

MoA/ Rules as per UGC (Institutions Deemed to be Universities) Regulations, 2010 and its amendment in 2014 & 2015

RULES

1. Management of the Institution

Deemed to be University as on date of making of rules has following in the Board of Management as per the requirement given in the UGC (Institutions Deemed to be Universities) Regulations, 2010 and its amendment in 2014 & 2015.

(i) Vice-Chancellor.....Chairperson

Prof. S.C. Saxena

(ii) Deans of Faculties not exceeding two (by rotation, based on seniority)

Prof. Hari Om Gupta
Director, Sector-128 Campus

Sh. Pankaj Pachauri
Director, JBS

(iii) Three Eminent Academicians as nominated by the Chancellor

Prof. William Webster
Former Vice Provost, University of California, Berkley, USA

Dr. D.P. Agrawal
Chairman, UPSC

Sh. S.S. Kohli
Former Chairman & Managing Director, PNB

(iv) One Eminent Academic to be nominated by the Central Government in consultation with UGC

Nomination awaited

(v) Two Teachers (from Professors, Associate Professors) by rotation based on seniority

Prof. Krishan Gopal, Dean (A&R)

Prof. K. Kant, Dean

(vi) Nominee of the sponsoring Society/Trust/Company limited to maximum of two

Sh. Manoj Gaur

Sh. Sunil Kumar Sharma

(vii) The Registrar, Secretary

Sh. Raju Sangal

Permanent Invitee - Sh. Anand Bordia, IAS, Former Secretary to Govt. of India

2. **Authorities of the Institution**

The following shall be the authorities of the institution deemed to be university

- (i) Academic Council
- (ii) Planning and Monitoring Board
- (iii) Finance Committee
- (iv) Board of Studies
- (v) Such other authorities as may be declared by the Rules to be authorities of the institution deemed to be university

3. **Composition of Board of Management**

3.01 The Board of Management shall be a compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.

3.02 The Board of Management shall consist of:-

- (ii) Vice-Chancellor.....Chairperson
- (iii) Pro Vice-Chancellor (wherever applicable)
- (iv) Deans of Faculties not exceeding two (by rotation based on seniority)
- (v) Three eminent academicians as nominated by the Chancellor
- (vi) One eminent academic to be nominated by the Central Government in consultation with UGC
- (vii) Two teachers (from Professors, Associate Professors) by rotation based on seniority
- (viii) Maximum of two nominees of the sponsoring Society/Trust/Company
- (ix) The Registrar, who shall be the Secretary

The terms of membership of the Board of Management and its powers shall be as follows:

3.02.1 All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.

3.02.2 Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.

4. **Powers of the Board of Management**

The Board of Management shall be the principal organ of Management and principal executive body of the Institution Deemed to be university and shall, have the following powers, namely:

- (i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be university and to allocate areas of study, teaching and research to them;
- (ii) To create teaching and academic posts, to determine number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;

- (iii) To appoint such Professors, Associate Professors Assistant Professors and other academic staff as may be necessary on the recommendations of the Selection Committee;
- (iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the Institution deemed to be university in consultation with the Academic Council;
- (v) To provide for appointment of Visiting fellows and Visiting Professors;
- (vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- (vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provided fund and gratuity as it may deem fit and aid in the establishment and support of Association, institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be University;
- (viii) To regulate and enforce discipline among the employees of the Institution deemed to be university and to take appropriate disciplinary action, wherever necessary.
- (ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institution deemed to be university;
- (x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence.
- (xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- (xii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- (xiii) To institute Fellowships, including travel fellowship, scholarships, studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose.
- (xiv) To advice the sponsoring Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institution deemed to be university;
- (xv) 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 institution deemed to be university, and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such building(s) or work(s);
- (xvi) To transfer or accept transfers of any moveable or immovable property on behalf of the institution deemed to be university:

Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever in any movable or immovable property of the institution deemed to be university without the approval of the sponsoring Society/Trust/Company.

- (xvii) To execute in consultation with the sponsoring Society/Trust/Company (if any) conveyance, transfer, Government Securities, re-conveyance, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immoveable belonging to the institution deemed to be university or to be acquired for the purposes of the institution deemed to be university;
- (xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be university and consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc;
- (xix) To raise and borrow in consultation with the sponsoring Society/Trust/Company (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university or without any securities upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses, incidental to the raising of money and to repay and redeem any money borrowed;
- (xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- (xxi) To maintain a fund to which shall be credited:
 - (a) all moneys provided by the Central or State / UT Government(s) /University Grants Commission;
 - (b) all fees and other charges received by the institution deemed to be university;
 - (c) all money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) all money received by the institution deemed to be university in any other manner or from any other source;
- (xxii) To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same;
- (xxiii) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee;
- (xxiv) To invest the funds of the Institute or money entrusted to the institution deemed to be university in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- (xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws;
- (xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, property business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit;

- (xxvii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the institution deemed to be university;
- (xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university;
- (xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university and to rescind such recognition.
- (xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit;
- (xxxi) To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit;
- (xxxii) To appoint Auditor(s) for the ensuing year;
- (xxxiii) To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal;
- (xxxiv) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person;
- (xxxv) To conduct all administrative affairs of the institution deemed to be university non otherwise specifically provided for;
- (xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

5. Meetings of the Board of Management:

- (i) The Board of Management shall meet at least four times in a year. Not less than 15 days notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.
- (ii) Every meeting of the Board shall be presided over by its Chairman, and in his/her absence by a member chosen by the members present from amongst themselves.
- (iii) Each member of the above Body including its Chairman shall have one vote and decisions at the meeting of the Board shall be taken by a simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the above body to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

6. **Termination of Membership**

If a member other than the Vice-Chancellor, and those representing the teachers accepts a full time appointment in the institution deemed to be university or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he shall cease to be a member of the Board of Management.

7. **Constitution of Standing Committee and Ad-Hoc Committee by the Board of Management**

7.01 Subject to the provision of the Rules of the institution deemed to be University, the Board of Management may, by resolution constitute such Standing Committee or Ad-hoc committee or committees for such purposes and with such powers as the Board may think fit for discharging any function of the institution deemed to be university or inquiring into, reporting and advising upon any matter of the institution deemed to be University.

7.02 The Board of Management may co-opt such persons on the Standing Committee or Ad-hoc Committees, as it may consider suitable.

8. **Delegation of Powers of the Board of Management**

The Board of Management may, by resolution, delegate to the Vice Chancellor or any other officer of the institution deemed to be university of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

9. **Academic Council**

The Academic Council shall be the principal academic body of the institution deemed to be university and shall, subject to the provisions of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the institution deemed to be university and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

10. **Composition of Academic Council**

The Academic Council shall consist of the following persons, namely:

- (i) The Vice Chancellor -----Chairperson
- (ii) Pro Vice-Chancellor
- (iii) Dean(s) of Faculties
- (iv) Head of the Departments
- (v) All Professors other than the Heads of the Departments (by rotation of seniority)
- (vi) Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority.

- (vii) Two Assistant Professors from the Departments by rotation of seniority.
- (viii) Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor
- (ix) Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
- (x) The Registrar, who shall be the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

11. **Terms of Membership**

The terms of members other than the ex-officio members shall be two years.

12. **Powers and Functions of Academic Council:**

The Academic Council shall have the following powers, duties, namely:

- (i) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or these proposed by the departments / faculties and to take proper action thereon;
- (ii) To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (iii) To promote research within the institution deemed to be university, acquire reports on such researches from time to time;
- (iv) To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- (v) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- (vi) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- (vii) To maintain proper standards of the examinations;
- (viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- (ix) To suggest measures for departmental co-ordination;
- (x) To make recommendations to the Board of Management on:
 - (a) Measures for improvement of standards of teaching research and training;
 - (b) Institution of fellowships, travel fellowships, scholarships, medals, prizes etc.
 - (c) To recommend to the Board of Management, the establishment or abolition of departments/ centres; and
 - (d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;

- (xii) To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- (xiii) To take periodical review of the activities of the Departments / Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- (xiv) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- (xv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

13. Meeting of the Academic Council

- (i) The Academic Council shall meet as often as may be necessary but not less than three times during the academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- (ii) One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at-least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

14. Planning & Monitoring Board

- 14.01 The Planning & Monitoring Board shall be the principal planning body of the institution deemed to be university and shall be responsible for the monitoring of the development programmes of the institution deemed to be university.
- 14.02 The Vice-Chancellor of the Institute shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members, and three outside experts, including one nominee of the UGC.
- 14.03 The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules.
- 14.04 The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the institution deemed to be university.
- 14.05 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

15. **The Finance Committee (FC)**

16. **Composition of the Finance Committee:**

The Finance Committee shall consist of the following members, namely:

- (i) Vice Chancellor – Chairperson
- (ii) Pro Vice-Chancellor
- (iii) A person nominated by the Society/Trust/Company
- (iv) Two nominees of the Board of management, one of whom shall be member of the Board
- (v) A representative of the Central Government
- (vi) A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government
- (vii) Finance Officer-Secretary

17. **Terms of Office of the Finance Committee:**

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

18. **Powers and Functions of the Finance Committee**

- (i) To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of Management for approval;
- (ii) To consider recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

Note: No expenditure other than that provided in the budget shall be incurred by the institution without the approval of the Finance Committee.

19. **Meetings of the Finance Committee**

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

20. **Board of Studies:**

20.01 There shall be one Board of Studies for each Department of the institution deemed to be university.

20.02 The Board of Studies of each faculty/ Department shall consist of:

- (a) Dean of the faculty / Head of the Department – Chairperson
- (b) All Professors of the faculty / Department
- (c) Two Associate Professors of the faculty/ Department by rotation of seniority
- (d) Two Assistant Professors of the faculty/Department by rotation of seniority
- (e) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

20.03 The powers and functions of the Board of Studies shall be prescribed by the by the Rules of the institution deemed to be university.

21. Selection Committee:

21.01 There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of standards in Higher Education, 2010 as amended from time to time.

21.02 Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of standards in Higher Education, 2010 as amended from time to time.

22. Meetings of the Selection Committee

(a) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

(b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.

(c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

23. Officers of the Institution Deemed to be University

The following shall be the officers of the institution deemed to be university;

(a) Chancellor

(b) Vice-Chancellor

(c) Pro Vice-Chancellor

(d) Registrar

(e) Finance Officer

(f) Controller of Examinations

(g) Deans of Faculties

(h) Head of Department

(i) Such other officers as may be prescribed in the Rules of the institution deemed to be university

24. Chancellor

The institution deemed to be university shall have a Chancellor who shall, when present, preside over the convocations of the institution deemed to be university but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society/Trust/Company, shall hold office for a period of 5 years and shall be eligible for one more term. The Chancellor shall neither be a member of the Society/Trust/Company nor a close relative of the President of the Society or the Trust.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institution deemed to be university.

25. Vice-Chancellor

- (i) The Vice-Chancellor shall be a whole time salaried officer of the Institution deemed to be university and shall be appointed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of standards in Higher Education, 2010 as amended from time to time.

Provided that in case of a public funded deemed to be university, the Vice Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.

- (ii) The Vice-Chancellor shall hold office for a term of 5 years. He/she shall be eligible for a second term, provided that in no case he/she hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- (iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

26. Powers of the Vice-Chancellor

- (i) The Vice Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation for the decisions of all the authorities of the institution deemed to be university.
- (ii) The Vice Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committee.
- (iii) The Vice Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- (iv) The Vice Chancellor may, if he/she of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the concerned authority on the action taken by him/her on such matters.

Provided that of the authority concerned as mentioned in clause (ii) above 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.

Provided further that any person in the services of the institution deemed to be university is aggrieved by the action taken by the Vice Chancellor under the said clause he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her. The Vice Chancellor shall call the meeting in a subsequent meeting and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice Chancellor.

- (v) It shall be the duty of the Vice Chancellor to ensure that the provisions of the Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all powers in this regard.
- (vi) All powers relating to proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice Chancellor.
- (vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- (ix) The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

27. Pro Vice-Chancellor

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.
- (iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

28. Registrar

- (i) The Registrar shall be a whole-time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
 - (a) Vice Chancellor - Chairperson
 - (b) One nominee of the Chancellor
 - (c) One nominee of the Board of Management
 - (d) One expert appointed by the Board of Management, who is not an employee of the institution, deemed to be university.
- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Rules of the institution deemed to be university.

- (iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or absence for any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (iv) The Registrar shall be the ex-officio Secretary of the Board of Management, the Academic Council, and Planning & Monitoring Board but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice Chancellor and shall work under his direction.
- (vi) The following shall be the duties of the Registrar:
 - (a) To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
 - (b) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
 - (c) To issue notices convening meetings of the authorities of the institution deemed to be university and all committees and sub-committees appointed by any of these authorities;
 - (d) To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and Sub-Committees appointed by any of these authorities;
 - (e) To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
 - (f) To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and verify/perform pleadings or depute his/her representative for the purpose;
 - (g) to enter into agreements, sign documents and authenticate records on behalf of the institution deemed to be university;
 - (h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
 - (i) To perform such other duties and functions as may be specified in the Rules or as may be assigned by the Board of Management or the Vice Chancellor from time to time.

29. Finance Officer

- (i) The Finance Officer shall be a whole-time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- (iii) The Finance Officer shall work under the direction of the Vice Chancellor, and shall be responsible to the Board of Management through the Vice Chancellor.

- (iv) He/She shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

30. Controller of Examinations

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- (iii) The controller of examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- (iv) The controller of Examinations shall be a permanent invitee to the Board of Management.

31. Dean

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

32. Head of the Department

- (i) There shall be a Head of the Department for each Departments in the institution deemed to be university who shall be appointed by the Vice Chancellor from amongst the Professors of the Department.
Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.
- (ii) The term of the Head of Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- (iii) The powers and functions of the Head of Department shall be prescribed by Rules of the institution deemed to be university.

33. Delegation of Powers

Subject to the provisions of these Regulations and Rules, any authority of officer of the institution deemed to be university, with the approval of Board of Management, may delegate its powers to any other officer or person authority or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the Authority or officer delegating such powers.

34. **Seniority List**

- (a) Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the institution deemed to be university by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in grade in the institution deemed to be university accordance with such other principles as the Board of Management may from time to time prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (c) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

35. **Dispute as to Membership**

If any question arises, whether any person has been duly nominated or appointed as or is entitled to be a member of any authority or any Committee of the institution deemed to be university, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding

36. **Grievance Redress Mechanism**

For individual grievances and complaint(s), every institution deemed to be university shall have Grievance Redress Mechanism as may be prescribed by the Rules.

37. **Resignation**

Any member other than an ex-officio member of any authority may be resign by a letter addressed to the Registrar and the resignation shall take effect as soon it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

38. **Acting Chairman of the Meetings**

Where no provision is made for a Chairman to preside over a meeting of an authority of the institution deemed to be university or any committee of such authority, or if the Chairman so provided is absent, the members present shall select one from amongst themselves to preside at such meeting.

39. **Validation of Certain Actions, Decisions**

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university shall be invalid merely by reason of any vacancy therein.

40. **Disqualification**

- (a) A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the institution deemed to be university:
 - (i) if he/she is of unsound mind;
 - (ii) if he/she is an un-discharged insolvent;
 - (iii) if he/she has been convicted by a court of law of any criminal offence involved moral turpitude.
- (b) If any question arises as to whether a person is or has been subjected to any of the disqualifications mentioned above, the question shall be referred for the decision of the Chancellor and his decision shall be final.

41. **Filling of Casual Vacancies**

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the institution deemed to be university shall be filled as soon as it may be convenient by the such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or Committee for the residual term for which the person whose place he/she fills would have been a member.

42. **Review of the Academic Activities of the institution Deemed to be University**

The functioning of the institution deemed to be university may be reviewed after a period of every 5 year or earlier if necessary, by a Committee appointed by the Commission.

43. **Inspection of the Institution deemed to be university by the Commission**

- (i) The commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution deemed to be university.
- (ii) The Commission shall, in every case, give notice to the institution deemed to be university of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the right to make such representations to the Commission as it may consider necessary.
- (iii) Where an inspection or inquiry has been caused to be made by the Commission, the institution deemed to be university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- (iv) The commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Vice-Chancellor who shall communicate the same to the Board of Management.

- (v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- (vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

44. Income and Property of the institution deemed to be university to be utilized for its object only

The income and property of the institution deemed to be university shall be utilized solely for promoting the objects of that institution deemed to be university.

45. Ban on payment or transferring of Income and Property of the institution Deemed to be University by way of Profit.

No portion of the income and property of the institution deemed to be university shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the institution deemed to be university or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the institution deemed to be university or for traveling or other allowances and such other charges.

46. Funds, Accounts, Audits and Annual Report

- (i) The accounts of the institution deemed to be university shall be maintained in the name of the institution deemed to be university and not in the name of a sponsoring Society/Trust/Company. The accounts of the institution deemed to be university shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The accounts of the institution deemed to be university shall be open to examination by the Comptroller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- (ii) The annual financial statements and accounts shall be audited by the Chartered Accountants of the institution deemed to be university.
- (iii) Annual Reports and the Audit Reports shall be submitted by the institution deemed to be university to the Commission within nine months of the closure of accounting year.

47. Rules of the institution Deemed to be University

Subject to the provisions of the Memorandum of Association and the Regulations/Rules/Bye-laws, the Board of Management shall in addition to all other

powers vested in it, have the power to frame Rules/Bye-laws which may provide for all or any of the following matters:

- (i) establishment of Departments of teaching;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the institution deemed to be university;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the institution deemed to be university and their enrolment as such;
- (v) The fees to be charged for courses of study and for admission to the examination, degrees, diplomas and certificates of the institution deemed to be university;
- (vi) The conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) The institution award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees;
- (x) establishment of halls of residence and conditions of residence and health of students;
- (xi) classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the staff;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and function of the Planning & Monitoring Board
- (xiv) powers and functions of the Board of Studies
- (xv) composition, power and functions of the Grievance Redress Mechanism;
- (xvi) prescribing persons as such other officers of the institution deemed to be university;
- (xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Registrar;
- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund and insurance etc for the benefit of the officers, teachers and other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the institution deemed to be university;
- (xxvii) delegation of powers to any authority or officer;

(xxviii)all other matters by this Regulations or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

48. Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

49. Adjustment of Income and Property on Dissolution of the institution deemed to be university

If, on the winding up or dissolution of the institution deemed to be university there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the institution deemed to be university or any of them, but shall be transferred to the Commission, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

Provided that in case of a public funded deemed to be university, such transfer shall be in favour of the Central Government or the State Government, as the case may be.

50. Legal Proceedings

(i) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the institution deemed to be university may be sue or be sued shall be the Registrar.

(ii) No suit or legal proceedings shall lie against the Central Government or the Commission or the institution deemed to be university or a officer of the institution deemed to be university or a member of the authority of the institution deemed to be university in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

51. Alteration, Amendments and Additions in the Rules governing of the functioning of the institution deemed to be university

No Rules and Bye-law governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and, no alteration, amendments and additions to the Rules and Bye-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act as in force for the time being.