staff, other than the academic staff, shall consist of the following members:
- b. The Registrar-Chairman
- c. Nominee of the Vice-Chancellor from among the Professors of the University
- d. For the posts such as Deputy /Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
- e. The quorum for a meeting of a selection committee constituted, shall be three.
- f. The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.

If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

3. Terms and Conditions of Service and Code of Ethics of Non-

Teaching Staff

- a. All the non-teaching staff of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and Regulations.
- b. Each Non-teaching staff when joining the University Service has also to sign a Code of Conduct and Ethics specified for the University Non-teaching staff.

4. Categories of the Non-Teaching Employees

- a. Following types of non-teaching employees will be employed by the University
 - i. Permanent / Probationary Employees
 - ii. Contractual Employees
 - iii. Casual Employees
- b. Permanent employees shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory in a working period of eleven (11) months or less.
- c. Contractual employee means an employee who is appointed on a contract basis for a specified period.
- d. Casual Employee means an employee who is engaged based on a Muster Roll.
- e. The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

5. Action against Non-Teaching Employees

a. Where there is an allegation of misconduct against a nonteaching employee, the Registrar shall constitute a factfinding committee and if necessary, based on the factfinding

- Committee's recommendations, may institute an Enquiry Committee for the purpose.
- b. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to and seek the consent of the Vice-Chancellor whose decision will be final.
- c. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such order.

Other Officers of the University

- 1. Following shall be the other Officers of the University:
 - a. The Deputy and the Assistant Registrars
 - b. The Chief, the Deputy and the Assistant Librarians
 - c. The Director and the Assistant Director of Physical Education
 - d. The Director Corporate Relations
 - e. Chief Proctor
 - f. Proctor
 - g. Warden
- 2. Other officers as stated above from (1)(a) to (1)(c) shall be whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
- 3. The appointment of officers mentioned at (1)(d) and (1)(g) may be whole-time salaried officers or the additional responsibility to the existing staff to perform their respective duties and functions.
- 4. The powers and responsibilities of other officers shall be as specified in the respective Regulations.

Conferment of Honorary Degrees and Academic Distinctions

- 1. University may confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:
 - a. All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the acceptance of the Governing Body before submission to the Chancellor for conferring the honour. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
 - b. If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two-third majority of the members of the Governing Body and the approval of the Chancellor.

Provision Regarding Fee to be Charged from the Students

- 1. The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to the directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from the regulatory commission.
- 2. Other charges and fees shall be payable by the student as decided by the University from time to time. It shall include the following:
 - a. Students' Alumni Association Fee
 - b. Examination Fee for each semester
 - c. Internet Fee
 - d. Library Fee
 - e. Sports Fee
 - f. Training and Placement Fee
 - g. Hostel and/or Bus Fee
 - h. Caution Money
 - i. Issue of duplicate documents such as mark sheets, migration certificates, degree certificates, character certificates etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
 - j. Fee for the Health Services
 - k. Counselling Fee
 - Cultural Activities Fee
 - m. Fee for attending additional classes for improvement of grades or additional courses
 - n. Transcripts Fee
 - o. Innovation Cells, Industry Visits, Educational Trips, Skill Set
 Aptitude and Personality Development etc.
 - p. Group Insurance Premium
 - q. Degree Verification Fee

- r. Any other fee provided and approved by competent authorities of the University
- 3. Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
- 4. Other fee such as enrolment, migration certificate, transfer certificate etc. shall be charged at the rates approved by the University from time to time as laid down in the concerned Regulation.
- 5. Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

Administration of Endowment/Corpus Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University

- The Board of Management may accept donations for the creation of an endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of a recurring nature.
- 2. The Vice-Chancellor / Board of Management shall administer all the donations/endowments received.
- The award shall be made out of the annual income accruing from the endowment.
- 4. Organization or the individuals intending to sponsor a fellowship, Scholarship/stipend or award/prize in the name of the organization/individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
- 5. The Vice-Chancellor / Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
- 6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- 7. The detailed terms and conditions for fellowships, scholarships, awards/prizes shall be laid down in the M.O.U. for each case.
- 8. In case, any endowment is accepted by The Vice-Chancellor /Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
- 9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- 10. Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

Convocation

- The Visitor, and in his absence the Chancellor, shall preside over the Convocation of the University. In the absence of both, the Vice-Chancellor shall preside over the Convocation.
- 2. The University Convocation will be normally held every year for the award of Degrees, Diplomas and other Distinctions.
- 3. The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
- 4. The Academic Council shall frame University 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 the procedural details for conduct and holding the Convocation.
- 5. In the case of awarding Honorary D. Sc. / D.Litt. degree to a top international dignitary special convocation may be held following the same procedure maximum of two times in an academic year.

Admission of Students

1. Admissions

- a. The admissions in the courses offered by the University shall be open to all the candidates who fulfil the eligibility criteria and will be made strictly according to the eligibility criteria/rules as per government norms and respective regulatory bodies. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
- b. Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations/admission tests conducted by the University or by the State/National Bodies as decided by the University from time to time and eligibility as per the guidelines of the respective regulatory body will be followed. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and will decide/approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Website / Electronic Media of that Academic Session before the commencement of the admission procedure.

2. Admission Committee

- a. The Vice-Chancellor for making the admission in certificate, diploma, undergraduate, post-graduate programmes and PhD programmes offered by the various Faculty/school/departments will constitute a committee comprising of following members:
 - i. Chairman of the admission committee will be the Registrar
 - ii. Dean / HoDs of all schools will be the members
 - iii. Controller of Examination will be the member secretary

- Sub-committee may be constituted for any specific work related to admission.
- c. Reservation of Seats for Students below Poverty Line, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped, Management Quota, and other Categories.
 - i. Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty line family, Scheduled Castes, Scheduled Tribes, Other Backwards Classes, Physically Handicapped and other categories shall be applicable to the University.
 - ii. Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defence Personnel, and other specified categories shall be reserved primarily as per law/Constitution of India and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
 - iii. Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guidelines/approval given by the respective regulatory bodies / National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians, as required.
- iv. If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criteria.

Annual Report

- 1. The Annual Report of the University shall be prepared by the Registrar and shall be placed to before the Vice-Chancellor.
- 2. The Annual Report shall consist of two (2) parts
 - a. Activity Report highlighting the steps taken by the University for the Fulfilment of its objectives for which the Registrar shall be responsible and
 - b. The Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
- Vice-Chancellor shall put forward the annual report to the Board of Management and once approved by Board of Management, annual report shall be placed for the approval of Governing body.
- 4. A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with the University seal and signatures.
- 5. The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.
- 6. The Board of Management shall, thereafter, send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
- 7. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
- 8. A copy of the Annual Report will also be presented to Visitor and Regulatory Commission.

Appointment of Examiners

- 1. The Vice-Chancellor shall appoint examiners from amongst the panel of experts submitted by the Examination Committees for holding examinations, in theory, practical, dissertation, etc. as required other than PhD.
- 2. The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
- Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- 4. The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for the appointment of examiners in the University.
- 5. Moderators when felt necessary will be appointed by the Vice-Chancellor.
- 6. The Vice-Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- 7. The Controller of Examination shall declare the results of various examinations conducted by the University after the approval of the Vice-Chancellor.
- 8. A separate ordinance shall provide the rules and regulations to examine the dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
- 9. Conditions of Appointment as Examiner
 - a. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is appearing in the concerned examination.
 - b. No person shall act as a moderator or tabulator for any examination if any of his relation is appearing/has appeared at that examination.

The Proctorial Board

- There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - a. The Chief-Proctor Chairperson
 - b. A Professor nominated by the Vice-Chancellor
 - c. Dean Student Welfare convener
 - d. All Proctors
 - e. All Wardens of the Hostels and
 - f. One student nominated by the Vice-Chancellor from the Students Council
- 2. The Chief Proctor and the Proctors shall be appointed by the Vice-Chancellor from the list of the teachers of the University.
- The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrolment of the student in the University.
- 4. The term of the above appointments shall be that of three (3) years. However, it could be reduced by the Vice-Chancellor if the duties performed by an individual are found unsatisfactory.

5. Powers of the Proctorial Board

- a. The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
- b. Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
- c. If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice-Chancellor for a fine/warning letter to his/her suspension for a period of one week or one or more semesters or the expulsion from the University.

6. Duties of Chief Proctor

- a. To bring all the matters to the notice of the Vice-Chancellor before the consideration of the Proctorial Board.
- b. To carry duties of maintaining the discipline among the students as laid down in the Regulations.

Creation of New Authorities

- Governing body on the recommendation of the Vice-Chancellor may create new authorities of the University for smooth and efficient working of the University.
- The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
- 3. The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, be provided in the Statutes and ordinances.

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Committees/Boards of the University

- 1. The Vice-Chancellor may appoint as many standing or special committees as it may deem fit.
- 2. Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the Vice-Chancellor.
- 3. Anti-ragging committee will be formed as per the UGC guidelines.
- 4. Woman's Grievances Cell shall be formed as per the UGC guidelines.
- 5. SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.
- 6. The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of references as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities and or the Statutes.

The Planning and Development Board

- The Planning and Development Board shall consist of the Vice-Chancellor and not more than four members to be nominated by the-Board of Management. The Vice-Chancellor shall be the Chairperson of the Board.
- 2. All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years.
- 3. The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter that it may deem necessary for the fulfilment of the objectives of the University.
- 4. The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- 5. The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.
- 6. The recommendations of the Planning and Development board shall be presented to the Academic Council for necessary action.

Recognition Committee - Constitution and Functions

 The University shall constitute a Recognition Committee consisting of the following members to consider and recognize the certificates, diplomas, degrees and other academic distinctions awarded by other Universities.

2. Constitution

- a. The Vice-Chancellor Chairperson
- b. All the Deans of the Schools
- c. All the Heads of Departments
- d. Two Professors of the Faculty of the University

3. Functions

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- a. Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are members of the Association of the Universities. However, the requirement of recognition will not be applicable in the case of the Degrees issued by the Institutes of the National importance such as the IITs, IIMs, NITs, IISC Bangalore etc.
- b. In no case, any other University which does not satisfy the above criterion shall be recognized including that of blacklisted Universities, by the UGC.
- c. If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.
- 4. In the context of Foreign Universities, if not covered above, the guidelines issued by the UGC / Government of India shall be followed.

Creation of Centers, Cells and Committees for Quality Education and Accreditation Processes

- For the purposes of imparting Quality Education and Accreditation, the University shall create the following Boards, Cells, Centers, and Committees as per UGC/NAAC/NBA Guidelines:
 - a. Training, Placement and Industrial Interaction Cell
 - b. Collaborations and MOUs Development Cell
 - c. Research and Innovations Development and Promotional Centre.
 - d. Information Technology and Knowledge Management Centre
 - e. Values and Ethics Development Cell
 - f. NSS and Community Services Centre
 - g. Internal Quality Assurance Cell (IQAC),
 - h. Environmental Consciousness and Green Audit Committee
 - i. University Academic and Administrative Yearly Audit Committee
 - j. University Academic Calendar Preparation and Monitoring Cell.
 - k. Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
 - 1. Equal Opportunity Cell
 - m. Gender Sensitization Cell
 - n. Health Centre
 - Daycare Centre
 - p. Women and Students Grievances Committee
 - q. Anti-Ragging Committee
 - r. Staff Welfare Committee
 - s. Entrepreneur Development Cell

Creation of Chairs

- 1. Establishment of the Professorial / Research Chairs for Creating Focused Seats / Institutions of Higher Learning.
 - a. A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - b. The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and/or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - c. The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Chancellor.
- 2. In furtherance of the objective of the establishment of a Chair, the University
 - a. Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - b. Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
 - c. May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of the establishment of the Chair.

- d. May establish and/or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
- e. May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
- f. May also procure essential raw material and consumables in furtherance of the objectives of the establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- g. The establishment of the Chair shall require a one-time donation as decided by the Chancellor / Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- h. The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

Tribunal Arbitration

- Any dispute arising out of a contract of employment and Regulations, between the University and the employee 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 concerned and an observer to be nominated by the Chancellor.
- 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 as in force, and all the provisions of that Law shall apply accordingly.
- 3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- 4. The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

University Fund

- The University Fund shall be kept in several accounts as may be approved by the Board of Management.
- 2. The Vice-Chancellor shall nominate an officer and/or the CFAO who shall have authority to operate the account of the University Fund with the permission of the Chancellor.
- All necessary expenditures will be permitted by the Chancellor/Pro-Chancellor and Vice Chancellor subject to provisions of the Act and the Statutes.
- 4. There shall be a detailed internal audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- 5. The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 6. The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above, of the University, prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 7. After auditing, the accounts shall be printed in the prescribed format. True copies of such accounts together with the copies of the audit report shall be submitted by the Board of Management to the Governing Body.
- 8. The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

Wherever, the statutes are silent or nothing is mentioned about any subject then the act of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 and other provisions of regulatory/statutory bodies of the Central or State Government may be applicable.