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विशेषांक

साधिकार प्रकाशित

RAJASTHAN GAZETTE  
Extraordinary

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राज्य सरकार तथा अन्य प्राधिकारियों द्वारा जारी किये गये  
कानूनी आदेश तथा अधिसूचनाएं।

**EDUCATION (Gr.4) DEPARTMENT  
NOTIFICATION**

**Jaipur, May 11, 2012**

**S.O. 34 :-** In exercise of powers conferred by sub-section (3) and (4) of section 29 of the ICFAI University, Jaipur Act, 2011 (Act No.26 of 2011), the Government of Rajasthan hereby approves the following statutes of the ICFAI University Jaipur, and publish the finally approved Statutes as required by sub-section 5 of section 29 of the said Act, namely:-

**STATUTES OF THE  
ICFAI UNIVERSITY, JAIPUR, 2012**

In exercise of powers conferred by sub-section (1) and (2) of the section 29 of the ICFAI University Jaipur Act, 2011 (Act No.26 of 2011), the Board of Management of the ICFAI University, Jaipur, hereby makes the following Statutes, namely:-

**CHAPTER - 1**

**Preliminary**

**1. Short title and commencement:**

**1.1** These Statutes may be called Statutes of the ICFAI University, Jaipur, 2012.

**1.2** They shall come into force from the date of their publication in the Official Gazette by the State Government.

**2. Definitions:** In these Statutes, unless the context otherwise requires,

(a) "Act" means the ICFAI University, Jaipur Act, 2011 (Act No.26 of 2011); and

- (b) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by these Statutes.

## CHAPTER - 2

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

#### 2.1 AUTHORITIES OF THE UNIVERSITY:

**2.1.1. Board of Management.-** (1) The tenure of membership of members in each category referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act shall be for three years from the date of nomination. However, the persons so nominated shall be eligible for re-nomination for further terms.

(2) In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

(3) Powers and Functions of Board of Management.- In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely:-

- (i) to hold, control, and administer the property, assets and funds of the University;
- (ii) to accept, on behalf of the University, donations, bequests, or gift of moveable or immoveable property;
- (iii) to manage and invest moneys belonging to, or kept in trust with the University;
- (iv) to authorize opening, operation and closure of accounts with banks and other financial institutions and signing of any financial documents and contracts on behalf of the University;
- (v) to draw, accept, make, endorse, discount and negotiate securities of the Government, promissory notes, bills of exchange, cheques or other negotiable instruments;
- (vi) to purchase, take on lease or accept, as gift or otherwise, any land or buildings or works which



- may be necessary or convenient for the purpose of the University and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works;
- (vii) with the prior approval of the Sponsoring Body, to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities by providing properties and assets of the University as security, or borrow money without any securities, and upon such terms and conditions as it may think fit, and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed;
- (viii) with the prior approval of the Sponsoring Body, to execute conveyance, transfer, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purposes of the University;
- (ix) to prepare fee structure for various Programmes of Study or for other academic activities for the approval of the committee constituted for the purpose as specified under section 33 of the Act, from time to time, and make regulations thereof;
- (x) to ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof, in consultation with the Academic Council;
- (xi) to acquire intellectual property rights, copyrights, trademarks and the like from any institution or organization on such terms and conditions as the Board of Management may determine and pay such compensation for the acquisition as may be just and equitable;
- (xii) to enter into collaboration agreements with other universities, including foreign universities, and/or educational institutions to augment the activities of the University, including programmes of exchange of students and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's

facilities and to institute double/triple/jointly-organized academic degrees under such agreements as per the standards recognized by the regulatory bodies in India;

- (xiii) to determine the various categories of the teaching staff, and other support staff of the University as well as their terms and conditions of service; unless otherwise provided in the Act to make/ authorize/ approve all appointments of officers, teaching staff and other support staff of the University;
- (xiv) to appoint Emeritus Professors, Professors of Eminence, and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of service, in consultation with the Chairperson;
- (xv) to establish norms relating to consultancy undertaken by or within the University in any field of expertise of its teaching faculty;
- (xvi) to establish and administer, centers of the University or programmes of study of the University, both inside and outside the State of Rajasthan, subject to relevant laws;
- (xvii) to establish and administer distance education programmes in the State of Rajasthan as per the law time being in force;
- (xviii) to institute fellowships, scholarships, studentship, medals and prizes on the recommendations of the Academic Council / Chairperson;
- (xix) to determine the form of Common seal of the University and make provisions for safe custody and use thereof;
- (xx) to constitute standing/special committees consisting of one or more of members of the Board, or persons outside the University, and to mandate such bodies to perform functions in respect of matters within the powers and functions of the Board;
- (xxi) to take all measures necessary and convenient to enable the University to exercise its powers and perform its functions, pursuant to section 5 of the



Act and in furtherance of the objects of the University as embodied in the Preamble to the Act, as the Board may deem appropriate ;

- (xxii) to enter into, comply with, vary, enforce or cancel contracts;
- (xxiii) to take/authorize whatever measures necessary to protect and defend the interests of the University in any legal or other proceedings;
- (xxiv) to entertain and adjudicate upon any grievance of the employees and students of the University and to set up Committees for attending to such grievances;
- (xxv) to establish and regulate the maintenance of the hostels for the students of the University and recognize private hostels on the recommendation of a committee established for the purpose; and
- (xxvi) The Board of Management may, by a resolution, delegate its powers as it may deem fit, to the President, Registrar, or a Committee, subject to the their decisions being reported at the next meeting of the Board of Management.

**2.1.2 Academic Council.-** (1) The Academic Council shall consist of the following ; namely:-

- (i) President as Chairman;
  - (ii) Pro-President;
  - (iii) Dean of each faculty;
  - (iv) Director of Institutes/Schools;
  - (v) Principal/Head of each Department;
  - (vi) Such number of external experts/University teachers as may be nominated by the President with the consent of Chairperson; and
  - (vii) Controller of Examinations as *Ex-Officio* member without right to vote
- (2) All nominated members shall hold their membership for a period for which they are nominated.
- (3) The Registrar shall be the Member Secretary to the Academic Council and shall attend its meetings without right to vote.
- (4) One fourth of the total members of the Academic Council shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour.

The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

- (5) The Academic Council shall meet at least two times each year. The Academic Council may adopt its own rules of procedure for scheduling and conduct of its meetings.

- (6) Committee:

(i) The Academic Council may constitute one or more standing or special committees to assist it in performance of its functions.

(ii) The Academic Council may, on the recommendation of the President, constitute an inter-seasonal Standing Committee for Academic Affairs, comprising the President, Pro-President and a nominee of the Chairperson and the said Committee shall assist the President on all matters within the scope of powers and functions of the Academic Council.

(iii) All decisions/actions taken by the President on the basis of recommendations of the Standing Committee for Academic Affairs shall be placed before the next meeting of the Academic Council for its ratification.

- (7) Powers and functions of the Academic Council.- In addition to the powers and functions, as specified in the Act, the Academic Council shall have the following powers and functions, namely:-

(i) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among faculties, evaluation of research or improvements in academic standards;

(ii) to approve the syllabus of programmes of studies as recommended by Board of Studies, periodic review of syllabi, teaching methods, training faculty and assessment of performance of students and library resources;

(iii) to bring about inter-Faculty and inter school co-ordination, to establish or appoint committees or boards, for taking up projects on an inter-Faculty basis;

(iv) to consider matters of general academic interest either at its own initiative or referred to by a



Faculty, or the Board of Management and to take appropriate action thereon;

- (v) to review the working of the Faculties as and when necessary;
- (vi) to formulate, modify or revise schemes for the organisation of, and assignment of subjects to Faculties and to report to the Board of Management as to the expediency of the abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties;
- (vii) to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Schools, Departments, Centres, Institutes of higher learning, specialized laboratories, libraries and museums; howsoever designated through Chairperson;
- (viii) to formulate, revise, or redefine the academic fields of study or subjects, allocated to a School/Institute/Faculty/ Centre, a Department or any unit of an academic programme;
- (ix) to recommend to the Board of Management the new draft Ordinances or Regulations for various academic programmes of the University. However, for various academic programmes Academic Council will be the final authority;
- (x) to recognise diplomas and degrees of other Universities and institutions and to determine their equivalence with the diplomas and degrees of the ICFAI University, Jaipur and to collaborate with other Universities anywhere;
- (xi) to approve conferment of degrees, honours, diplomas, licenses, titles and marks of honour on the basis of the results declared;
- (xii) to make arrangements for conducting the examinations, including their venues and schedules and to maintain proper standards of examinations;
- (xiii) to recommend the Chairperson through the President, the list of examiners for each programme of study, and where appropriate, a list of external examiners;

- (xiv) to constitute such Advisory Councils/Committees of students' Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances;
- (xv) to perform in relation to academic matters, all such functions and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and Ordinances;
- (xvi) to consider and take decisions on the recommendations of the Committee for Advance Studies and Research constituted under Statute 2.1.6;
- (xvii) to make recommendations to the Board of Management, on creation, abolition of teaching posts, their reallocation or re-designation through Chairperson;
- (xviii) to make proposals for institution of fellowships, scholarships, free ships and other fee exemptions, medals and other awards;
- (xix) to promote and support research within and outside the University, and to require periodic reports thereon;
- (xx) to promote publications by the teachers and others including publication of Journals and other publications by and in the name of the University;
- (xxi) to submit an annual report of its activities to the Chairperson; and
- (xxii) to frame such regulations and rules consistent with the Statutes and Ordinances regarding the academic functioning of the University, discipline, residences, admissions, Fee and attendance and any other requirement of University in this regard.

**2.1.3 Faculties.-** (1) Each Faculty shall consist of followings, namely:-

- (i) Dean of concerned Faculty as Chairman;
- (ii) Director/Principal of Institute/School;
- (iii) Head of each department; and
- (iv) One or more teachers from the faculty nominated by the President.



**(2) Meetings.-**

(i) The meeting of the Faculties shall be held twice a year. One in the beginning of the academic session (August/September) and another towards the end of academic session (March/April). The proposal for meeting along with agenda shall be sent by the Dean of the Faculty to the Registrar of the University at least 14 days before the proposed date of the meeting. Registrar shall issue notice of the meeting to all the members of the Faculty.

(ii) Special meeting shall be called by the Registrar at the direction of the President or the Dean of the Faculty concerned.

(iii) One-third of the total members of the Faculty shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

**(3) Powers and Functions of Faculties.-**

(i) to coordinate teaching, disciplines and research activities of Departments assigned to the Faculty and to promote and provide for interdisciplinary teaching and research; and to arrange for examination and periodical tests in subject falling within purview of the Faculty;

(ii) to appoint Committees or to undertake research projects common to more than one department;

(iii) to forward recommendations of Board of Studies to Academic Council/ Committee for Advance Studies and Research;

(iv) to perform such other functions as the Academic Council may prescribe; and

(v) in addition to the provisions made by the Statute, the Faculties shall recommend to the Academic Council, the schemes for improvement in academic standards.

**2.1.4 Board of Studies.-** (1) Each Board of Studies shall consist of the followings, namely:-

(i) Head of the Department as Chairman;

(ii) Teachers of the Department;

(iii) Director/Principal of Institute/School; and

(iv) Two teachers from other departments nominated by the President in consultation with Chairperson.

(2) The Board of Studies shall have following powers and functions, namely:-

- (i) allocation of teaching work to faculty members of the department;
- (ii) to recommend books, including text-books, supplementary reading, reference books and other study material for such courses of study;
- (iii) to recommend to the Academic Council for its approval the preparation and publication of selections or writing of work of authors and other matters as well as material consequent to curriculum development by the teachers of the University for its introduction in the syllabi of the courses of study under the purview of the Departments/Boards in accordance with the Regulations made by the Academic Council in that respect;
- (iv) to discuss and if necessary suggest changes in the syllabi;
- (v) to recommend to the Board of Examinations/Academic Council to consider the names of suitable person for inclusion in the panels for appointment as paper-setters, examiners and moderators at the University examinations in the subject;
- (vi) proposal of research by the faculty members;
- (vii) to recommend the Committee for Advance Studies and Research, names of persons suitable for appointment as examiners for evaluation of thesis, dissertations and conduct *viva-voce* examinations, wherever prescribed, for awarding post-graduate, doctorate and higher degrees;
- (viii) to recommend organization of orientation and refresher courses in the subject; and
- (ix) perform all other functions as may be assigned by the Academic Council.

(3) Procedure for Conduct of Business at the meeting of the Departments/Board of Studies:



- (i) The meeting of the Board of Studies shall be convened by the Head of Department or in his absence by the senior most member of the Department. The Registrar shall send the notice of the meeting and the agenda to the members and he shall also keep a record of the proceedings of the meetings.
- (ii) Unless specifically permitted by the President, not more than four meetings of the Board shall be held during one academic year. However, the Chairman shall convene a meeting of the Board on the written requisition signed by a half of the total number of members of the Board with prior permission of the President.
- (iii) One-third of the total members of the Board shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- (iv) The Registrar, on the advice of the Chairman of Board of Studies, shall issue a notice of the meeting at least ten clear days prior to the date of meeting to all the members of the Board of Studies informing them the day, date, time and venue of the meeting.
- (v) The Registrar shall send at least five clear days prior to the date of meeting, the agenda of the meeting to the members.
- (vi) Any two or more Boards of Studies, at the direction of the Academic Council or the Board of Management, shall meet and render a joint report upon any matter which lies within the purview of all of them. The quorum of a joint meeting of the Boards shall be as specified (iii) above. The joint meeting shall elect its own Chairman.
- (vii) All questions at a meeting of the Boards of Studies shall be decided by a simple majority of votes of the members present. The Chairman shall also have a vote, and in the case of an equality of votes, have a casting vote.

- (viii) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The President shall fill the vacancy, so caused, before the next meeting.
- (ix) The minutes of proceedings of every meeting shall be prepared and signed by the Chairman, and shall be placed before the Board of Studies at its next meeting for confirmation.

**2.1.5 Finance Committee.-** (1) The Finance Committee shall consist of the following members, namely:-

- (i) President as Chairman;
- (ii) Pro-President;
- (iii) Registrar;
- (iv) Chief Finance and Accounts Officer;
- (v) One person nominated by the Sponsor; and
- (vi) One person nominated by the Chairperson;

(2) One-third of the total members of the Finance Committee shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

(3) All members of the Finance Committee, other than ex-officio members, shall hold office for a term of three years.

(4) The President shall preside at the meeting of the Finance Committee and in his absence the Registrar shall preside the meeting.

(5) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinise proposals for expenditure.

(6) Powers and functions of Finance Committee:

- (i) The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Board of Management for approval.
- (ii) The Finance Committee shall fix limits for the total recurring expenditure and the total non-recurring



expenditure for the year, based on the income and resources of the University (which, in the case of productive works may include the proceeds of loans). No expenditure shall be incurred by the University in excess of the limits so fixed.

- (iii) No expenditure other than that provided for in the budget shall be incurred by the University without the approval of the Finance Committee.

**2.1.6 Committee for Advance Studies and Research.- (1)**

There shall be a Committee for Advance Studies and Research, hereinafter referred to as the Committee for Advance Studies and research of the University which shall consist of the following members, namely:-

- (i) President as Chairman;
- (ii) Pro-President;
- (iii) Deans of Faculties;
- (iv) Directors of Institutes/Schools;
- (v) Two senior teachers nominated by the Chairperson as members for the period prescribed in nomination; and
- (vi) Controller of Examinations.

(2) The Committee for Advance Studies and Research shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.

(3) The President shall preside over the meetings of the Committee for Advance Studies and Research. In the absence of the President, the Pro-President shall preside the meeting.

(4) The Committee for Advance Studies and Research shall regulate and oversee the formulation and conduct of all Post Graduate, Doctoral and Post-Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.

(5) The Committee for Advance Studies and Research shall consider and may approve recommendations of the Boards of Studies on all academic matters within the scope of Clause (4).

(6) The Committee for Advance Studies and Research shall formulate procedure for consideration and approval of proposals for registration for M.Phil./ Ph.D. and other doctoral degrees, and for all other matters concerning the supervision and

evaluation of research work under such post-graduate and doctoral programmes, and recommend them to the Academic Council.

(7) The Committee for Advance Studies and Research may authorize the President to act on recommendations made by examiners on M. Phil. dissertations and Ph.D. thesis, in accordance with the procedure laid down in this behalf by relevant Ordinances or Regulations made under these Statutes.

(8) The Committee for Advance Studies and Research may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.

(9) The Committee for Advance Studies and Research shall submit its periodic reports to the Academic Council.

(10) The Committee for Advance Studies and Research may make recommendations to the Academic Council on all matters within its scope of its functions.

## **2.2 ACTING CHAIRMAN OF MEETINGS:**

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any committee of such authority or when the Chairman so provided for his absent, the members present shall elect one from among themselves to preside at such meeting.

## **CHAPTER – 3**

### **Manner of Appointment, Power and Functions of Officers, Controller of Examinations, Heads of Departments and University Librarian in the University**

#### **3.1 THE CHAIRPERSON:**

**3.1.1 Appointment.-** The Chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act.

**3.1.2 Powers.-**(1) The Chairperson shall perform his duties in an honorary capacity.

(2) In addition to the powers prescribed in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-

- (a) all such powers and functions as may inhere in him by virtue of his being the head of the University; and



- (b) such other powers and functions as may be assigned to him by the Board of Management from time to time.

(3) When any exigencies arise, and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate decision or action as he may deem fit and necessary in the best interests of the University.

(4) In pursuance of any decisions or actions specified in clause (3) or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the Authorities, officers, teachers, other academic staff, other employees, ministerial staff, and/or students of the University and such Authority, officer, teacher, other academic staff, employee, ministerial staff, and/or student shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by him, provided that such amendment or revocation of order or instructions shall not affect the continuance of proceedings initiated against any persons during the emergency.

(5) The Chairperson shall, as soon as practicable, convene an emergency meeting of the Board of Management and submit a detailed report on the situation under clause (3).

(6) The Chairperson shall furnish to the Board of Management such further information as the Board may call for upon receipt of his report under clause (5) hereof.

(7) The Chairperson shall report all actions or decisions taken by pursuant to clause (3) and (4) to the Board of Management for ratification.

(8) Upon ratification by the Board of Management, any or all the actions or decisions taken by the Chairperson in exercise of his/her powers under clause (3) and (4) shall not be invalid for want of consultation/ approval/ratification of any Authorities of the University.

(9) The Chairperson shall be the Chairman of Finance Committee.

(10) The Chairperson shall appoint the President, Pro-President and Registrar and any other officer/authority in the University which he deems proper as per provisions of the Act.

(11) If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the President / Pro-President / Registrar/ Chief Finance and Accounts Officer/ Dean/ Proctor/ Provost/ Director/ Controller of Examinations/ or any other designated officer in his office is prejudicial to the interest of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the President/ Pro-President / Registrar/ Chief Finance and Accounts Officer/ Dean / Proctor/ Provost/ Director/ Controller of Examinations/ or any other designated officer to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-clause, such officer shall be given an opportunity of being heard.

(12) The Chairperson shall have the power to terminate/remove any teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the University:

Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard.

(13) The Chairperson, in the interest of the University, may recommend to the President to nominate/appoint any distinguished person on any committee/ authority/ Teacher/ Principal/ Director of the University.

(14) The Chairperson may recommend to the President to appoint Examiners, Professors, Professors of Eminence and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of their services.

(15) The Chairperson may take any such action in the interest of University which he deems fit.

### **3.2 THE PRESIDENT:**

**3.2.1 Appointment.-** (1) The President shall be appointed in accordance with the provisions of section 13 of the Act.

(2) Only a distinguished scholar or a person with substantial experience in academic, administration shall be appointed as President.



(3) Whenever the office of the President falls vacant for any reason other than the expiry of the term of appointment, the Board of Management may, in the interest of the University, assign the responsibilities of the President to the Pro-President until a suitable person appointed and the President assumes office as such.

(4) He shall be entitled to the benefits of Salary, Leave, Medical and other benefits according to the University Regulations for the time being in force.

**3.2.2 Power and functions.**-(1) The President shall be the *Ex-Officio* Chairman of the Academic Council, Finance Committee and Committee for Advance Studies and Research, and shall, in the absence of the Chairperson, preside at the meeting of Board of Management. He may be present at, and to address, any meeting of any authority or other body of the University, but he shall not be entitled to vote unless he is a member of such authority or body.

(2) It shall be the duty of the President to see that the Ordinance, Statutes, Ordinances and Regulations are duly observed, and he shall have all powers necessary to ensure such observance.

(3) The President shall have the power to convene or cause to be convened meetings of the Academic Council.

(4) The President shall have the power to terminate/remove any teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the University: Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard.

(5) The President may take any such action in the interest of University which he deems fit with the consent of the Chairperson.

(6) The President shall have the overall supervision and control over the all activities of the University, and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:-

- (i) to investigate into any incident involving a member of the University, including student;
- (ii) to institute/ authorize institution of inquiries into incidents, situations or affairs of the University;

- (iii) to call for information from any officer, teacher, member of ministerial staff, or student of the University;
- (iv) to give directions to any student, teacher, officer, or any other employee of the University;
- (v) to require reports from all bodies/committees/councils/ boards, of the University constituted under these Statutes, with the exception of the Board of Management;
- (vi) to establish and review, from time to time, the disciplinary jurisdiction and control of the Office of the President, over all students and all employees of the University, and the procedure(s) for exercise of disciplinary powers by designated officers, and to take all measures necessary in this connections, including designation and empowerment of one or more functionaries, in consultation with the Chairperson;
- (vii) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
- (viii) to recommend the Chairperson on all matters relating to holding of any annual and special convocation, or special meeting in honour of any distinguished individual or for commemoration of any event;
- (ix) to make proposals for Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University;
- (x) to actively explore the avenues for cooperation with other Universities in India and overseas, and establish working relationship with other institutions, which could play a complementary role for furtherance of the objectives of the University and to execute and sign such documents as may be needed for forging alliances as aforesaid and place before the Board of Management the details of new alliances in the Board Meeting at the earliest opportunity; and



- (xi) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.

(7) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act, after consultation with the Chairperson.

(8) The President may seek the assistance of the Pro-President in exercise of his powers and in performance of his functions.

### **3.3 THE PRO-PRESIDENT:**

**3.3.1 Appointment.-** (1) The Pro-President shall be appointed in accordance with the provisions of section 14 of the Act.

(2) The Chairperson in consultation with the President shall consider a panel of eminent Professors from within or outside the University, and select one of them for appointment as Pro-President.

(3) He shall be entitled to all the benefits according to the University regulations for the time being in force.

**3.3.2 Power and functions.-** (1) In addition to the Powers and functions specified in section 14 of the Act, the Pro-President shall assist the President in exercise of his powers and performance of his functions.

(2) In the absence of the President or when he is unable for any reason to exercise the powers and perform the functions of the President, the Chairperson may authorize and empower the Pro-President to exercise the powers and perform the functions of the President, until such time as he may deem appropriate.

(3) In the absence of the President, the Pro-President shall preside over meetings of University whose Chairperson the President is.

(4) He shall also exercise such powers and perform such functions as may be assigned or delegated to him by the President.

### **3.4 THE REGISTRAR:**

**3.4.1 Appointment and Removal.-** (1) In accordance with the provisions of section 18 of the Act, the Registrar shall be appointed by the Chairperson, based on the recommendation of the Selection Committee appointed for the purpose.

(2) The Selection Committee shall consist of the following members:

- (i) One representative of the Chairperson.

(ii) One representative of the Sponsor who is also a member of the Board of Management.

(iii) One expert nominated by the Board of Management, who is not in any way connected with the University.

(3) The term of office of the Registrar shall be as mentioned in the order of his appointment by the Chairperson.

(4) The Registrar shall be entitled to the benefits of Salary, Leave, Medical and other benefits according to the University Regulations for the time being in force.

(5) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as the Chairperson / President may appoint for the purpose.

(6) The Chairperson, on his own or on the recommendations of President, can ask the Registrar to relinquish his office or terminate his services.

(7) If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the Registrar in his office is prejudicial to the interest of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the Registrar to relinquish his office from such date as may be specified in the order.

**3.4.2 Powers and functions.-** In addition to the powers and functions specified in section 18 of the Act, the Registrar shall:

(i) be custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charge;

(ii) issue all notices convening meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;

(iii) arrange for secretarial and other administrative assistance to all University bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of those bodies and submit them to the President /Pro-President for approval and thereafter circulate them among the members of the respective bodies;



- (iv) keep the minutes of all the meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;
- (v) conduct the official correspondence of the Board of Management and Academic Council;
- (vi) render all assistance to the Proctor and Provost in management of the affairs of the general administration, hostel administration, and students' affairs under the direction of the President;
- (vii) where the inquiry discloses that a punishment beyond the powers of the Registrar, he shall, upon conclusion of such inquiry, make a report to the President along with his recommendations;
- (viii) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- (ix) upon the direction or with the prior approval of the Chairperson/ Board of Management, initiate any legal proceeding on behalf of the University or take all necessary action to protect the interests of the University in any legal proceeding initiated by or on behalf of the University as well as in any legal proceeding initiated against the University;
- (x) represent the University in all proceeding instituted on behalf of or against the University;
- (xi) on the direction or with the prior approval of the Chairperson, sign, verify and file all necessary papers before concerning Court/Tribunal/Authority/Arbitrator etc. Co-ordinate with Advocates or other legal consultants and when necessary, represent and/or appear before any Court, Tribunal, Arbitrator or Government Authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per legal advice to prosecute or defend the matter to protect the interest of the University and report to the President and Chairperson;
- (xii) on the direction or with prior approval of the Chairperson, appoint/authorise any officers who may

be given special charge of all or any matters referred to under this clause and/or who may be authorized by the Chairperson to perform all such action as the Registrar may himself be authorized to perform under sub-clause(xi);

(xiii) perform such other functions as may be required, from time to time, by the Board of Management, Chairperson or the President;

(xiv) subject to the foregoing and Chapter 5 of these Statutes, the Registrar shall be the operational head of University administration; and

(xv) have power to take disciplinary action against such employees of the University as may be specified in the orders of the Board of Management/ Chairperson / President and to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

**3.4.3 Appeal.-** An appeal shall lie to the President against any order of the Registrar imposing any of the penalties specified in clause (xv) of Statute 3.4.2.

### **3.5 CHIEF FINANCE AND ACCOUNTS OFFICER:**

**3.5.1 Appointment and Removal .-(1)** In accordance with the provisions of section 19 of the Act, the Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the Committee referred to in sub-clause (2) with the approval of Chairperson.

(2) The Selection Committee shall consist of the following members:

- (i) President;
- (ii) One nominee of the Chairperson;
- (iii) One external expert in financial and accounting affairs as nominated by Board of Management;
- (iv) One person nominated by the Sponsoring Body; and
- (v) Registrar.



(3) The term of office of the Chief Finance and Accounts Officer shall be as mentioned in the order of his appointment by the President.

(4) When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by a suitable person as the Chairperson / President may appoint for the purpose.

(5) The qualifications pay and other benefits for the post of Chief Accounts Officer shall be according to the University regulations for the time being in force.

(6) The President may remove the Chief Finance and Accounts officer on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.5.2 Powers and functions.-** (1) In addition to the Powers and functions specified in section 19 of the Act, the Chief Finance and Accounts Officer shall be Member Secretary of the Finance Committee, without right to vote.

(2) The Chief Finance and Accounts Officer shall perform financial functions as may be assigned to him by the Chairperson / President:

Provided that the Chief Finance and Accounts Officer shall not incur any expenditure or make any investment without the previous approval of the Chairperson / President.

(3) Subject to the control of the Board of Management/ Chairperson / President, the Chief Finance and Accounts Officer shall:

- (i) hold and manage the property and investments including trust and endowed property;
- (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (iii) promote and submit to the Chairperson quarterly, half-yearly and annual cash-flow projections and

- status of accounts for these periods for the consideration of the Board of Management;
- (iv) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Board of Management;
  - (v) keep a constant watch on the state of the cash and bank balances and on the state of investment;
  - (vi) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (vii) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;
  - (viii) have the accounts of the University regularly audited by an internal audit party;
  - (ix) ensure that the registers of buildings, lands, furniture and equipments are maintained up-to-date and that the stock checking is conducted, of equipment and other consumable materials in all offices, special centres, specialized laboratories, colleges and institutions maintained by the University;
  - (x) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
  - (xi) call from any office, college or institution under the University, any information or returns that he may consider necessary for the performance of his functions.

### 3.6 DEAN OF FACULTY:

**3.6.1 Appointment.**-(1) In accordance with the provisions of section 17 of the Act, the President may, in consultation with the Chairperson, determine the number of Faculties, and the number of categories of disciplines/Schools or constitute each Faculty for purposes of academic administration and of appointing a Dean for each such Faculty. He may likewise appoint a Professor as the Dean for each such Faculty.

(2) Head of the Department or a senior Professor of the University designated by the President with the consent of the



Chairperson shall exercise the powers of the Dean of the Faculty concerned:

(3) If at any time, there is no Professor in a Faculty, the President, or if so designated by him, the Pro-President, shall exercise the powers of the Dean of the Faculty concerned.

(4) A Dean of Faculty may resign his office at any time during his tenure, and Professor may decline the offer of appointment as the Dean of a Faculty.

(5) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such persons as the President may appoint for the purpose.

(6) The President may remove the Dean of the faculty on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.6.2 Powers and functions.**-(1) In addition to the Powers and functions specified in section 17 of the Act, the Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.

(2) The Dean shall supervise and coordinate teaching and research in the Faculty through the Heads of Departments, and take steps to promote inter-disciplinary teaching and research wherever necessary.

(3) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council, with the approval of the President.

(4) The Dean shall coordinate the functioning of the various disciplines/Schools under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.

(5) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or committee of the Faculty, as the case may be, but not the right to vote thereat unless he is a member thereof.

(6) The Dean of Faculties shall have the authority to exercise all such disciplinary powers over the students in the Departments as may be necessary for the proper conduct of the Faculty. The Dean may also frame such supplementary rules, as he

deems necessary to maintain discipline in the Faculty with the prior approval of President.

(7) The Dean shall be Incharge of Libraries, the society and Magazine of the Faculty.

(8) The Dean shall be Incharge of all extracurricular activities of the Faculty.

(9) The Dean shall be Incharge of the building, lawns, electric and water supply, fittings, class rooms, equipments and lab furniture of Faculty.

(10) The Dean in consultation with President may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.

(11) The Dean shall be overall Incharge of all academic and administrative matters pertaining to Departments in the Faculty and also shall implement all non-academic development plans approved for the Faculty and take all necessary actions/decisions with the permission of President.

(12) The Dean shall perform such other functions as may be assigned to him by the Chairperson / President and exercise such other powers as may be prescribed by the Regulations from time to time.

(13) The Dean of the Faculty shall take suitable steps to have the meeting of the Faculty convened and to give effect to the decisions/ recommendations of the Faculty.

(14) The Dean shall perform such other powers and functions as may be assigned to him by the President / Chairperson and Board of Management.

### **3.7 PROVOST:**

**3.7.1 Appointment and Removal.-** (1) In accordance with the provisions of section 15 of the Act, the Provost shall be appointed by the President with the consent of the Chairperson from among the senior teachers/ other senior employees of the University.

(2) The Chairperson may fix, if required an appropriate honorarium to be paid to the Provost and other facilities necessary for performance of his functions shall also be provided to him.

(3) The Provost shall hold office for a term of two years or as specified in his appointment order and shall be eligible for re-appointment.



(4) The President may remove the Provost on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.7.2 Powers and functions.**-(1) In addition to the powers and functions specified in section 15 of the Act, the Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures therefore.

(2) The President may, from time to time, authorize the Provost with any special responsibilities, as he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or student of the University causing or likely to cause breach of the peace and order in the University campus.

(3) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

### **3.8 PROCTOR:**

**3.8.1 Appointment and Removal:** (1) In accordance with the provisions of section 16 of the Act, the President may, in consultation with the Chairperson, select and appoint a senior teacher of the University to function as Proctor in an honorary capacity, for a period of two years or as specified in his appointment letter and shall be eligible for re-appointment.

(2) The Chairperson may fix, if required an appropriate honorarium to be paid to the Proctor and other facilities necessary for performance of his functions shall also be provided to him.

(3) The President may remove the Proctor on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.8.2 Powers and Functions:** (1) In addition to the powers and functions specified in section 16 of the Act, the Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures therefore.

(2) The President may, as he may deem appropriate, require the Proctor to work in harmony with Provost.

(3) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Proctor.

**3.9 CONTROLLER OF EXAMINATIONS:**

**3.9.1 Appointment and Removal.-** (1) In accordance with the provisions of section 20 of the Act, the Controller of Examinations shall be a whole-time salaried employee of the University and shall be appointed by the President on the recommendation of a Selection Committee constituted for the purpose with the consent of the Chairperson. The qualifications and grade of pay for the post of Controller of Examination shall be such as specified in the guidelines issued by University Grants Commission from time to time.

(2) When the office of the Controller of Examinations is vacant or when he is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as the President, in consultation with the Chairperson, may appoint for the purpose.

(3) The President may remove the Controller of the examination on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.9.2 Powers and functions.-**The Controller of Examinations shall:

- (i) take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results;
- (ii) control the conduct of all University examinations and admissions to the University and superintend all other arrangements necessary therefore and the execution of all processes connected therewith in accordance with the manner prescribed by the Ordinance on Examinations;
- (iii) issue all notices for convening meetings of the Board of Examinations, Admission Committee, Faculties and the Board of Studies appointed by authorities of the University in connection with the examinations, and maintain and keep the minutes of all such meetings;
- (iv) call from any office or institution/college/Faculty under the University any information or returns



that he may consider necessary for the performance of his functions and to discharge his responsibilities; and

- (v) notwithstanding anything contained in these Statutes, the Ordinances and the Regulations, perform such other functions, administrative or academic, as may be specified, from time to time, by the Board of Management, Chairperson or the President.

### 3.10 HEAD OF DEPARTMENT:

**3.10.1 Appointment and Removal.-** (1) Each Department shall have a Head whose functions and terms and conditions of appointment shall be laid down by the Academic Council. Normally a senior most professor shall be appointed Head of Department by the President, but in the department where there is more than one Professor, the President may appoint any Professor as Head of Department. Where there is no Professor, the President may appoint any Associate Professor as Head of Department.

(2) If deem fit, the President can appoint an Head of Department by rotation from among the Professors (or where there is no Professor, from among the Associate Professors) by seniority for a period specified in the appointment orders.

(3) The President may remove the Head of Department on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.10.2 Powers and Functions.-**The Head of Department shall:

- (i) be responsible for the organisation and conduct of teaching and research of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Dean of the faculty;
- (ii) tender advice to the Dean of faculty on all matters pertaining to his field in respect of teaching and research;
- (iii) submit to the Dean of faculty concerned the budgetary needs of his Department;

- (iv) recommend to Dean of faculty the work load of each member of the staff with respect to teaching and research;
- (v) assume responsibility for all University properties and facilities assigned to his Department;
- (vi) recommend to the Dean of faculty proposals for making improvement in the working of his Department; and
- (vii) be Chairman of Board of Studies of his department, he shall be responsible to record and circulate the minutes of the meetings and send these to respective authorities.

### 3.11 UNIVERSITY LIBRARIAN:

**3.11.1 Appointment and Removal.-** (1) The University Librarian shall be appointed by the President on the recommendation of a Selection Committee constituted for the purpose as per norms and guidelines of University Grants Commission.

(2) The qualifications for the post of University Librarian as per the guidelines of the University Grant Commission and he shall be entitled to get salary and the other benefits according to the University regulations for the time being in force.

(3) The President can terminate the services of the University Librarian on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

**3.11.2 Powers and Functions.-** The University Librarian shall be responsible for the maintenance of all libraries of the University. The Librarian shall:

- (i) have general overall supervision of the University libraries and library personnel, including all campuses and departmental libraries or collections;
- (ii) prepare the library budget for the University libraries;
- (iii) advise at the beginning of each financial year each campus library of the amount of money that will be available for the purchase of library materials



- for each of the respective libraries, including the department collections;
- (iv) have the responsibility of receiving and accessioning all library materials;
  - (v) have the responsibility of initiating the purchase requisitions for all library materials;
  - (vi) have the responsibility of renewing in time subscriptions to journals;
  - (vii) prepare a library newsletter at periodic intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
  - (viii) initiate, participate and cooperate in programme designed to stimulate and encourage the use of the library by students and staff;
  - (ix) arrange library hours which will permit maximum library use by both students and faculty; and
  - (x) arrange for departments small collections of volumes and journals that are in almost constant use by the staff and post-graduate students as references.

### 3.12 OTHER OFFICERS:

In accordance with the provisions of section 20 of the Act, the Chairperson may declare and designate any deserving person as Officer of University or create new post as per requirement of University and declare it as Officer of University.

## CHAPTER - 4

### Appointment of Teachers & Employees and Service Conditions of Officers of University, Teachers & Employees of the University

#### 4.1 DESIGNATION OF TEACHERS:

##### 4.1.1 The teachers shall include the followings:

- (i) Professors/ Principals/ Directors of Institutes/ equivalents conducting teaching and guiding research.
- (ii) Associate Professors/equivalents conducting teaching and guiding research;
- (iii) Assistant Professors/equivalents conducting teaching and guiding research.

- (iv) Demonstrators/Tutors/Senior Residents conducting teaching.
- (v) Director, Deputy Director and Assistant Director of Physical Education.
- (vi) University Librarian, Deputy Librarian and Assistant Librarian.

#### 4.1.2 Manner of Appointment:

(1) Whenever vacancies arise or when new posts are created, the appointment on such teaching posts shall be made through direct recruitment or by promotion of candidates available in the University.

(2) All the appointments to the posts of teachers in the University shall be with the approval of the Chairperson on the recommendation of a Selection Committee in accordance with the provisions of these Statutes. The posts shall be duly advertised with such qualifications as have been prescribed by the University Grants Commission/respective councils for each category of teaching posts. The candidates concerned shall be interviewed by the Selection Committee, except in case where such committee decides to consider the case of a candidate, otherwise than by an interview.

(3) The Selection Committee shall consist of:

- (i) President;
- (ii) Pro-President;
- (iii) Nominee of Chairperson;
- (iv) Dean of Faculty; and
- (v) Two experts in the concerned discipline.

Provided that for making temporary appointments to posts of teachers for the temporary vacancy, an appointment shall be made on the recommendation of a Local Selection Committee consisting of President; Dean of the Faculty; and Director/Principal/Head of the Department.

(4) The President or in his absence, the Pro-President shall preside at the meetings of the Selection Committee.

(5) Notwithstanding anything contained in the foregoing clauses of these Statutes, the Chairperson may invite a person of high academic distinction and professional attainment to accept a post of Professor in the University, on such terms and conditions



as it deems fit, and on the person agreeing to do so, appoint him to the post.

(6) The President, with the approval of the Chairperson may appoint a teacher or any other academic staff working in any other University or institution for undertaking a joint project.

#### **4.2 ADMINISTRATIVE / MINISTERIAL/ OTHER NON-TEACHING EMPLOYEES:**

**4.2.1 Appointment.-** (1) The employee of University for the purpose of these Statutes mean administrative/ministerial/other non-teaching employee. It excludes persons working on contract or casual basis.

(2) Whenever vacancy of administrative/ministerial/other non-teaching employees arises or new post is created,

(i) appointment on such post in the University shall be made by the President with the approval of the Chairperson on the recommendation of a Selection Committee in accordance with the provisions of these Statutes after such posts have been duly advertised with such qualification as have been prescribed for the post.

(ii) the Selection Committee for appointment to the administrative/ ministerial/ other non-teaching employees posts shall consist of the President, Registrar and one nominee of Chairperson or any committee constituted by the Chairperson:

Provided that the President or in his absence, the Pro-President shall preside at the meetings of the Selection Committee.

#### **4.3 SERVICE CONDITIONS FOR TEACHERS, OFFICERS AND OTHERS EMPLOYEES:**

**4.3.1** The Board of Management shall formulate the terms and conditions of appointment and service of faculty members officers and employees.

**4.3.2** The Registrar shall issue the appointment letters to faculty members, officers and employees in accordance with the policies and procedures as formulated by the Board of Management.

#### **CHAPTER – 5**

#### **Grievance Redressal and Resolution of Disputes**

### 5.1 GRIEVANCE REDRESSAL AND DISPUTES SETTLEMENT MECHANISMS:

(1) The President may, in consultation with the Chairperson, appoint a senior teacher as the Dean of Students Welfare to oversee the welfare of the students. The President may, likewise, appoint teacher to assist the Dean of Student Welfare in performance of his functions. The Dean of the Students Welfare shall have the over-all charge of all extramural activities of the students. He shall be assisted by such staff as may be deemed appropriate by the Chairperson. However, President can appoint any officer/teacher of the University, for the redressal of grievances, resolution of disputes and taking appropriate action in the matter.

(2) Grievances or complaints, if any, from students shall be heard by the Dean of Students Welfare/Officer designated by President and he may make appropriate recommendations to the President.

(3) The Board of Management shall establish appropriate grievance redressal mechanisms for dealing with grievances or complaints, if any, from officers, teachers and other employees of the University. For this purpose, there shall be a Grievance Cell directly under the President.

(4) In respect of any in-house proceedings on grievances, complaints or disputes, no outside individual or agencies shall be entitled to have access.

### CHAPTER – 6

#### Maintenance of the Discipline among Students of the University

##### 6.1 DISCIPLINE:

(1) All powers relating to discipline and disciplinary action in relation to students shall vest in the President.

(2) The President may delegate all or any of his/her powers as he/she deems proper to the Proctor and such other officers as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and checking anti-social and illegal activities and taking such action, in the interest of maintaining discipline as may seem to him



appropriate, the President may, in the exercise of his powers, by order, direct that any student or students be expelled, for a specified period, or be not admitted to a course or courses of study in a faculty, Department or Institution for a stated period, or be punished with fine for an amount to be specified in the order, or debarred from taking a University or Department Examination or Examinations for one or more years, or that the results of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled or he/she/ they may even be expelled from the course forever as the President may deem fit.

(4) The Deans of Faculties and Heads of Teaching Departments in the University shall have the authority as specified by Ordinances to exercise all such disciplinary powers over the students in their respective Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions/Faculty and teaching in the concerned Departments.

(5) Without prejudice to the powers of the President and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed by the University. The Deans of Faculties and Heads of Teaching Departments in the University may frame such supplementary rules, as they deem necessary for the aforesaid purposes. Students shall be notified of rules so made.

(6) At the time of the admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the President and the other authorities of the University.

(7) The University shall evolve its own academic and general ethics after full discussion in the Academic Council and incorporate the same in its Regulations, for strict observance by the students of the University.

#### CHAPTER - 7

##### Powers in Respect of Granting Degrees

##### 7.1

##### GRANT OF DEGREES:

Based on the approval of the Academic Council, Certificates, Degrees and Diplomas shall be conferred by

the University on successful completion of the academic requirements for a given program.

**7.2****CONVOCATIONS:**

- (1) Convocation for conferring its degrees, diplomas, and other academic distinctions may be held by the University once in a year on such date and at such time as the Board of Management may fix.
- (2) A special Convocation may be held by the University with the prior approval of the Chairperson.
- (3) The procedure to be observed at the Convocations for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.
- (4) Where the University does not find it convenient to hold the convocation in accordance with Statutes, the degrees diplomas and other academic distinctions may be handed over personally or dispatched to the candidates concerned by registered post.
- (5) The University shall not at any time confer Honorary degrees on any individual in India or overseas.

**CHAPTER – 8****Fee and Scholarships****8.1 FEE AND SCHOLARSHIPS:**

- (1) The University shall charge fee for various courses/ programmes of study in accordance with the provisions of section 33 of the Act.
- (2) The Finance Committee may decide the grant of scholarships, keeping in view the recommendations of the Academic Council and the rules framed for the purpose.

**CHAPTER – 9****Policy of Admissions****9.1 ADMISSION:**

- (1) Admission to the various programs of the University shall be based only on merit and subject to provisions of the Act.
- (2) All admissions granted shall, in the first instance, be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his/her documents for eligibility and enrol the student by allotting him/her Enrolment Number.
- (3) The University may conduct competitive examination for admission to one or more programs to determine merit, or



may choose to admit students on the basis of their performance in the qualifying examination or any other criteria as may be stipulated by the Academic Council.

(4) The details of admission procedure shall be as prescribed in the Ordinances.

#### **CHAPTER – 10**

##### **Number and Alteration of Seats and Revision of Syllabi**

###### **10.1 NUMBER AND ALTERATION OF SEATS:**

(1) The number of seats in different courses and alteration of seats in different courses shall be governed by these Statutes and shall be decided as per approval from respective Councils of the programmes or by the University where no Council exist or where Council's approval is not prerequisite for the University.

(2) On the recommendations of the Faculty the Academic Council shall consider the proposal in respect of number of seats or alteration/increase in seats in all the courses in the particular academic year and direct the necessary action.

###### **10.3 SYLLABI:**

The syllabi of a course/programme of study shall be subject to revision periodically as per need and development in field of study or revised syllabi recommended by respective Councils shall be adopted as such. The Academic Council shall approve the revised syllabi on the recommendation of Board of Studies and Faculty.

#### **CHAPTER – 11**

##### **Financial Procedures**

###### **11.1 ACCOUNTING POLICIES AND PROCEDURES:**

(1) The accounting period of the University will be of duration of 12 months commencing from 1st April of the year and ending on 31<sup>st</sup> March of the year.

(2) Following shall be the sources of income of the University:

- (i) Fee received from students for the course of study
- (ii) Donations
- (iii) Borrowed funds
- (iv) Any other source approved by the authorities of the University.

(3) Following shall be the expenditure heads:

- (i) Academic
- (ii) Administrative

- (iii) Infrastructure and maintenance of buildings
- (iv) Laboratory and office equipments
- (v) Consumable items
- (vi) Repairs and maintenance
- (vii) Expenditure on establishment of new department, college/ institution, campus in State, country and anywhere
- (viii) Any other expenditure as approved by the authorities/ Chairperson of the University.

(4) All the assets of the University shall be maintained in the name of the University. In the event of dissolution of the University all the assets and liabilities of the University shall vest in the Sponsoring Body as per section 43 and 44 of the Act.

(5) The accounts of the various divisions, departments, institutions and campuses of the University shall be consolidated by the Chief Finance and Accounts Officer and he shall prepare the final annual accounts, consisting of the Income and Expenditure Account and the Balance Sheet of the University and place the same before the Finance Committee for comments. The appropriations of excess income over expenditure or the absorption of excess expenditure over the income shall be decided by the Finance Committee. The accounts will thereafter be adopted by the Board, after which they will be audited by the Auditors appointed by the Board of Management.

(6) Chief Finance and Accounts Officer shall be responsible for maintaining the statements of income, expenditure and accounts of the University.

(7) The Annual accounts and balance sheet of the University shall be prepared under the direction of the Board of Management and shall, once at least every year, be audited by a qualified practicing Chartered Accountant.

(8) Annual budget of the University shall be prepared by Chief Finance and Accounts Officer and presented to the Board of Management for approval.

(9) Appointment of Auditors:

- (i) The Board of Management shall appoint a qualified firm of Chartered Accountants to undertake the statutory audit of the accounts of the University.
- (ii) The First statutory auditors shall be appointed in the first meeting of the Board of Management,



and the subsequent statutory auditors shall be appointed at the meeting of the Board of Management convened to approve the accounts of the previous period.

- (iii) The Board of Management may appoint Internal Auditors to conduct periodical and concurrent audit to report the findings to the Board of Management.

#### CHAPTER - 12

#### **Establishment of New Institution(s), Off-campus(es) and Creation of New Department(s) & Abolition or Restructuring of Existing Department(s)**

**12.1** The new Department(s)/ Faculty(ies)/ Institute(s)/ Off-campus(es)/ Study Centre(s)/ counselling & guidance centre(s) shall be established by the Chairperson on the recommendations of the Academic Council. All the rules, ordinances and regulations shall be framed and approved by the Chairperson on the recommendations of the Academic Council.

**12.2** University may establish from time to time institutions, specialized laboratories or other units for research and instructions, study centres/ off-campus(es)/counselling & guidance centre(s) and may also launch the study programme in distance/ correspondence mode, as are in the opinion of the University, necessary for furtherance of its objects within or outside the State.

**12.3** The proposal for abolition or restructuring of existing department(s) be submitted by the head of concerned department/ institute of the University to the Registrar of the University which shall be placed before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal, before the Board of Management for their consideration and approval.

**12.4** Dean Faculty/ Institute of the University, desirous of launching a new academic programme, shall submit to the Registrar of the University, a proposal in respect of the same programme preferably before the academic year in which the programme is to be launched.

**12.5** The proposal for launching a new academic programme/ course shall be submitted to the Registrar in a prescribed format. The Registrar shall place the proposal, before the Academic Council for consideration.

12.6 On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Chairperson for consideration and approval.

12.7 The Registrar shall convey the decision to the constituent unit, which had initiated the proposal.

By order of the Board of Management of the

ICFAI University, Jaipur

(Sd/- )

Registrar

[No.F3 (25) EDU-4/2011]

By order of the Governor,

Rajeeva Swarup,

Principal Secretary, Higher Education.

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