

**THE STATUTES  
OF  
HRIT UNIVERSITY,  
UTTAR PRADESH**

**(UNDER SECTION 28 (1) OF HRIT UNIVERSITY UTTAR PRADESH  
ACT, 2019)**

**FIRST STATUTES**

# INDEX

S. No.	Details of Chapter	Page No
	<b><u>CHAPTER-I</u></b> <i>Extent and Application</i>	
1	1.1. Short Title, Extent and Commencement	2
	1.2. Notification.	3
	1.3. Seal of the University	3
	<b><u>CHAPTER-II</u></b> <i>Definitions</i>	
2	2.1. Definitions	4-6
	<b><u>CHAPTER-III</u></b> <i>Constitution, Powers and Functions of the Authorities and Bodies of the University</i>	
3	3.1. Authorities and Bodies of the University	7-27
	3.1.1. The Court	7-9
	3.1.2. The Executive Council	9-13
	3.1.3. The Academic Council	13-16
	3.1.4. The Finance Committee	16-18
	3.1.5. The Planning Board	18-20
	3.1.6. The Admission Committee	20-21
	3.1.7. The Examination Committee	21-23
	3.1.8. Board of Faculties	23-25
	3.1.9. Board of Studies	25-27
	3.2. Co-opted Member(s)	27
	3.3. Special Invitee(s)	28
	3.4. Standing Committees, Boards, Sub-Committees etc.	28
	3.5. Constitution of Societies, Trusts, etc.	28
	3.6. Validation of Acts or Proceedings	28
	3.7. Constitution of Authorities and Bodies of the University	28-29
	3.8. Resignation, Removal and Allied Matters	29
	3.8.1. Resignation	29
	3.8.2. Removal	29
	3.9. Filling of Casual Vacancies	29

4	<p style="text-align: center;"><b><u>CHAPTER-IV</u></b>  <b><i>Appointment of Powers and Functions of the Officers of the University</i></b></p> <p>4.1. Officers of the University <b>30-44</b></p> <p>4.1.1. The Chancellor <b>30-32</b></p> <p>4.1.2. The Pro Chancellor <b>32</b></p> <p>4.1.3. The Vice Chancellor <b>32-34</b></p> <p>4.1.4. The Pro Vice Chancellor <b>34-35</b></p> <p>4.1.5. The Director/Principal <b>35 36</b></p> <p>4.1.6. The Registrar <b>36-37</b></p> <p>4.1.7. The Dean of Faculty <b>37</b></p> <p>4.1.8. The Director/Dean of Students Welfare <b>37-38</b></p> <p>4.1.9. The Controller of Examination (COE) <b>38</b></p> <p>4.1.10. The Chief Proctor <b>38</b></p> <p>4.1.11. The Finance Officer <b>39</b></p> <p>4.1.12. The Treasurer <b>40</b></p> <p>4.1.13 Director, Research &amp; Consultancy <b>40-41</b></p> <p>4.1.14 Director/Coordinator, IQAC <b>41</b></p> <p>4.1.15 Director, Admission &amp; Public Relations, <b>42</b></p> <p>4.1.16 The Director, Placement &amp; Corporate Relations <b>42-43</b></p> <p>4.1.17 The Librarian <b>43-44</b></p> <p>4.1.18 Appointment of the Officers of the University <b>44</b></p>	
5	<p style="text-align: center;"><b><u>CHAPTER-V</u></b>  <b><i>Conferment and Withdrawal of Academic Distinction and Honorary Degree</i></b></p> <p>5.1. Conferment of Academic Distinction <b>45</b></p> <p>5.2. Withdrawal of Academic Distinctions <b>45-46</b></p>	
6	<p style="text-align: center;"><b><u>CHAPTER-VI</u></b>  <b><i>Convocation</i></b></p> <p>6.1. Convocation for conferring degrees and grant of diploma, certificates and other distinctions of the University <b>47</b></p>	
7	<p style="text-align: center;"><b><u>CHAPTER-VII</u></b>  <b><i>Establishment of Campus(s), Institute(s), Study Centre(s), Faculties, Departments and Hostels</i></b></p> <p>7.1. Campus(s), Institutes and Study Centres <b>48</b></p> <p>7.2. The Institutes <b>48-49</b></p> <p>7.3. The faculties <b>49</b></p> <p>7.4. Hostels <b>49</b></p>	

8	<p style="text-align: center;"><b><u>CHAPTER-VIII</u></b>  <b><i>Institution of Emeritus Professorships, Visiting Professorships, Fellowships, Scholarships, Studentships, Medals and Prizes etc.</i></b></p> <p>8.1. Professor Emeritus or Honorary Professor <span style="float: right;"><b>50</b></span>  8.2. Visiting Professor <span style="float: right;"><b>50</b></span>  8.3. Research Fellowships, Scholarships, Studentships, Medals, Prizes etc. <span style="float: right;"><b>50</b></span></p>	
9	<p style="text-align: center;"><b><u>CHAPTER- IX</u></b>  <b><i>Appointments of the Officers, Teaching and Non-Teaching Staff of the University, Emoluments, Conditions of Services, Seniority of Employees, Settlements of Disputes and Right to Appeal</i></b></p> <p>9.1. Appointment <span style="float: right;"><b>51</b></span>  9.2. Types of Appointments <span style="float: right;"><b>51-53</b></span>  9.3. Emoluments <span style="float: right;"><b>53</b></span>  9.4. Condition of Service <span style="float: right;"><b>53</b></span>  9.5. Seniority of Service <span style="float: right;"><b>53</b></span>  9.6. Retirement <span style="float: right;"><b>53</b></span>  9.7. Settlement of Disputes and Right to Appeal. <span style="float: right;"><b>53-54</b></span>      9.7.1. Disputes Related to Employees Engaged temporarily or on Ad-hoc Basis or Part time or Casual Basis <span style="float: right;"><b>53</b></span>      9.7.2. Disputes Arising between University and Employees Appointed Substantively. <span style="float: right;"><b>54</b></span></p>	
10	<p style="text-align: center;"><b><u>CHAPTER- X</u></b>  <b><i>Funds and Accounts</i></b></p> <p>10.1. University Financial Resources <span style="float: right;"><b>55</b></span>      10.1.1 Permanent Endowment Fund <span style="float: right;"><b>55</b></span>      10.1.2 General Fund <span style="float: right;"><b>55</b></span>      10.1.3 Development Fund <span style="float: right;"><b>55</b></span>  10.2 Maintenance of the Funds <span style="float: right;"><b>55</b></span>  10.3 Annual Budget <span style="float: right;"><b>56</b></span>  10.4 Expenditure of the University <span style="float: right;"><b>56</b></span>  10.5 Property &amp; the Assets of the University <span style="float: right;"><b>56</b></span>  10.6 Raising of Funds <span style="float: right;"><b>56</b></span>  10.7 Acceptance of Management of Grants, Gifts, Donations, Endowments etc. <span style="float: right;"><b>56</b></span>  10.8 Annual Budget <span style="float: right;"><b>56</b></span>  10.9 Other Appointment <span style="float: right;"><b>56</b></span></p>	

	<b><u>CHAPTER- XI</u></b> <b><i>Special and Transitory Provisions</i></b>	
11	11.1 Special Provisions	<b>57</b>
	11.2 Rules	<b>57-58</b>
	11.3 Orders, Codes, Manuals, Circulars, Memos etc.	<b>58</b>
	11.4 Addition, Amendment, Repeal and Deletion of the Statutes	<b>58</b>
	<b><u>CHAPTER- XII</u></b> <b><i>Interpretation and Empowerment</i></b>	
12	12.1 Interpretation	<b>59</b>
	12.2 Delegations of Power	<b>59</b>
	12.3 Removal of Difficulties	<b>59</b>

# **THE STATUTES OF HRIT UNIVERSITY, UTTAR PRADESH**

**(Under Section 28 (1) of HRIT University Uttar Pradesh Act, 2019)**

## **CHAPTER-I**

### **Extent and Application**

#### **1.1. Short Title, Extent and Commencement**

- 1.1.1 These Statutes shall herein after be called the "Statutes" of the HRIT University, Uttar Pradesh.
- 1.1.2 These Statutes are applicable to the HRIT University and any matter relating and incidental thereto."
- 1.1.3 These Statutes shall come into force at once.
- 1.1.4 These Statutes are in conjunction with all the provisions of the HRIT University, Uttar Pradesh Act 2019.
- 1.1.5 If there is any difference in the provisions of the Act and Statutes, the provisions of the Act will prevail.
- 1.1.6 If there is any difference in the provisions of the Act or the Statutes or the Ordinances, the provisions of the Act or the Statutes, as the case may be, will prevail.
- 1.1.7 If there is any difference in the provisions of the Act or the Statutes or the Ordinances and the Rules, the provisions of the Act or the Statutes or the Ordinances, as the case may be, will prevail.
- 1.1.8 The provisions of the Act and the Statutes, Ordinances and Rules made there under will prevail over 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.

- 1.1.9 Unless the context otherwise requires, any abbreviation or shortened form of a word, shall represent and mean exactly that word as defined in the Act and the Statutes, Ordinances, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as the case may be, as may be framed from time to time.
- 1.1.10 Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently; and the amended Statutes, if any, shall apply to all the concerned.
- 1.2. **Notification.** The Statutes, Ordinances and Rules of the University, after receiving the consent of the Chancellor, will be notified by the Registrar and in his absence, any other person authorized by the Chancellor, and will be published thereafter in the Official Gazette of the University. Such Statutes, Ordinances and Rules of the University will be applicable, with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.
- 1.3. **Seal of the University.** The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University subject to further change or amendment as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other Symbolic or Graphic Expressions, Abbreviations or Likewise, for such purposes and by such officers and persons of the University, as deemed necessary from time to time.

## **CHAPTER-II**

### **Definitions**

- 2.1. 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;
- 2.1.1 "Trust" means Harish Chandra Ram Kali Charitable Trust, KF-91, Kavi Nagar Ghaziabad registered under Indian Trust Act 1882 on 04-05-2010 with office of Sub Registrar-II, Sadar Teshil Ghaziabad ;
- 2.1.2 "University" means the HRIT University, Uttar Pradesh established under section 3 of the University Act.
- 2.1.3 "Statutes" and "Ordinances" means respectively, the Statutes and the Ordinances of the University for the time being in force;
- 2.1.4 "Seal" means the common Seal of the University;
- 2.1.5 "Official Gazette" means the Gazette of the University;
- 2.1.6 "Records and Publication" means the Records and Publication of the University;
- 2.1.7 "Clause" means the Numerical Denomination (identification) of the Provisions made under the Statutes, Regulations, Ordinances, Rules, Orders, Codes, Manuals, Memos, Producers, Policies, Schemes and such other documents of the University, as may be framed thereafter from time to time;
- 2.1.8 "As prescribed/as specified./may be prescribed" means as per the details stated or decided in the Act and the Statutes, Ordinances, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as may be framed thereafter from time to time;
- 2.1.9 "Annexure" means the Annexure of the Statutes, Ordinances, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, framed thereafter from time to time;
- 2.1.10 "Form" means any form made under the Statutes, Ordinances, Regulations, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the, University, as may be framed thereafter from time to time;
- 2.1.11 "Court" means the Court of the University;
- 2.1.12 "Executive Council" means the Executive Council of the University;



- 2.1.13 "Academic Council" means the Academic Council of the University;
- 2.1.14 Planning Board means Planning Board as defined in Article 3.1.5
- 2.1.15 Board of Faculties means Board of Faculties of the concerned Institute as defined in Article 3.1.8
- 2.1.16 Board of Studies means Board of Studies of the concerned Faculty as defined in Article 3.1.9
- 2.1.17 "Chancellor", "Vice-Chancellor" "Pro-Chancellor", and "Pro-Vice-Chancellor" mean respectively the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice Chancellor of the University;
- 2.1.18 "Appropriate Authority/Concerned Authority/Competent Authority" means any Authority, Body, Officer, Employee or Person authorized and/or engaged to perform a particular/specific task(s) for the purposes and performing functions of the University;
- 2.1.19 "Approved by the University/University may approve/with the approval of the University" means approved by the Chancellor;
- 2.1.20 "Decided by the University/University may decide/Decision of the University" means as decided by the Vice Chancellor with the approval of the Chancellor;
- 2.1.21 "As applicable" means applicable to the Schools/Institutes, Departments, Institutions, Authorities, Bodies, Officers, Employees, Persons, etc. of the University, as the case may be;
- 2.1.22 "Treasurer", "Registrar", "Deputy Registrar", "Finance Officer", "Controller of Examinations", "Librarian" or "Proctor" means respectively the Treasurer, the Registrar, the Deputy Registrar, the Finance Officer, the Controller of Examinations, the Librarian or the Proctor of the University;
- 2.1.23 "Director/Dean/Principal" means the Head of an Institute, faculty, a College, a Centre and a School, or the person appointed for the purpose to act as such in his absence;
- 2.1.24 "Teacher of the University" means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting education/instructions of conducting research in the University and are designated as teachers by the Ordinances;
- 2.1.25 "Student" means a student enrolled in the register of the University;
- 2.1.26 "Employee" means any Person appointed by the University, and includes a teacher or any other member of the staff of the University;
- 2.1.27 "Person" means anybody working for the University and may not necessarily be on the payroll of the University;

- 2.1.28 "Campus" means the Campus(s) of university and includes Institute, Schools, Faculty (s) Departments, Centers or any other unit.
- 2.1.29 "Faculty" means Faculty of University which includes a department (s) or any other constitution of academic, academic support, non- academic, administrative or such any other activity, (by whatever name it may be called with or without adding a prefix or suffix or with a numerical denomination or otherwise) as decided by the University;
- 2.1.30 "Courses" 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 Title of the University;
- 2.1.31 "Convocation" means the Convocation of the University;
- 2.1.32 "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into 'Semesters' as stipulated in the Ordinances and Rules;
- 2.1.33 "Prescribed" means Prescribed by Statutes;

## **CHAPTER-III**

### **Constitution, Powers and Functions of the Authorities and Bodies of the University**

3.1 **Authorities and Bodies of the University.** The following shall be the authorities of the University:-

- (a) The Court;
- (b) The Executive Council;
- (c) The Academic Council;
- (d) The Finance Committee;
- (e) The Planning Board;
- (f) Board of Faculties
- (g) The Admissions Committee;
- (h) The Examination Committee;
- (i) Such other authorities as may be declared by the Statutes to be authorities of the University.

3.1.1 **The Court.** The Court shall be the Supreme Authority of the University.

3.1.1.1 **The Constitution.** The Court shall consist of following members.

<b>(a) Ex-Officio Members</b>	Designation
(i) The Chancellor	Chairman
(ii) The Pro Chancellor	Vice Chairman
(iii) The Vice Chancellor	Member-Secretary
<b>(b) Nominated Members</b>	
(i) One Person, to be nominated by the Trust.	Member
(ii) One Person from the Academia to be Nominated by the Chancellor.	Member
(iii) Two Persons from the Corporate/Industry to be nominated by the Chancellor.	Member
(iv) Three Directors of the Institute, to be nominated by the Chancellor.	Member

3.1.1.2 **The Terms of Office of Nominated Members.** The nominated members shall be appointed for three years. In case of resignation, removal or the office of nominated member falling vacant for any other reason shall be filled as soon as may be convenient by the nominating authority. The members of the Court shall, subject to the maximum term mentioned in the nomination letter, hold office to the pleasure of the nominating authority.

3.1.1.3 **Powers & Functions.**

- (a) The Chancellor, as the Chairman, shall preside over the meetings of the Court and in his absence; Vice Chairman shall preside over the meeting.

- (b) The Court shall be empowered to review and approve from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.
- (c) The Court shall consider Annual Report and shall recommend action on the points mentioned in the Annual Report to the Chancellor.
- (d) The Court shall review the Annual Accounts along with the Audit Report submitted by the Executive Council.
- (e) The Court may approve the budget and financial estimates of the University prepared by the Finance Committee and approved by the Executive Council.
- (f) The Court shall supervise and oversee the management of the Permanent Endowment Fund, General Fund & Development Fund.
- (g) The Court may delegate to the Chancellor such of its powers, as it may deem fit.
- (h) The Court shall make recommendations on any matter referred to it by the Chancellor.
- (i) The Court shall exercise such other powers and perform such other duties as may be prescribed.
- (j) In the situations, when the meeting of the Court cannot be convened; the Chancellor shall have the authority to take decisions on all the matters under the jurisdiction of the Court and such decisions shall be placed in the next meeting of the Court for ratification.

#### **3.1.1.4 Meetings.**

- (a) Convening of Meeting.** The meeting of the Court shall be convened by the Member-Secretary in consultation with the Chancellor.
- (b) Notices & Agenda.** Minimum 14 days prior notice shall be given for the meeting of the Court indicating time and place either by post, courier, fax or e-mail. The agenda of the meeting, duly approved by the Chancellor shall also be attached with the notice. The notice period may be reduced by the Chancellor in case of any special or emergent meeting convened. Non receipt of the notice shall not make the proceedings of the meeting invalid.
- (c) Frequency, Date, Time & Place.** The Court shall meet as often as necessary but not less than once in a year at the appointed date, time and place approved by the Chancellor.
- (d) Quorum.** One third of the members of the Court shall form a quorum for the meeting. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

**(e) Conduct of the Meeting.**

**i. Special/Emergent Meeting.** These types of meetings shall be convened by the Chancellor to discuss some special and emergent issues.

**ii. Decision at the Meeting.** All decisions shall be taken based on simple majority. The Chairman shall cast the vote in the event of equal numbers of votes.

**iii. Preparation Circulation.** The Member-Secretary of the Court shall prepare the minutes and get it approved from the Chairman. Thereafter, the minutes shall be circulated to all members by post/courier/ Fax/e-mail. After this, the minutes shall be recorded in the Minutes Book which shall be open for inspection by the members of the Court during the office hours.

**3.1.2 The Executive Council.** The Executive Council shall be the Principal Executive Body of the University.

**3.1.2.1 The Constitution.** The Executive Council shall consist of the following members:-

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
(i) The Vice Chancellor	Chairman
(ii) All Directors of Institutes	Member
(iii) Director, R&C	Member
(iv) Director/Coordinator, IQAC	Member
(v) The Registrar	Secretary
<b>(b) Nominated Members</b>	
(i) Two Persons nominated by the Chancellor.	Member
(ii) Five Deans nominated by the Vice Chancellor.	Members
(iii) Two Persons from the Academia to be Nominated by the Vice Chancellor	Member
(iv) Two Persons from the Corporate/ Industry to be nominated by the Vice Chancellor.	Member
<b>(c) Special Invitees</b>	
Chairman may invite the Controller of Examinations, Finance Officer or any other Officer/Faculty Member or any External Dignitary as and when considered necessary	Special Invitees

**3.1.2.2 The Terms of Office of Nominated Members.** The nominated members shall be appointed for three years. In case of any position falling vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

**3.1.2.3 The Powers & Functions.**

- (a) The Vice Chancellor, as the Chairman, shall preside over the meetings of the Executive Council and in his absence; Pro Vice Chancellor shall preside over the meeting. In case, both of them are not available, a person nominated by the Chancellor shall preside over the meeting.
- (b) The Council shall approve the Statutes for the purpose of University Act.
- (c) The Council subject to the provisions of University Act and the Statutes shall approve the Ordinances.
- (d) The Council shall be responsible for administration, development and management of the affairs and other matters of the University.
- (e) The Council shall define the powers vested in the authorities or officers in the University i.e. the Chancellor, the Pro Chancellor, the Vice Chancellor, the Registrar etc.
- (f) The Council shall approve the amount of emolument and other allowances payable and also define the terms and conditions of university (including rules for taking disciplinary action) for non-teaching staff.
- (g) The Council shall approve the amount of emolument and other allowances payable and also define the terms and conditions of University (including rules for taking disciplinary action) for teaching staff after giving due consideration to the recommendations of the Academic Council.
- (h) The Council shall approve the number of teaching and non- teaching posts, after giving due consideration to the recommendations of the Academic Council.
- (i) The Council shall decide or approve all appointments, nominations, removals, suspensions and reinstatements of all the employees of the University.
- (j) The Council shall approve the appointment of the employees of the University, on lien or otherwise, from within or outside the University.
- (k) The Council shall also select a common seal for the University.
- (l) The Council shall review the Annual Report and shall forward it to the Court with its comments.
- (m) The Council shall review Annual Accounts and the Balance Sheet prepared by the Finance Committee along with the Audit Report. After review, the Council shall forward these along with its observations to the Court.
- (n) The Council shall review and forward the recommendations of Finance Committee related to Annual Budget and Investment to the Court.
- (o) The Council shall approve planning recommendations forwarded by Planning Board.

- (p) The Council shall approve the principles governing the seniority of employees.
- (q) The Council shall approve the Grievance Redressal Policy related to the students and the employees and shall decide any representation, complaint by any employee or student of the University.
- (r) The Council shall approve the institution and award of fellowships, scholarships, studentships, medals, prizes and lay down the procedure for withdrawal of these degrees, fellowships, medals etc.
- (s) The Council shall approve the conferment of Honorary Degrees recommended by Academic Council and sends it to the Chancellor for confirmation.
- (t) The Council shall approve the University Examination Policy recommended by Academic Council.
- (u) The Council shall approve the establishment and abolition of institutes, faculties, departments and courses.
- (v) The Council shall approve collaboration, co-operation and association with other Universities or Institutions in India and abroad.
- (w) The Council shall not make, amend or repeal any Statutes affecting the powers and/or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Council.
- (x) The Council shall exercise such other powers and perform such other duties as may be conferred or assigned to it by the Act, the Statutes or the Ordinances.
- (y) The Council shall report or make recommendation on any matter referred to it by the Court or the Academic Council or the Chancellor as the case may be.
- (z) The Executive Council shall exercise such other powers and such other duties as may be prescribed from time to time.

#### **3.1.2.4 Meetings.**

**(a) Convening of Meeting.** The meeting of the Executive Council shall be convened by the Registrar in consultation with the Vice Chancellor.

**(b) Notices & Agenda.** Minimum 14 days prior notice shall be given to the members to attend the meeting which shall be communicated by post/fax/e-mail and also shall be uploaded on the official University website. The agenda finalized by the Chairman shall also be forwarded to

the members along with the notice. However, the non-receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.

**(c) Frequency of the Meeting, Date, Time & Place.** The Council shall meet as often as necessary but not less than twice in an Academic Year at a place, date and time fixed by the Chairman.

**(d) Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

**(e) Conduct of the Meeting.**

**i. Special/Emergent Meeting.** The Chairman may convene any special/emergent meeting to discuss any issue of importance at a date, time and place fixed by him.

**ii. Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.

**iii. Preparation of Minutes & Circulation.** The Secretary of the Council shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post/e-mail/courier. The minutes shall be placed for confirmation in the next meeting along with action taken report. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for inspection by the members of the Council during working hours on all working days.

**3.1.3 The Academic Council.** The Academic Council shall be the Supreme Academic Body of the University.

**3.1.3.1 The Constitution.** The Academic Council shall consist of the following members:-

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
(i) The Vice Chancellor	Chairman
(ii) The Pro Vice Chancellor	Vice Chairman
(iii) All Directors of Institutes	Members
(iv) Director, R&C	Member
(v) Director/Coordinator, IQAC	Member
(vi) All Deans of Faculties	Members
(vii) All Professors	Members
(viii) Controller of Examination	Member
(ix) The Registrar	Secretary
<b>(b) Nominated Members</b>	
(i) Two Associate Professors nominated by the Vice Chancellor.	Members



(ii) Two Assistant Professors nominated by the Vice Chancellor.	Members
(iii) Minimum Four Persons from Registrar Academia/Industry/Corporate nominated by the Vice Chancellor.	Members
(iv) Librarian of the University.	Member
<b>(c) Special Invitees</b>	
Chairman may invite the Finance Officer or any other Officer/ Faculty Member or any External Dignitary as and when considered necessary	Special Invitees

**3.1.3.2 The Terms of Office of Nominated Members.** The nominated members shall be appointed for three years. In case of any position falling vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

**3.1.3.3 The Powers & Functions.**

- (a) The Vice Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence; the Pro Vice Chancellor shall preside over the meeting.
- (b) The Council shall be responsible for the development and management of academic matters and related affairs of the University.
- (c) The Council shall issue guidelines and directions to maintain the standards of teaching, education, research & consultancy, conduct of examinations, equivalence of courses/degrees and any other academic matters.
- (d) The Council shall advise the Executive Council on all academic matters subject to the provisions of the Act, the Statutes and the Ordinances.
- (e) The Council may recommend the amount of emolument and other allowances payable and also define the terms and conditions of university teaching staff to the various categories of employee and other in the University.
- (f) The Council shall review the number of teaching and non-teaching posts after giving due consideration to the recommendations of Board of Faculties of Institutes.
- (g) The Council shall recommend the award of fellowships, scholarships, studentships, medals and prizes and send it to Executive Council for its approval.
- (h) The Council may recommend the conferment of Honorary Degrees and other distinctions and send it to the Executive Council for its approval.
- (i) The Council may approve the recommendations of various Board of Studies and/or Board of Faculties.

- (j) The Council shall review the University Examination Policy and recommend it to the Executive Council for approval.
- (k) The Council may recommend the establishment and abolition of institutes, faculties, departments and courses.
- (l) The Council shall decide the fee structure of various programmes & Courses based on the recommendations of Fee Fixation Committee.
- (m) The Council shall decide the eligibility criterion and admission process of various programmes & courses considering the guidelines issued by the various statutory bodies.
- (n) The Council shall recommend the award of diplomas or certificates, confer degrees or other academic distinction on the basis of examinations, evaluations or any other method of testing. The council shall also recommend withdrawal of diplomas, certificates, and other distinctions for good and sufficient cause.
- (o) The Council shall also consider co-operation, collaboration and association with other Universities or Institutions in India and abroad and recommend such cases on merit to the Executive Council for approval.
- (p) The Council shall exercise such other powers and performs such other duties as may be prescribed.

#### **3.1.3.4 Meetings.**

- (a) **Convening of Meeting.** The meeting of the Academic Council shall be convened by the Registrar in consultation with the Vice Chancellor.
- (b) **Notices & Agenda.** Minimum 14 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or fax, e-mail. The Agenda of the meeting after approval from the Chairman shall also be attached with the notice of the meeting.
- (c) **Frequency of the Meeting, Date, Time & Place.** The Council shall meet as often as necessary but not less than twice in an Academic Year at a place, date and time fixed by the Chairman.
- (d) **Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

**(e) Conduct of the Meeting.**

- i. Special/Emergent Meeting. The Vice Chancellor may convene any special /emergent meeting to discuss any issue of importance at a date, time and place fixed by him.
- ii. Decision at the Meeting. All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.
- iii. Preparation of Minutes & Circulation. The Secretary of the Council shall prepare the minutes, circulate to all members through post/e-mail/courier and get it approved by the Chairman. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for inspection by the members of the Council during working hours on all working days.

**3.1.4 The Finance Committee.** The Finance Committee shall be the Principal Financial Body of the University to take care of financial matters.

**3.1.4.1 The Constitution.** The Finance Committee shall consist of the following members:

<b>(a) Ex-Officio Members</b>		<b>Designation</b>
(i) The Vice Chancellor		Chairman
(ii) The Pro Vice Chancellor		Vice Chairman
(iii) The Registrar		Member Secretary
(iii) The Finance Officer		Member
<b>(b) Nominated Members</b>		
(i) One Director and one Dean to be nominated by the Vice Chancellor;		Members
(ii) One expert to be nominated by the Vice Chancellor;		Member
(iii) One expert to be nominated by the Chancellor;		Member

**3.1.4.2 The Terms of Office of Nominated Members.** The nominated members shall be appointed for three years. In case of any position falling vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

**3.1.4.3 The Powers & Functions.**

- (a) The Vice Chancellor, as the Chairman, shall preside over the meetings of the Finance Committee and in his absence; the Pro Vice Chancellor shall preside over the meeting.
- (b) The Committee shall advise the Executive Council on all matters related to the administration of property and funds of the University.

(c) The Committee shall scrutinize all financial proposals forwarded by the various Authorities and recommend to the Executive Council for approval.

(d) The Committee shall also recommend the annual budget after scrutiny for approval of the Executive Council.

(e) The Committee shall lay down financial rules for administration of all funds of the University i.e. General Fund and Development Fund of the University.

(f) The Committee may also advise the Court through the Executive Council for investment of the Permanent Endowment Fund and transfer of amounts from one fund to another fund subject to the provisions of Sec 41 of the Act.

(g) The Committee shall scrutinize the annual accounts and balance sheet and shall forward to the Executive Council with its recommendations.

(h) The Committee shall get the accounts audited by an experienced qualified firm of Chartered Accountant of repute at least once in a year but the interval of audit should not exceed more than fifteen months.

#### **3.1.4.4 Meetings.**

(a) **Convening of Meeting.** The meeting of the Finance Committee shall be convened by the Finance Officer in consultation with the Chairman.

(b) **Notices & Agenda.** Minimum one-week prior notice shall be given shall be to the members to attend the meeting which communicated by post/fax/e-mail. The notice to convene shall also include the agenda finalized by the Chairman. However, the non-receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.

(c) **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet not less than twice in an Academic Year at a place, date and time fixed by the Chairman.

(d) **Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

#### **(e) Conduct of the Meeting.**

i. **Special/Emergent Meeting.** The Vice-Chancellor may convene any special/emergent meeting to discuss any issue of importance at a date, time and place fixed by him.

**ii. Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.

**iii. Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes and get it approved by the Chairman. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for inspection by the members of the Committee during working hours on all working days.

**3.1.5 The Planning Board.** The Planning Board shall be the Principal Planning Body of the University.

**3.1.5.1 The Constitution.** It shall consist of the following members;

(a) Ex-Officio Members	Designation
(i) The Vice Chancellor	Chairman
(ii) The Pro Vice Chancellor	Vice Chairman
(iii) The Finance Officer	Member
(iv) The Registrar	Member-Secretary
(b) Nominated Members	
(i) One Director and one Dean to be nominated by Vice Chancellor;	Member
(ii) One Professor from each Institute (excluding Dean/ Director as mentioned above) to be nominated by the Chancellor;	Members
(iii) Three members (one each from Academia, Industry & Architecture) to be nominated by the Chancellor;	Members

**3.1.5.2 The Terms of Office of Nominated Members.** The terms of office of nominated members shall be three years. In case of any position falling vacant due to resignation, removal or any other reason, it shall be filled at the earliest by the nominating authority.

**3.1.5.2 Powers & Functions.**

(a) The Board shall ensure compliance of the Norms laid down by the UGC and the other statutory bodies in respect of physical and academic infrastructure.

(b) The Board shall draw a three years roll on plan to meet the infrastructure and academic support and its upkeep needed in the future.

(c) The Board shall review the various recommendations made by the councils and committees and shall forward it to the Executive Council.

**3.1.5.4 Meetings.**

(a) **Convening of Meeting.** The meeting of the Planning Board shall be convened by the Registrar in consultation with the Vice Chancellor.

**(b) Notices & Agenda.** Minimum 14 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or fax, e-mail. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.

**(c) Frequency of the Meeting, Date, Time & Place.** The Board shall meet not less than twice in an Academic Year at a place, date and time fixed by the Chairman.

**(d) Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

**(e) Conduct of the Meeting.**

**i. Special/Emergent Meeting.** The Vice Chancellor may convene any special/emergent meeting to discuss any issue of importance at a date, time and place fixed by him.

**ii. Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.

**iii. Preparation of Minutes & Circulation.** The Secretary of the Board shall prepare the minutes and get it approved by the Chairman. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for review by the members of the Board during working hours on all working days.

**3.1.6 The Admission Committee.** The University shall constitute an Admission Committee under the direction of the Vice Chancellor.

**3.1.6.1 The Constitution.** The Committee shall consist of following members;

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
(i) The Vice Chancellor	Chairman
(ii) Pro Vice Chancellor	Vice Chairman
(iii) The Registrar	Member
(iv) All Directors of the Institutes	Members
(v) Director R & C	Member
(vi) The Director (Admissions & Public Relations)	Secretary
<b>(b) Special Invitee</b>	
Chairman may invite the Controller of Examinations, Director (Placement & Corporate Relations), Dy. Registrar (Academics) or any other Officer/Faculty Member as and when considered necessary	Special Invitees

**3.1.6.2 The Terms of Office of Nominated Members.** The nominated members shall be appointed for three years. In case of any position falling vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

**3.1.6.3 The Powers & Functions.**

(a) The Committee shall lay down the principles and norms governing the policy of admission to various courses of studies being run at the Registrar University subject to the guidelines of the Academic Council.

(b) The Committee shall also review the eligibility criterion and admission procedures from time to time and suggest changes if any to the Academic Council.

**3.1.6.4 Meetings.**

(a) **Convening of Meeting.** The meeting of the Admission Committee shall be convened by the Director (Admissions & Public Relations) in consultation with the Vice Chancellor or in his absence any person authorized to act as Secretary by the Vice Chancellor.

(b) **Notices.** Minimum one week prior notice shall be given to the members to attend the meeting which shall be communicated by the courier, telephone and e-mail.

(c) **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet on as required basis at the appointed date, time and place decided by the Chairman.

(d) **Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes and get it approved by the Chairman. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for inspection by the members of the Committee during working hours on all working days.

**3.1.7 The Examination Committee.** There shall be an Examination Committee to review the Examination & Evaluation processes and smooth conduct of Examination of the University.

**3.1.7.1 The Constitution.** The Examination Committee shall have the following members:-

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
(i) The Vice Chancellor	Chairman
(ii) The Pro Vice Chancellor	Vice Chairman
(iii) All Directors of the Institutes	Member
(v) Controller of Examination	Member-Secretary
 <b>(b) Nominated Members</b>	
(i) Two Deans nominated by the Vice Chancellor	Member
(ii) Asst. COE	Member
 <b>(c) Special Invitee</b>	
Chairman may invite the Dy. Registrar (Academics) or any other Officer/Faculty	Special Invitees

Member as and when considered necessary

**3.1.7.2 The Terms of Office of Nominated Members.** The nominated members shall be appointed for three years. In case of any position falling vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

**3.1.7.3 The Powers & Functions.**

(a) The Committee shall prepare the University Examination Policy and shall submit it to Academic Council for approval.

(b) The Committee shall work out the schedule of the Examinations of the University.

(c) The Committee shall conduct the examination in various faculties in consultation with the Directors of various Institutes.

(d) The Committee shall review and approve the list of Examiners suggested by the various Board of Studies.

(e) The Committee shall review and analyze the results of the University examination and shall submit to Academic Council for approval.

(f) The Committee shall also make recommendation for improvement in the examination system to the Academic Council.

**3.1.7.4 Meetings.**

(a) **Convening of Meeting.** The meeting of the Examination Committee shall be convened by the Controller of Examination in consultation with the Vice Chancellor.

(b) **Notices & Agenda.** Minimum one week prior notice shall be given to the members to attend the meeting which shall be communicated by post or fax, e-mail. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.

(c) **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet not less than twice in an Academic Year at a place, date and time fixed by the Chairman.

(d) **Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

(e) **Conduct of the Meeting.**

i. **Special/Emergent Meeting.** The Vice Chancellor may convene any special/emergent meeting to discuss any issue of importance at a date, time and place fixed by him.



ii. **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.

iii. **Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes and get it approved by the Chairman. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for inspection by the members of the Committee during working hours on all working days.

**3.1.8 Board of Faculties.** There shall be Board of Faculties in each Institute for smooth and effective implementation of academic and research activities of the Institute.

**3.1.8.1 The Constitution.** The Board of Faculties shall consist of the following members:

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
(i) Director of the concerned Institute	Chairman
(ii) All Deans of Faculties of the concerned Institute	Members
(iii) All Professors of the concerned Institute	Members
 <b>(b) Nominated Members</b>	
(i) Two Associate and Two Assistant Professors	Member
Member from concerned Institute nominated by the Director	
(ii) One member each from the Academia and Industry/Corporate world nominated by the Director	Member
 (c) One of the Dean shall be nominated by the Director to act as Secretary	Member-Secretary
 <b>(d) Special Invitee</b>	
Chairman may invite any other Expert/Faculty Member as and when considered necessary	Special Invitees

**3.1.8.2 The Statutes\_HRIT University.** The Terms of Office of Nominated Members. The nominated members shall be appointed for a period of three years. In case of any vacancy arising due to resignation, removal or any other reason, the nominating authority shall take immediate action to fill the vacancy.

**3.1.8.3 The Powers & Functions.**

(a) In any Institute if there is only one Faculty, then all the powers and functions of such Board of Studies shall be vested in the Board of Faculties.

(b) The Board shall recommend the number of teaching and the non-teaching posts after giving due consideration to recommendations of the respective Deans.

(c) The Board shall coordinate teaching and research work of the Faculties of the Institute which may be interdisciplinary in nature. (d) The Board shall plan the general time-table of the Faculties of the Institute and review the infrastructure for smooth conduct of academics among the Faculties in the Institute.

(e) The Board shall consider and act on any proposal regarding the welfare of the students in the Institute.

(f) The Board shall consider the schemes for advancement of standards of Teaching & Research and submit the proposal to the Academic Council.

(g) The Board shall consider the recommendation of various Board of Studies and may remit any matter to Board of Studies within the purview of the Institute for consideration.

(h) The Board shall perform all other functions which may be prescribed by the Act, Statutes, and Ordinance and consider all such matters as may be referred to it by the Executive Council, Academic Council or the Vice-Chancellor.

(i) The Board may delegate to the Dean or to any other member of the Board or to Committee such powers as may be desired.

(j) The Board shall formulate plans for new area of studies and programmes to be launched.

(k) The Board should give priority to:

- i. Develop steps for homogeneous working among the faculties
- ii. Launch inter-disciplinary/inter-faculty teaching/research programmes.
- iii. Improve quality of teaching/research pursued

#### **3.1.8.4 Meetings.**

**(a) Convening of Meeting.** The meeting of the Board of Faculties shall be convened by the Member-Secretary in consultation with the Chairman.

**(b) Notices & Agenda.** Minimum 14 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or fax or e-mail. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.

**(c) Frequency of the Meeting, Date, Time & Place.** The Board shall meet at least once in an Academic Year at a place, date and time fixed by the Chairman.

**(d) Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

**(e) Conduct of the Meeting.**

**i. Special/Emergent Meeting.** The Chairman may convene any special/emergent meeting to discuss any issue of importance at a date, time and place fixed by him.

**ii. Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.

**iii. Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for review by the members of the Board during working hours on all working days.

**3.1.9 Board of Studies.** There shall be Board of Studies in each faculty for effective planning and implementation of academic activities.

**3.1.9.1 The Constitution.** The Board of Studies shall consist of the following members:

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
(i) Dean of the concerned Faculty	Chairman
(ii) All Professors of the concerned Faculty	Members
 <b>(b) Nominated Members</b>	
(i) Three Associate/Assistant Professors From concerned Institute/Faculty nominated Director	Member
(ii) Two member(s) from the Academia and Industry/Corporate world having expert knowledge of the subject(s) concerned, nominated by the Director	Member
 (c) One of the senior Faculty member shall be nominated by the Dean to act as Secretary	Member-Secretary
 <b>(d) Special Invitee</b> Chairman may invite any other Expert/ Faculty Member as and when considered necessary	Special Invitees

**3.1.9.2 The Terms of Office of Nominated Members.** The nominated members shall be appointed for a period of three years. In case of any vacancy arising due to resignation, removal or any other reason, the nominating authority shall take immediate action to fill the vacancy.

**3.1.9.3 The Powers & Functions.**

a) In case any Institute has only one Faculty, then all the powers and functions defined herein shall be performed by Board of Faculties of the concerned Institute.

- b) The Board shall recommend minimum qualification and other eligibility conditions for admission to various courses of studies to the Academic Council.
- c) The Board shall monitor method of instructions, examination system, research and other academic activities of the Institute/Faculty as per the University Ordinance, instructions and guidelines issued from time to time by the University.
- d) The Board shall suggest measures for improvement of standard of teaching and research.
- e) The Board shall recommend subjects for research for various degrees and other requirements of research work.
- f) The Board shall approve the appointment of Examiners & Paper Setters for the prescribed courses and programmes running in the concerned faculty.
- g) The Board shall perform such other functions as may be assigned to it by the University.

#### **3.1.9.4 Meetings.**

**(a) Convening of Meeting.** The meeting of the Board of Studies shall be convened by the Member-Secretary in consultation with the Chairman.

**(b) Notices & Agenda.** Minimum 14 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or fax, e-mail. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.

**(c) Frequency of the Meeting, Date, Time & Place.** The Board shall meet at least once in an Academic Year at a place, date and time fixed by the Chairman.

**(d) Quorum.** Minimum one third of the members should be present to complete the quorum. In case quorum is not complete, the meeting shall be deferred for half an hour. If, even after half an hour, the quorum is not complete, the Chairman shall take decision to further defer it by extending the time or cancel the meeting. In the adjourned meeting with the same agenda, no quorum is required.

**(e) Conduct of the Meeting.**

**i. Special/Emergent Meeting.** The Chairman may convene any such meeting to discuss any issue of importance at a date, time and place fixed by him.

**ii. Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue.

**iii. Preparation of Minutes & Circulation.** The Secretary of the Board shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. Thereafter, the minutes shall be recorded in the Minute Book which shall be open for review by the members of the Board during working hours on all working days.

### **3.2 Co-opted Member(s)**

- 3.2.1 The University may approve to Co-opt Member (s) with or without voting rights in the authorities or bodies of the University.
- 3.2.2 The Co-option may be on one time basis or may be regular, as the University may approve.

### **3.3 Special Invitee(s)**

- 3.3.1 The University may approve to call Special Invitee(s) without voting rights, in the authorities or bodies of the University.
- 3.3.2 The Special Invitation may be on one time basis or term basis or may be regular, as the University may approve.

### **3.4 Standing Committees, Boards, Sub-Committees etc.**

- 3.4.1 The University may approve to constitute such Committees, Standing Committees, Boards, Sub-Committees, Ad hoc Committees, Associations, Alumni or such other Bodies, by whatever name it may be called, for such purpose, with such powers, as may be deemed necessary, from time to time.
- 3.4.2 The University may approve to appoint, for such Standing Committees, Boards and Sub-Committees, Ad hoc Committees, Associations, Alumni or such other Bodies, such members as deemed necessary for inquiring, reporting, and advising upon any matter entrusted.

### **3.5 Constitution of Societies, Trusts, etc.**

- 3.5.1 The University may create and incorporate such Societies, Trust and any other body or entity, by whatever name it may be called, as approved by the University from time to time.
- 3.5.2 The University may establish and manage Training Institutes, Centers and such other institutions, and undertake various activities related to industry, academia research and other areas, as approved by the University.

### **3.6 Validation of acts or Proceedings.** No act done or proceeding taken by any authority or other body of the University shall be invalid merely on the ground:

- (a) Of any vacancy or defect in the constitution of the authority or body; or
- (b) Of any defect or irregularity in nomination or appointment of a person acting a member thereof; or
- (c) Of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

### **3.7 Constitution of Authorities and Bodies of the University**

If any question arises with respect to the appointment of any person or entitlement of any person to be a member of any authority or other 'Body of the University, the same shall be referred to the Chancellor, Registrar whose decision thereon shall be final and binding.

- 3.7.2 Persons from India and overseas like NRIS, PIOS, Foreign Nationals (except from hostile or enemy countries declared by the Government of India) etc. may be appointed or nominated, at the discretion of the appointing authority or nominating authority, as the members of the various authorities and bodies of the University; provided it does not violate any law or policy of Govt. of India.

### **3.8 Resignation, Removal and Allied Matters**

#### **3.8.1 Resignation**

(a) Any nominated member of any authority or body may resign, by a letter addressed to the nominating authority with a copy to the Chairman of the authority of which he is a member, from his or her membership and such a resignation shall take effect as soon as it will be accepted by the nominating authority.

(b) Resignation of membership shall not relieve the member of any liability incurred before/or on the date of his resignation.

#### **3.8.2 Removal**

(a) All nominated members of any authority or body will hold office to the pleasure of the nominating authority.

(b) Nominating authority may ask at its will, the member so nominated, at any time to resign without assigning any reason. If the member fails to do so, the nominating authority may remove him by an order.

(c) If the member is causing any hindrance in the working or is not maintaining the confidentiality of matters pertaining to the authority or body, of which he is a member, or creating indiscipline or such like thing, the nominating/appointing authority may remove such member with immediate effect. The decision of the nominating/appointing authority in this regard shall be final and binding.

(d) Any officer, employee or person of the University, as a member of any authority or body of the University, shall hold the office till such time as he continues to be the officer, employee or person of the University.

- 3.9 Filling of Casual Vacancies.** All casual vacancies amongst the members of the authorities or bodies of the University shall be filled up by the person, nominating the member whose place has become vacant.

## **CHAPTER- IV**

### **Appointment and Powers and Function of the Officers of the University**

**4.1** The following shall be the Officers of the University:

**4.1 (a) Officers as per clause 10 (a-1) of the Act.**

- i. The Chancellor
- ii. The Pro Chancellor
- iii. The Vice Chancellor
- iv. The Pro Vice Chancellor
- v. The Director/Principal
- vi. The Registrar
- vii. The Dean of Faculty
- viii. The Director/Dean, Students Welfare
- ix. The Controller of Examination
- x. The Chief Proctor
- xi. The Treasurer
- xii. The Finance Officer

**4.1 (b) Officers as per clause 10 (m) of the Act.** The following shall also be the Officers of the University:

- i. The Director, Research & Consultancy (R&C)
- ii. The Director/Coordinator, Internal Quality Assurance Cell (IQAC)
- iii. The Director, Admission & Public Relations
- iv. The Director, Placement & Corporate Relations
- v. The Librarian

**4.1.1 The Chancellor.**

**(a) Appointment of the Chancellor.** The Chancellor shall be appointed by the management committee of the Trust for three years. The Trust may re-appoint or extend the tenure of the Chancellor as deemed fit.

**(b) Powers & Duties.**

1) The Chancellor by virtue of his office shall be the Head of the University and shall constitute interim Executive council. He shall be Chairman of the Court. In his absence, any other person nominated by the Chancellor shall act as the Chairman.

2) The Chancellor shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.

3) The event of the occurrence of vacancy in the office of the Vice Chancellor, by any reason i.e. death, resignation, removal, the Chancellor may appoint any person on that vacancy for such Universe Period and on such conditions as he deems fit.

- 4) The Chancellor may remove Vice Chancellor by order under his signature, if Chancellor opines that Vice Chancellor willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and his continuance in office appears to be detrimental in the interest of university.
- 5) Minutes of the Meeting of Executive Council, Academic Council, Planning Board & Finance Committee shall be forwarded to the Chancellor for information within ten working days of the conduct of the respective meeting.
- 6) The Chancellor shall be empowered to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same.
- 7) The Chancellor may order the inspection, scrutiny, investigation, or inquiry by such other person, as he may deem fit, in respect of administrative, academic, executive or any other matters of the University.
- 8) The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advise with regard to the action to be taken thereon and if action taken is not up to satisfaction of Chancellor, he may issue such directions as he may think fit for the betterment of University and the Vice Chancellor or the authority concerned shall be bound to comply with such directions and the Chancellor shall report the matter in the next meeting of the Court.
- 9) The Chancellor may amend or revoke any decision taken, by any authority or officer or employee or otherwise regarding the matters of the University and shall take action to facilitate the smooth functioning of the University and shall report the matter in the next meeting of the Court.
- 10) In case of any dispute with respect to the appointment, nominations, removals, suspensions and reinstatements of any Officer, Employee or Person of the University, the aggrieved person may petition to the Chancellor, whose decision thereon shall be final and binding.
- 11) In case of any dispute/difference of opinion among any authority or body or officer or employee or person of the University on any unforeseen issues arising, related to the University, which cannot be otherwise resolved, and question regarding interpretation of the Statutes, Ordinance, circulars, Memos, Procedures, Policies, of the University, the same shall be referred to Chancellor whose decision shall be final and binding on all concerned.
- 12) Confirmation by the Chancellor is mandatory for the conferment of an Honorary Degree, as recommended by the Executive Council.
- 13) Notwithstanding anything contained in the Act, Statutes, Ordinance, Rules, Orders, Codes, Manuals, Circulars, Procedures, Policies and such other documents of the University framed from time to time, the Chancellor may discharge all or any of the functions of the University and exercise such powers, which otherwise are to be exercised and performed by any authority,



body, employee or person of the University, until such authority or body come into existence or such officer or employee or person is appointed.

14) The Chancellor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such a direction within 60 days; the Chancellor may after considering the reason, make or amend the Statutes accordingly as he may deem fit.

15) The Chancellor shall be the final authority on the appeal of aggrieved person against the decision taken by the Vice Chancellor.

#### **4.1.2 The Pro Chancellor.**

**(a) Appointment of Pro Chancellor.** The Pro Chancellor shall be appointed by the Management Committee of the Trust for three years.

##### **(b) Powers & Duties.**

- 1) The Pro Chancellor shall assist the Chancellor in discharge of his duties.
- 2) The Pro Chancellor shall perform the duties of the Chancellor in his absence.
- 3) The Pro Chancellor shall preside over the convocation in the absence of the Chancellor.

#### **4.1.3 The Vice Chancellor**

**(a) Appointment.** The Vice Chancellor shall be a whole-time salaried officer of the University and shall be appointed for five years by the Chancellor on such terms and conditions, as he may deem fit. The Chancellor may, at his discretion, approve his re-appointment or extension(s) for such a period (not exceeding three years in a single instance), either altogether or on periodical basis, as he may deem fit. In the event of the occurrence of vacancy in the office of the Vice Chancellor, by any reason i.e. death, resignation, removal, the Chancellor may appoint any person on that vacancy for such period and on such conditions as he deems fit.

##### **(b) Powers & Duties.**

- 1) The Vice Chancellor shall be the Principal Administrator and Academic Officer of the University.
- 2) The Vice Chancellor after the expiration of his term, in exceptional cases, may continue to hold his office until his successor is appointed and enter upon his office otherwise at the sole discretion of the Chancellor.
- 3) The Vice Chancellor shall preside over the convocation in the absence of the Chancellor and the Pro Chancellor.
- 4) The Vice Chancellor shall exercise the general superintendence and control over the affairs of the University and shall give effect to the decision of all the authorities of the University in not letter and spirit and shall ensure that they are contradictory in nature and practice.

- 5) The Vice Chancellor shall have all the powers necessary for the maintenance of the property of the University and to ensure discipline, decorum and security in the University. He shall take necessary actions to maintain law and order in the University. He may delegate any such powers to such person(s) as he may deem fit.
- 6) The Vice Chancellor shall be responsible to the Chancellor for all the matters of the University entrusted from time to time.
- 7) The Vice Chancellor shall have the power to convene or cause to be convened meeting of such authorities or bodies of the University, where he is acting as the Chairman or otherwise constituted under his direction.
- 8) The Vice Chancellor, if he is of the opinion that immediate action is called for any matter, exercise any power conferred upon the authority or body of the University, where he is acting as the Chairman or otherwise constituted under his direction, and take such measures as deemed necessary and shall report to the concerned authority or body on the action taken by him on such matters. Provided that if the concerned authority or body is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final and binding.
- 9) The Vice Chancellor shall have the responsibility, to see that the provisions of the Act and the Statutes, Ordinance, Rules made there under and Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University issued from time to time, are duly observed and he shall have all the powers necessary to ensure such observance.
- 10) The Vice Chancellor shall be empowered to call from time to time such information or records relating to any affair of the University as he may think necessary and the other Officers of University shall furnish the same.
- 11) The Vice Chancellor may order the inspection, scrutiny, investigation, or inquiry by such other person, as he may deem fit, in respect of administrative, academic, executive or any other matters of the University.
- 12) The Vice Chancellor may address the concerned Authority of the University with reference to the result of such inspection or inquiry together with his views and advice with regard to the action to be taken thereon and if action taken is not up to the satisfaction of the Vice Chancellor, he may issue such directions as he may think fit for the betterment of the University and the Authority concerned shall be bound to comply with such directions and the Vice Chancellor shall place such decisions in the next meeting of Executive Council.
- 13) The Vice Chancellor shall deal with and be responsible, for obtaining recognition/permission/approval/sanction etc. (as applicable), for observing and ensuring the compliance of the Rules, Regulations, Obligations etc. of the Government, regulatory authorities or any other body, Law of the Land and/or any other law or policy for the time being

in force, pertaining to or arising out of, the functions performed by him and/or liabilities and responsibilities assigned/entrusted upon him and/or in exercise of various powers conferred upon him.

#### **4.1.4 The Pro Vice Chancellor.**

**(a) Appointment.** The Pro Vice Chancellor shall be appointed by the Vice Chancellor with the approval of Executive Council for a period of three years. His tenure may be extended for another three years or part thereof by the Vice Chancellor.

#### **(b) Powers & Duties.**

1) The Pro Vice Chancellor shall exercise such powers and perform such functions as assigned by the Vice Chancellor from time to time.

2) The Pro Vice Chancellor shall assist the Vice Chancellor in discharge of day-to-day duties and formalities as and when required by the Vice Chancellor.

3) The Vice Chancellor may specially delegate to the Pro Vice Chancellor all related activities of "Academics".

#### **4.1.5 The Director/Principal.**

**(a) Appointment.** The Director/Principal shall be a whole-time salaried officer of the University. The Director/Principal shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

#### **(b) Powers & Duties.**

1) The Director/Principal shall be responsible for Administration, functioning and academic activities assigned to the Institute.

2) The Director/Principal shall be responsible to the Vice Chancellor and any senior officer of the University on all the matters entrusted to him.

3) The Director/Principal shall ensure implementation academic calendar finalized for any course of the study in his institute. He shall also ensure the standard of teaching is up to the mark.

4) The Director/Principal shall review the medium of teaching, course content, examination and evaluation system as per the Ordinance and Instructions issued from time to time by the University.

5) As a Chairman of Board of Faculties, the Director shall recommend changes in the academic curriculum, examination and evaluation system, start of new courses of studies to the Board of Studies.

6) The Director/Principal shall deal with and be responsible to initiate the process of obtaining recognition/permission/ approval/sanction etc. (as applicable), for observing and ensuring the

compliance of the Rules, Obligations etc. of the Government, regulatory authorities like UGC or AICTE or any other body.

7) The Director shall prepare the budgetary estimates for the ensuing academic year and ensure proper usage of the budgetary allocations made to the Institute.

#### **4.1.6 The Registrar.**

**(a) Appointment.** The Registrar shall be a whole-time salaried officer of the University. The Registrar shall be appointed by Executive Council on the recommendation of the Vice Chancellor.

#### **(b) Powers & Duties.**

1) The Registrar shall be the Secretary of the Executive Council, the Academic Council, or any other Board or Committees formed under the orders of the Chancellor or the Vice Chancellor.

2) The Registrar shall be responsible for the general maintenance of the property of the University and ensure discipline, decorum, security and maintenance of law and order.

3) The Registrar shall be the custodian of records, common seal and such other property of the University entrusted to him.

4) The Registrar shall conduct the official correspondence on behalf of the authorities or bodies of the University.

5) The Registrar shall keep the minutes of the meetings of all the authorities as may be prescribed.

6) The Registrar shall be responsible to deal with all the legal matters pertaining to the University under the directions of the Vice Chancellor etc.

7) The Registrar shall deal with and be responsible, for obtaining recognition/permission/approval/sanction of the Government, regulatory authorities or any other body, Law of the Land and /or any other law or policy for the time being in force, pertaining to the University.

8) The Registrar shall exercise such powers and perform such duties as, may be necessary for the proper carrying out of the provisions of the Act and the Statutes, Ordinances and Rules made there under and Orders, Codes, Manuals, Circulars, Memos, Procedure, Policies, Schemes and such other documents of the University, as may be framed from time to time, or as may be required by the Chancellor, Vice Chancellor or any senior officer of the University.

9) The Registrar shall be responsible for all the legal matters pertaining to or arising out of, the functions performed by him. and/or liabilities and responsibilities assigned/entrusted upon him and/or in exercise of various powers conferred upon him.

10) The Registrar shall have the powers to enter into agreements, sign documents and authenticate records on behalf of the University.

11) The Registrar shall perform functions and discharge duties as assigned to him by the Vice Chancellor from time to time.

#### **4.1.7 The Dean of Faculty**

**(a) Appointment.** The Dean of each faculty shall be a whole-time salaried officer of the University. The Dean shall be appointed by the Vice Chancellor with the approval of Executive Council for the tenure of three years.

**(b) Powers & Duties.**

1) All Dean of Faculty shall be responsible for smooth functioning and resource management of their faculty and also to their Institute Directors.

2) The Dean of each faculty shall be responsible for Teaching, Evaluation, Student's Progression, Administration & Discipline in his/her faculty.

3) The Dean of each Faculty shall ensure that the Ordinances and Academic Instructions related to courses of studies offered by their faculty are observed.

4) As a Chairman of Board of Studies, he/she will ensure the smooth and timely conduction of the meeting.

5) The Deans shall review the course contents, pedagogy, examination and evaluation system and shall suggest changes if required.

#### **4.1.8 The Director/Dean, Students Welfare.**

**(a) Appointment.** The Director/Dean, Students Welfare shall be appointed /nominated by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Director/Dean, Students Welfare shall be responsible for the duties prescribed as under:

1) Shall be responsible for the functioning of Proctorial Board and Chief Proctor.

2) Shall be the overall coordinator including Member Secretary of Shri Ramswaroop Memorial University Students' Welfare Fund Committee.

2) Shall be responsible for the overall coordination of Student Mentorship Programme in the University to help/counsel the students.

3) Shall be responsible for the overall coordination of Student Council in the University.

#### **4.1.9 The Controller of Examination (COE)**

**(a) Appointment.** The Controller of Examination (COE) shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Controller of Examination shall work in accordance with the decisions of the Examination Committee and shall be responsible for:-

- 1) Scheduling & Conduct of University Examinations.
- 2) Organize setting /moderation of papers.
- 4) Ratification of Evaluation Process in the Academic Council.
- 5) Management and Evaluation of answer copies.
- 6) Selection of Examiners as recommended by the Board of Faculties and their ratification in the Academic Council.
- 7) Compilation of Results and forwarding it to the Academic Council for approval.
- 7) Review of Result Summary & Analysis in the Academic Council.
- 8) Approval of award of Degree for the passing out students in the Academic Council.
- 9) As a Member-Secretary of Examination Committee, he/she shall be responsible to hold the meeting as per statutes.

#### **4.1.10 The Chief Proctor.**

**(a) Appointment.** The Chief Proctor shall be appointed/ nominated by the Vice Chancellor amongst the faculty of the University for a period of two years which can be extended for further period as deemed fit.

**(b) Duties.**

- 1) Chief Proctor shall be responsible for maintaining the discipline in the University Campus and will assist the Director, Students Welfare.
- 2) He/she will have powers to initiate investigation, suspend or revoke any disciplinary action against the students.

#### **4.1.11 The Finance Officer**

**(a) Appointment.** The Finance Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Finance Officer will ensure the financial management of the University as under: -

- 1) The Finance Officer shall be responsible for preparation Annual Budget and statement of accounts which shall be deliberated at the Finance Committee.
- 2) The Finance Officer shall be responsible to maintain and administer the accounts under the Heads of Permanent Endowment Fund, General Fund and Development Fund.
- 3) The Finance Officer shall be responsible to get the accounts audited by the competent Chartered Accountant once in a year and shall present the Annual Audit to the Finance Committee.
- 4) 4) The Finance Officer shall manage the finance, property and investments of the University.
- 5) The Finance Officer shall deal with and be responsible, for the various matters related to the finances and accounts of the University including taxation, registration, legal documentation etc, for observing and ensuring the compliance of the provisions, Rules, Obligations etc. (as applicable) of the Government, regulatory authorities, any other body, Law of the Land and any other law or policy applicable and amended from time to time.
- 6) The Finance Officer shall devise proper methods of accounting and internal controls for all the institutes and faculties of the University.
- 7) The Finance Officer shall deal with and be responsible for all the legal matters pertaining to or arising out of, the functions performed by him and/or liabilities and responsibilities assigned/entrusted upon him and/ or in exercise of various powers conferred upon him.
- 8) As a Member-Secretary of Finance Committee, he/she shall be responsible to hold the meeting as per statutes.

#### **4.1.12 The Treasurer.**

**(a) Appointment.** The Treasurer shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Duties.** Treasurer is subordinate to the Finance Officer. While Finance Officer is responsible for broader responsibility for overall financial planning of the University, the treasurer has been assigned the primary responsibility of day-to-day cash handling. The specific duties of the treasurer are to:

- 1) Properly receive and disburse money.
- 2) Keep an accurate record of all money received and disbursed.
- 3) Deposit all moneys received in the account of the University in an approved bank.
- 4) Keep all receipts, bank statements, canceled cheques etc., for the audit.

#### **4.1.13 Director, Research & Consultancy.**

**(a) Appointment.** The Director, Research & Consultancy shall be appointed /nominated by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Director, Research & Consultancy shall be responsible for the duties prescribed as under:

- 1) He/She shall be responsible for overall coordination of 'Research Board' constituted to decide the research and development road-map and to provide the leadership for promoting various R&D related activities in the University.
- 2) He/She shall be responsible for the overall coordination of Research Degree Committee (RDC) and Faculty Research Committee (FRC) of the various Faculties of the University.
- 3) He/She shall be responsible for the quality of research conducted as well as the standards and quality of research supervision and training.
- 4) He/She shall be responsible for creating an interest and involving the Undergraduate & Postgraduate students in research activities.
- 5) He/She shall be responsible for encouraging and support the faculty members in sourcing opportunities for research grants/funds.
- 6) He/She shall be responsible for monitoring and maintenance of record for the ongoing research projects in the University.
- 7) He/She shall be responsible for maintenance of record of the conferences/seminars/workshops attended by faculty members.
- 8) He/She shall be responsible for maintaining and updating the record of Academic Progress Index (API) of faculty members.
- 9) Any other task assigned by the University Authorities.

#### **4.1.14 Director/Coordinator, IQAC.**

**(a) Appointment.** The Director/Coordinator, IQAC shall be appointed/ nominated by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.**

- 1) To bring quality consciousness and quality culture in all the operations of the University.
- 2) To lay down policy guidelines and instructions for both academic and administrative functions of the University.



- 3) To lay down quality benchmark/parameters for various academic and administrative activities of an institution.
- 4) To carry out the internal performance audits of University departments and functionaries based upon quality benchmarks and quality indicators.
- 5) Dissemination of information on various quality parameters of higher education.
- 6) Organization of workshops, seminars and discussion on quality sustenance and quality enhancement.
- 8) Documentation of the various programmes /activities leading to quality improvement.
- 8) To incorporate the required changes in the laid down objectives, if need be, of university departments and functionaries.
- 9) To take regular feedback from all the stake holders of the University, students, teachers, parents and employees.
- 10) Preparation of the Annual Quality Assurance Report (AQAR) which will be submitted to NAAC based on the quality parameters (If already accredited or while applying for accreditation).

#### **4.1.15 Director, Admission & Public Relations**

**(a) Appointment.** The Director, Admission & Public Relations shall be a whole time salaried officer of the University. He shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Director, Admission & Public Relations shall be responsible for:

- 1) He/ She shall be responsible for the development, execution, and assessment of policies, procedures and data processing systems of the Admission & Public Relations Cell.
- 2) He/ She shall be responsible for the overall coordination, supervision, and entire management of Admission & Public Relations Cell personnel.
- 3) To attend conventions, meetings, and conferences necessary to maintain knowledge of existing and new admissions, admission policies, practices, and procedures.
- 4) To conduct workshops, career counseling sessions and other educational activities in various institutions/colleges for the analysis of current trends in education.
- 5) To explore and develop the marketing & branding strategies for the University.
- 6) To oversee the design of promotional literature and display materials for admissions.
- 7) To manage and supervise the admissions, admission process and to ensure the correctness of admission criterion for the admitted candidates.

8) Submission of report on Admission Policy, Admission Analysis including the popularity index of the courses/programmes offered in the University.

9) As a Member-Secretary of Admission Committee, he/she shall be responsible to hold the meeting as per statutes.

10) Any other task assigned by the University Authorities.

#### **4.1.16 The Director, Placement & Corporate Relations.**

**(a) Appointment.** The Director, Placement & Corporate Relations shall be a whole time salaried officer of the University. He shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Director, Placement & Corporate Relations shall be responsible for:

-

1) Developing Vision, Mission, & Policy statement of Training and Placement Division.

2) Conducting Complete Career Building Programme (CCBP) to foster the holistic personality development of the students.

3) Liaison with various organizations/industries for maintaining & renewing the list of potential recruiters through various sources such as personal visits, net surfing, newspapers and magazines, references, alumni etc.

4) Regular University-Industry interfacing for understanding the expectations of industries; arranging Industrial Visits and Guest Lectures by industry stalwarts' experts.

5) Coordination & arrangement for summer internship of university students.

6) To ensure close coordination with various faculties regarding students to make them interview ready.

7) Organising/participating in the Job Fairs/Campus Selection/Pool Campus in the University Campus/organized by other Institutes/Colleges for the placement of University/ Students.

8) Coordination in Alumni Data Base Management and renewing contact to seek their support and feedback in Organisation Building.

9) Any other assignment given by the University authorities.

#### **4.1.17 The Librarian.**

**(a) Appointment.** The Librarian shall be a whole-time salaried officer of the University. He/ She shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

**(b) Powers & Duties.** The Librarian shall be responsible for:

- 1) He/ She shall be responsible for the formulation of Library Policies, Rules & Regulations & Code of Conduct for the Central Library.
- 2) He/ She shall be responsible for the supervision of all the Sections and Activities (Acquisition section, Circulation Section, Reference Section, Periodical Section, Reprography section, Audio-Visual Section) of the Central Library.
- 3) He/ She shall be responsible for receiving of books on Invoice and cross checking of books as ordered; maintaining record of orders & invoices of vendors; and follow-ups of pending orders.
- 4) He/ She shall be responsible for accessioning of books in the accession register with proper entries in orders as well for all courses.
- 5) He/ She shall be responsible for classification of books with Dewey Decimal Classification (DDC)
- 6) He/ She shall be responsible for updating the status of the central library as per the norms of the regulating body of that particular course for books, Journals, Staff and other requirements.
- 7) He/ She shall be responsible for preparing/updating the KOHA software for the quick overview of the central library and status of library resources.
- 8) As a Member-Secretary, he/she shall be responsible for overall coordination of University Library Committee.
- 9) Any other task as assigned by the University Authorities.

#### **4.1.18 Appointment of the Officers of the University**

- (a) Persons from India and overseas may be appointed subject to rules and regulations of Govt. of India, at the discretion of the appointing authority, as the officer(s) of the University.
- (b) All Officers of the University will hold the respective offices to the pleasure of the appointing authority.

## **CHAPTER-V**

### **Conferment and Withdrawal of Academic Distinction and Honorary Degree**

#### **5.1 Conferment of Academic Distinction**

- 5.1.1 The University may decide to grant and /or confer Degrees, Diplomas, Certificates, Awards, Grades, Credits, and other Academic Distinctions, Honor, Licenses, Titles etc. to persons who shall have pursued in the University a course and shall have passed the examinations of the University under the conditions laid down by the Ordinances and Rules of the University.
- 5.1.2 The University may decide to grant integrated and /or dual degree, diploma, certificate or such any other title, distinction or award and simultaneous degrees, diplomas, certificates, etc. to persons under the conditions laid down by the Ordinances and Rules of the University, at its own or in collaboration or articulation or any other arrangement made with any other University, organization or institution or board or council, in and outside the country.
- 5.1.3 The University may decide to Grant Honorary Degrees, Service Degrees, the title of Professor Emeritus or Honorary Professor or any other University distinction as deemed fit in such manner laid down by the Ordinances and Rules of the University.
- 5.1.4 The Proposal for the conferment of Honorary Degrees, Service Degree and likewise shall be made by the concerned Head of the Institute or Head of the Faculty, either Suo-moto or as may be required, to the Vice Chancellor who will put the same before the Academic Council and shall get the approval of the Executive Council before sending it to the Chancellor for confirmation of the such degree and likewise.
- 5.1.5 The University may decide to confer and /or award the honorary degree(s) on any person(s) in and outside the University, for his remarkable achievement or contribution in any field, from either India or abroad as prescribed in the Rules of the University.
- 5.1.6 The University may decide to confer and/or award the service degree(s) of Doctoral level or otherwise on any employee or person of the University and/or its institutions or any person, for the recognition of his services or contribution towards the University, as prescribed in the Rules of the University.
- 5.1.7 The University may decide on all the issues, whether are expressly provided or not in the Statutes relating to the academic distinctions.

- 5.2 Withdrawal of Academic Distinctions.** The University may decide to, either on his own motion or on the recommendation of the concerned authority, withdraw any degree, diploma, certificate or other academic distinctions, honors, licenses, titles etc. conferred and/or granted by the University, on conviction of the person concerned by a court of law for an offence which in the opinion involves a moral delinquency or if the person concerned has been guilty of scandalous conduct or if the holder has obtained the degree or distinction unfairly as a result of dishonesty, misrepresentation or for any sufficient and good cause, as prescribed by the Rules.

## **CHAPTER-VI**

### **Convocation**

#### **6.1 Convocation for conferring degrees and grant of diploma, certificates and other distinctions of the University**

- 6.1.1 Convocation of the University for the purpose of conferring Degrees and Grant of Diplomas, Certificates and other Distinctions, Honors, Licenses, Titles, etc. of the University shall be held annually or as approved by the University on such date and place as the Chancellor may fix in such manner as prescribed. Provided that in case the convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year to their respective degrees in absentia and also authorize the Registrar to issue the degrees on payment of the prescribed fee.
- 6.1.2 The Convocation shall be presided over by the Chancellor. In his absence, the Pro Chancellor will preside over the convocation. In case both Chancellor and Pro Chancellor are not available Vice Chancellor will preside over the Convocation.
- 6.1.3 Special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor on the recommendations of the Vice Chancellor.
- 6.1.4 The Institutes may hold separate convocations at their own with the approval of the Vice Chancellor.
- 6.1.5 The procedure to be followed at the convocation shall be laid down by the Rules of the University.

## **CHAPTER-VII**

### **Establishment of Campus(s), Institute(s), Study Centre(s), Faculties, Departments and Hostels**

#### **7.1 Campus(s), Institutes and Study Centers.**

- 7.1.1 The University may establish, maintain, manage, supervise and abolish Institute(s) and the Study Centre(s), faculties, departments or alike and define its scope and regulate its activities through in- campus, off-campus, offshore campus and satellites campus or by Distant Educational Programmes etc.
- 7.1.2 The University may decide for the establishment of additional faculties and departments, their amalgamation, re-structuring, sub division and abolition temporarily or permanently.
- 7.1.3 The University may decide to offer online education i.e. directly from the campus of the University or any other place under the control of the University. Online education shall mean delivering instructions, teaching, learning education, training and other related activities through online mode and e-correspondence mode using interactive communication technology.
- 7.1.4 The University may have separate faculties and departments to undertake and manage the specific category of activities of the University including foreign education, research, placement, cultural, co-curricular, extracurricular, sports, games, athletics, welfare & development and like, with such members as decided by the University.

#### **7.2 The Institutes.**

- 7.2.1 The University shall establish following institutes which may be amalgamated, re-structured or abolished as per the requirement and may also establish new institutes with the recommendations of Academic Council and approved by Executive Council.
  - (a) Faculty of Engineering & Technology.
  - (b) Faculty of Computer Applications.
  - (c) Faculty of Business Management & Commerce.
  - (d) Faculty of Pharmacy.
  - (e) Faculty of Law.
  - (f) Faculty of Agricultural Science.
  - (g) Faculty of Hotel Management & Home Science.
  - (h) Faculty of Basic Sciences.
  - (i) Faculty of Science & Humanities
  - (j) Faculty of Physical Education.
  - (k) Faculty of Health Science.
  - (l) Faculty of Nursing
  - (m) Faculty of Educations & Research
  - (n) Faculty of Life Sciences
  - (o) Faculty of Diploma Courses
  - (p) Faculty of Education & Training and skill enhancement for physical challenge person

**7.2.2 Each Institute shall consist of the following members:**

- (i) Director / Dy. Director/ Principal
- (ii) Deans of the respective Faculty
- (iii) Associate Dean / HODs

**7.3 The Faculties.**

7.3.1 The University shall establish, maintain, supervise and abolish such faculties within the Institutes with necessary administrative support as recommended by the Academic Council and approved by the be re-structured, Executive Council. The faculties may also amalgamate as per the requirement by the University.

7.3.2 Each faculty shall consist of the following members:

- i. Dean of the Faculty
- ii. All Teachers of the Faculty
- iii. Honorary Professors or Professor Emeritus if any
- iv. Any other person nominated or appointed by the Vice Chancellor with the approval of Executive Council.

**7.4 Hostels**

7.4.1 The University may, as its own or through Trust or run by other arrangement, established and/or manage and/or maintain such hostels and /or such other residential places in and outside the campus as may be necessary to provide the required residential accommodation to the students, employees of the University or such other person as decided the University.

7.4.2 The conditions of residence, supervision and control of the hostels and the allied details shall be as laid down by the University.

7.4.3 The right of the entry for any employees and person, of or outside the University, to the hostels shall be reserved with the competent authority of the University.

## **CHAPTER-VIII**

### **Institution of Emeritus Professorships, Visiting Professorships, Fellowships, Scholarships, Studentships, Medals and Prizes etc.**

#### **8.1 Professor Emeritus or Honorary Professor**

- 8.1.1 The University may decide to confer the title of "Professor Emeritus" or "Honorary Professor" or any other title (by whatever it may be called) on any distinguished teacher or scholar of the University or any other distinguished person(s), having special competence and /or remarkable achievements or contribution in one or other field, from either India or abroad as prescribed in the Rules of the University.
- 8.1.2 The conferment of the titles of "Professor Emeritus" or "Honorary Professor" will be either for life or as prescribed in the Rules of the University.
- 8.1.3 The emoluments and other terms of condition of service of the Professor Emeritus or Honorary Professor shall be prescribed by the Rules of the University.

#### **8.2 Visiting Professor**

- 8.2.1 Any distinguished person(s) having special competence and/or remarkable achievements or contribution in one or other field, from either India or abroad, as the University may decide, in accordance with the Rules of the University may function as Visiting Professor(s) in the University.
- 8.2.2 Such Visiting Professor(s) will, according to arrangement entered into, deliver a course of lecture or take seminars or participate in such other activities of the University, as agreed upon.
- 8.2.3 The emoluments and other terms of condition of service of the Visiting Professor(s) shall be prescribed by the Rules of the University.

#### **8.3 Research Fellowships, Scholarships, Studentships, Medals, Prizes etc.**

The University may decide to establish Research Fellowships, Scholarships, Studentships, Medals, Prizes etc. of such value and tenable for such period as it may, from time to time as prescribed in the Ordinances and the Rules.



## **CHAPTER- IX**

### **Appointments of the Officers, Teaching and Non-Teaching Staff of the University, Emoluments, Conditions of Services, Seniority of Employees, Settlements of Disputes and Right to Appeal**

**9.1 Appointment.** The University shall appoint Officers of the University covered under these Statutes, Teaching & Non-Teaching Staff based upon the eligibility and qualification criteria, emoluments, terms and condition of service as prescribed under the Rules. The University shall create and abolish such post as it deems necessary from time to time.

**9.1.1 Classification of Employees.** The employees of the University shall be broadly classified into four categories.

**(a) Class I:** Officers of the University to include Vice Chancellor, Pro Vice Chancellor, Director/Principal, Registrar, Examination Controller, Finance Officer and all Teachers of the University as prescribed by the rule of the University.

**(b) Class II:** Deputy Registrar, Assistant Registrar, Assistant Administrative Officer and others as specified in the University Rules.

**(c) Class III:** All Supervisory Staff, Laboratory Staff, System Administrator, Clerical Staff and others as specified in the University Rules.

**(d) Class IV:** Safaiwala, Helpers, Gardeners and others as specified in the University Rules.

**9.1.2** The detailed classification of all employees and equivalent levels of the various posts of the University will be prescribed by the Rules of the University. Such other classes and categories of employees may be further created or abolished as decided by the University from time to time.

**9.1.3** The institution and disestablishment of Professorships, Assistant Professorships, Senior Lectureships and such other posts in the University shall be decided by the University from time to time.

### **9.2 Types of Appointments**

**9.2.1** The following types of appointments of the employees on various posts in the University may be made:

**(a) Permanent Appointment:** This type of appointment means a person on a post is employed till the age of retirement subject to other conditions specified in University Rules. Unless and otherwise specified in the appointment letter, every person appointed to a post shall be a probationer, until his appointment is confirmed in writing by the appointing authority. The initial period of probation shall be of one year provided that the appointing authority, in any individual case(s) may also extend the initial probation period by another one year. An

employee only when confirmed, in writing, in the post under the University shall be a Permanent Confirmed Employee of the University.

**(b) Temporary Appointment:** It means appointment of a person on a post for a limited time period as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on a temporary basis, even if he/she continues to hold his office or work after the expiration of the specific time period, shall be a temporary employee.

**(c) Term Appointment:** It means appointment of a person on a post itself carrying a fixed term/tenure as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on a term/tenure basis, even if he continues to hold his office or work after the expiration of the specific term/tenure shall be on term appointment.

**(d) Adhoc Appointment:** It means appointment of a person, in lieu of a post lying vacant, for a specific period, till that post is filled up, as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on ad hoc basis, even if he continues to hold his office or work after the expiry of the specific period, shall be an ad hoc employee.

**(e) Contractual Appointment:** It means appointment of a person for a specific purpose or without specific period, as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on contractual basis, even if he continues to hold his office or work after the completion and/or expiration of the specific purpose(s) and/or period, shall be a contractual employee.

9.2.2 The University may decide to make appointments to the various posts of the University, at its discretion, for carrying out the functions of the University without any discrimination or reservation so as to provide equal opportunity to all the caste, class, colour, creed, sex, race, religion and area.

9.2.3 Unless otherwise provided, the persons appointed to various posts of the University may be transferred to any other post in the University or its schools/institutes, during the course of their employment in the University, at the discretion by the appointing authority.

9.2.4 If any question arises with respect to the appointment of any person or the terms & conditions and other issues related to his appointment, the same shall be referred to the Chancellor, whose decision thereon shall be final and binding on all concerned.

**9.3 Emoluments.** The Emoluments of Officers as specified in this Statute, teaching and non-teaching staff under various categories shall be as per the Rules of the University.

**9.4 Conditions of Service.** The Conditions of the service of employees shall include entitlement of leave, retirement benefits to include, pension, gratuity, provident fund, the termination of service and disciplinary action shall be specified in the University Rules.

- 9.5 Seniority of Service.** The seniority of service of promotion and appointment of the employees shall be as per University Rules.
- 9.6 Retirement.** The retirement age of all categories and types of employees shall be specified in the University Rules.
- 9.6.1 The Chancellor may in exceptional cases extend the age of retirement for a period of two years. Further extension beyond this extension of two years shall be for one year on periodical basis which shall be approved by the Chancellor.
- 9.6.2 Notwithstanding the provisions of clause above, an employee may be retired or asked to leave:-
- (a) On his being declared medically unfit for service by the competent authority as may be specified in the Rules, or
  - (b) On unsatisfactory performance or discharge of duties; or
  - (c) On the imposition of the penalty of compulsory retirement, or
  - (d) In the event of breach of any of the terms and conditions of the employment, indiscipline, anti-organization behavior, breach of trust and/ or any conduct on the part of employee which is inconsistent with the employer-employee relationship, or
  - (e) On the abolition of the concerned post, or
  - (f) Due to the reason(s) beyond the control of the University such as discontinuation of the course, abolition of a department or school/Institute or likewise as decided by the University, or
  - (g) On any other grounds as decided by the University.
- 9.7 Settlement of Disputes and Right to Appeal.**
- 9.7.1 Disputes Related to Employees Engaged temporarily or on Ad-hoc Basis or Part time or Casual Basis**
- It shall be heard and decided finally by the Head of the Concerned Faculty/Department.
- 9.7.2 Disputes Arising between University and Employees Appointed Substantively.**
- The dispute shall be referred to the Vice Chancellor who shall decide the dispute after affording an opportunity to the employee within three months from the date of its reference. The aggrieved employee may file an appeal against the order of the Vice Chancellor to the Chancellor. The decision of the Chancellor in such an appeal shall be final and no suit shall lie in any court in respect of the matters decided by the Chancellor.

**CHAPTER- X**  
**Funds and Accounts**

- 10.1 University Financial Resources.** The University shall have following funds to meet the financial requirement of the University:
- (a) Permanent Endowment Fund
  - (b) General Fund
  - (c) Development Fund
- 10.1.1 Permanent Endowment Fund.** Permanent Endowment Fund for the University as per the Act. The University shall have the power to transfer any amount from the General Fund and the Development Fund to the Permanent Endowment Fund. Any amount exceeding the minimum amount as specified as per the Act may be withdrawn from the Permanent Endowment Fund for the purposes of development of the University. The University shall have the powers to invest the Permanent Endowment Fund as may be prescribed.
- 10.1.2 General Fund.** The University shall establish a General Fund to meet the recurring expenditures of the University. The following amount shall be credited in this fund:
- (a) All fees which may be charged by the University.
  - (b) All funds received from any other source.
  - (c) All contributions made by the Trust and
  - (d) All contributions made on this behalf by any other person or body which are not prohibited by any law for the time being in force.
- 10.1.3 Development Fund.** The University shall also establish Development Fund which shall be utilized for the development of the University. The following amount shall be credited to this fund;
- (a) Development Fees which may be charged from students
  - (b) All sums received from any other source for the development of the University.
  - (c) All contributions made by the Trust.
  - (d) All contributions made on this behalf by any other person or body which are not prohibited by the Law for the time being in force.
  - (e) All incomes received from the Permanent Endowment Fund.
- 10.2 Maintenance of the Funds.** The Court shall exercise necessary supervision and control of these funds through the Chancellor. The Finance Officer shall be the designated officer to regulate and maintain these funds and shall be responsible to the Executive Council through the Finance Committee.
- 10.3 Annual Budget.** The Finance Officer shall compile all the expenditure planned to be incurred in the University in the coming financial year and the income expected. The Annual Budget duly scrutinized by the Finance Committee, shall be presented to the Executive Council for approval which shall be later forwarded to the Court for perusal.

- 10.4 Expenditure of the University.** No expenditure other than included in the budget shall be permitted unless permission from the Executive Council is obtained on the recommendations of the Finance Committee.
- 10.5 Property & the Assets of the University.** The University may, purchase, acquire, hold, take on lease or mortgage and /or accept as gift or transfer or otherwise any land or building or works or any movable or immovable property and such like things as deemed necessary.
- 10.6 Raising of Funds.** The University may raise, collect, subscribe and borrow money on mortgages or other obligations or securities founded or based on any of the properties and/or assets of the University or without any security and upon such terms and conditions as agreed upon, and pay out of funds of the University, all the cost and expenses; incidental to the raising of such moneys and/or to repay and redeem any money borrowed, as approved by the University from time to time.
- 10.7 Acceptance and management of Grants, Gifts, Donations, Endowments, etc.** The University may receive and utilize the grants, gifts, donations, funds, endowments, benefications, transfer of properties etc. both movable and immovable, or such other funds and resources from any donor, benefactors, transferors, international organizations or any other sources, as deemed necessary.
- 10.8 Annual Audit.** The Accounts of the University, once at least in every year and the intervals of not more than 15 months shall be audited by the experienced Chartered Accountants. The copy of the accounts when audited, together with the Audit Report, shall be submitted by the Finance Officer to the Finance Committee and after their scrutiny the same shall be forwarded to the Executive Council.
- 10.9 Other Appointments.** The Chancellor shall be competent authority for the appointment of the various persons like Company Secretary(s), Legal Advisor(s), and Chartered Accountant(s) to deal with the various financial, accounting, administrative, auditing and any other incidental matters of the University on the recommendation of the Executive Council.

## **CHAPTER- XI**

### **Special and Transitory Provisions**

#### **11.1 Special Provisions**

- 11.1.1 Subject to provisions of the Act, the University may decide to issue no objection certificate, essentiality certificate, feasibility certificate, eligibility certificate, letter of intent or any other certificate or document, or to make recommendation, as may be required by the University.
- 11.1.2 The University and the Trust for its campus and the institutes located in any part of the State shall be treated as a special zone or park, by whatever name it may be called, by the State Government and shall avail all or any of the exemptions, schemes, policies and benefits in respect of education, research, training, medical, industrial, and other correlated activities made available or to be made available by the State Government.
- 11.1.3 If any difficulties arise in giving effect to any of the provisions of the Act, the Government may, in consultation with the Chancellor, by an order, published in the Official Gazette, make such provision not inconsistent with the provisions of the Act, as it may deem necessary for removing the difficulties.
- 11.1.5 No suit or legal proceedings shall be lie against any officer or employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of the Act and the Statutes, Ordinances, Regulations, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University made there under.
- 11.1.6 The Rules and the Regulations of the Trust will be applicable in case of utilization of the facilities and resources, owned or managed by the Trust, by the University in any manner and these will be final and binding on all the concerned including students, employees and persons of the University.
- 11.1.8 In case of any dispute or disagreement related to any issue(s), not covered in the Statutes, Ordinances or otherwise, the Chancellor may constitute such Board(s) of Settlement and/or Appellate Board(s) or Authority(s) (by whatever name it may be called), as it may deem necessary, for taking decision that shall be final and binding on all the concerned, unless and otherwise provided therein.

#### **11.2 Rules**

- 11.2.1 The University may frame Rules with regard to all such matters, which by the provisions of the Act and the Statutes and Ordinances made there under may be provided for by the rules or otherwise deemed necessary, with the approval of the Executive Council.
- 11.2.2 The University may, if deemed necessary, under the direction of the Vice Chancellor, constitute Committee(s) comprising of the following members for framing the rules, namely;

(a) Person not below the level of Dean/Director or Professor or equivalent; - Chairman

(b) Two persons not below the rank of Assistant Professor or equivalent; -Members

11.2.3 The Rules so framed, from time to time, may be added to, amended, repealed or deleted and every new rule or addition to the rule or any amendment or repeal of a rule shall require the approval of the Executive Council, which may sanction, amend, disallow or remit it for further consideration.

**11.3 Orders, Codes, Manuals, Circulars, Memos etc.** Subject to the provisions of the Act and the Statutes, Ordinances and Rules made there under any authority, Body, Officer, Employee or Person, in exercise of its powers conferred on them, may issue Orders, Codes, Manuals, Circulars, Memos, Instructions, Guidelines, Procedures, Policies, Schemes and such other documents of the University, by whatever name it may be called, a deemed necessary to be framed and amended from time to time, for the furtherance of the objects of the University and these shall be binding on all concerned.

#### **11.4 Addition, Amendment, Repeal and Deletion of the Statutes**

11.4.1 The Statutes framed herein and the subsequent Statutes may be added to, amended, repealed or deleted and every new Statutes or addition to the Statutes or any amendment or repeal of a Statutes shall require the approval of the Chancellor, who may sanction, disallow or remit it for further consideration and it shall be effective from such a date as specified.

11.4.2 Notwithstanding such amendment, addition to or any repeal of any Statutes, anything done or any action taken under the said Statutes shall be deemed to have been done or taken under the corresponding provisions of the Statutes.

## **CHAPTER- XII**

### **Interpretation and Empowerment**

#### **12.1 Interpretation**

- 12.1.1 Any question relating to the clerical, clarification, spell mistake, interpretation or likewise related to any provision of Statutes framed herein and the Subsequent Statutes of the University shall be decided by the Chancellor.

#### **12.2 Delegations of Power**

- 12.2.1 Any authority or officer may exercise any of the powers of its subordinate authority or officer in the University.
- 12.2.2 Any authority or officer may delegate all or any of its powers vested in it to any other authority or officer, employee or person of the University under their control provided that such delegation may be withdrawn (either generally or in respect of a specific item) at any time the overall responsibility for the exercise of the powers so delegated shall continue to rest in that authority or officer delegating such powers.
- 12.2.3 Any authority or officer or employee of the University may be given the additional charge of duties and/or powers of the other authority or officer or employee of the University, by the appointing or senior authority.
- 12.2.4 The Chancellor may, by general or special order, authorize such officer or authority to exercise any of his powers under these Statutes or otherwise, as may be specified in the order. The decision of the Chancellor in this respect shall be final and binding on all the concerned.
- 12.3 Removal of Difficulties.** Notwithstanding anything stated in the Statutes, for any unforeseen issues arising that is not covered by the Statutes or in the event of dispute/differences of opinion in interpretation of any provision of the Statutes and in respect of all the matters, not expressly provided herein, the Chancellor may approve to take such measures as may be necessary for removal of difficulties that shall be final and binding on all the concerned.