

**THE STATUTES OF  
THE JECRC UNIVERSITY RAMCHANDRAPURA,  
SITAPURA INDUSTRIAL AREA, JAIPUR**

In exercise of the powers conferred by sub-section (1) of Section 29 of the JECRC University, Jaipur Act, 2012 (Act No. 15 of 2012), the Board of Management is pleased to make the following first Statutes of the JECRC University, Jaipur.

**CHAPTER-I  
PRELIMINARY**

**1. Short title and Commencement**

- (1) These "Statutes" may be called the First Statutes of the JECRC University Jaipur, 2012.
- (2) These "Statutes" shall come into force with immediate effect.

**2 Definitions**

- (1) In these Statutes, unless the context otherwise requires,
  - (i) "Act" means the JECRC University , Jaipur Act, 2012 (Act No. 15 of 2012); and
  - (ii) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by the Statutes.
- (2) All words and expressions used herein or defined in the Statutes shall have the same meaning as assigned to them in the Act.

**CHAPTER-II**  
**CONSTITUTION, POWERS AND FUNCTIONS OF THE AUTHORITIES OF**  
**THE UNIVERSITY**  
**BOARD OF MANAGEMENT**

**3. Powers and functions of Board of Management-**

- (1) In addition to the powers and functions specified in section 22 of the Act the Board of Management shall have the following powers, namely;-
- (i) to manage all the movable and immovable property of the University;
  - (ii) to make additions or alterations in the Statutes or Ordinances or amend the existing Statutes or Ordinances;
  - (iii) to prepare the annual accounts and financial estimates of the University, through the Finance Committee, and after review, recommend them to the Chairperson;
  - (iv) to accept on behalf of the University any bequest, donation or transfer of any movable or immovable property to the University in consonance with the Act;
  - (v) to approve entering into, vary, carry out and cancel contracts on behalf of the University and to make such Ordinances as may be required towards this objective;
  - (vi) to select a common seal for the University and provide for the custody and use of such seal;
  - (vii) to appoint such Professors, Associate Professors, Assistant Professors, Lecturers and other Officers as may be necessary on the recommendations of the committees constituted for the purpose, and to provide for filling temporary vacancies, provided that no appointment of the rank of Associate Professor and above shall be made without the prior approval of the Chairperson;
  - (viii) to fix the emoluments and define duties, functions and conditions of service of teachers and officers of the University;
  - (ix) to delegate any of its powers to the President, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit;

- (x) to provide for the buildings, premises, furniture's, apparatus and other means needed for carrying on the work of the University;
  - (xi) to recommend to the Sponsoring Body regarding the voluntary Liquidation of the University if a situation arises when smooth functioning of the University, in spite of all efforts, does not remain possible;
  - (xii) to review the decision(s) of any other authorities of the University in case such decision is not in conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or rules made there under.
- (2) The quorum for the meeting of the Board of Management shall be five including the Chairperson. In case the quorum is not complete, the meeting shall not be held and the Member-Secretary shall make a record of the fact and the same shall be signed by the Chairperson.
  - (3) When a meeting of the Board of Management is adjourned for want of quorum, the Chairperson shall have power to reconvene its meeting to transact business mentioned in the original agenda. In such an event no quorum for holding a meeting shall be necessary.

**THE ACADEMIC COUNCIL**

**4. The Academic Council: -**

- (1) The Academic Council shall consist of the following , namely;
  - (i) The President Chairman
  - (ii) The Pro-President Member
  - (iii) Deans of all faculties Member
  - (iv) Two faculty members, nominated by President Member
  - (v) Two eminent academicians nominated by the Member  
Chairperson
  - (vi) The Registrar Member-Secretary.
- (2) The Academic Council shall meet at least twice a year at such time and place as the President thinks fit.
- (3) The Registrar shall issue notice for the meeting of the Academic Council under the directions of the President.

- (4) One third members of the Academic Council, including the Chairman shall constitute the quorum for the meeting. In case quorum is not complete the meeting will not be held and the Registrar shall make a record of the fact.
- (5) All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years,
- (6) In addition to the powers and functions specified in section 23 of the Act, the Academic Council shall have the following powers and functions, namely: -
  - (i) to prescribe admission and examination procedures for the students of the University;
  - (ii) to prescribe and sanction the number of academic programmes in the University and their intake for each academic year;
  - (ii) to consider the proposals for the creation or merger or division of the Academic Departments and Centers of the University;
  - (iv) to approve curricula and syllabi for the courses and studies in various departments and Centers of the University;
  - (v) to frame Rules for academic matters including the structure of student evaluation, conduct of examination and declaration of results;
  - (vi) to fix the rates of remuneration and allowances for the examination work;
  - (vii) to review and monitor the standards of instruction, education, training and research carried on or imparted in the University;
  - (viii) to scrutinize and approve the recommendations of the examiners of the research scholars;
  - (ix) to promote research within the University and to take information / report about such research from time to time;
  - (x) to approve recognition and equivalence of the certificates, diplomas and degrees of other Universities and Institutions;
  - (xi) to consider and make recommendations on such matters as may be referred to it by the Board of Management;

- (xii) to perform in relation to academic matters all such duties as may be necessary for properly carrying out the provisions of the Act, the Statutes and the Ordinances;
- (xiii) to maintain contact with employer organizations with a view to assess their current and changing needs, the pattern of education required to be imparted by the University and take necessary action;
- (xiv) to promote the health, welfare and industry interactions of students and to constitute a Council of Student Affairs consisting of such number of teachers and students as may be prescribed by the rules;
- (xv) to make rules to govern the appointment and removal of examiners and moderators, and to fix their fee, emoluments, traveling and other allowances;
- (xvi) to frame rules for institution and grant of University fellowships, medals and prizes.

#### **FINANCE COMMITTEE**

#### **5 Finance Committee: -**

- (1) The Finance Committee shall consist of the following members, namely:
  - (i) The Chairperson Chairman
  - (ii) The President member
  - (iii) Two members from the Board of Management member
  - (iv) The Registrar Member
  - (v) One Dean (by rotation) on the basis of Seniority Member
  - (vi) The Chief Finance and Accounts Officer Member-Secretary
- (2) The Finance Committee shall, from time to time, meet at least four times in a year, and at least once every calendar quarter, at such time and place as the Chairman thinks fit.
- (3) The Chief Finance and Accounts Officer shall issue notice for the Meeting of the Finance Committee, under the directions of the Chairperson.
- (4) One third members of the Finance Committee, including the Chairperson, shall form the quorum.
- (5) The annual accounts and financial estimates of the University prepared by the Finance Officer shall be presented before the Finance Committee for

consideration and comments, and thereafter, they shall be submitted to the Board of Management for review.

### **FACULTY**

**6. Faculty: -**

- (1) The University shall have all or any of the Faculties in disciplines enumerated in Schedule II of the Act.
- (2) A Faculty shall consist of the following, namely:-
  - (i) The Dean of the Faculty Chairman
  - (ii) All Professors in the subjects assigned to the Faculty Members
  - (iii) All Heads of the departments if they are not Professors Members
  - (iv) Three experts who are not teachers of the University, co-opted by the Faculty concerned Member
- (3) The members of the Faculty, other than ex-officio members, shall hold office for a period of three years.
- (4) The Dean of the Faculty shall be responsible for the due observance of the Statutes, Ordinances and Regulations relating to that Faculty.
- (5) The Dean shall preside at the meetings of the Faculty.
- (6) A Faculty shall:-
  - (i) recommend to the Academic Council courses of study, curricula and schemes of examinations, after consulting the various Boards of Studies;
  - (ii) recommend the conditions for the award of degree and other academic distinctions;
  - (iii) co-ordinate work in the subjects assigned to the faculty;
  - (iv) organize research and coordinate the same whenever required;
  - (v) hold meetings with the sanction of the President, jointly with any other faculty or faculties convened by the President.

## **BOARD OF STUDIES**

### **7. Board of Studies: -**

- (1) There shall be a Board of Studies for each subject or group of subjects.
- (2) The Boards of Studies shall be constituted by the faculty concerned for a period of three years.
- (3) Head of the concerned department shall act as the Chairman of the Board of Studies.
- (4) A Board of Studies dealing with both Graduate and Post-Graduate courses shall consist of six members including the Chairman.
- (5) A Board of Studies dealing with either Graduate course only or Post-Graduate course only shall have five members including the Chairman.
- (6) There shall be not more than two external expert members on each Board of studies.
- (7) Any two or more boards of studies, with the prior consent of the President, may jointly meet and render a joint report upon any matter which lies within the purview of such Boards.
- (8) The Board of Studies shall -
  - (i) recommend courses of study and curricula in the respective subjects and shall advise on all matters relating thereto referred to them by the Board of Management or the Academic Council or the Faculty concerned;
  - (ii) bring to the notice of the Academic council or the Board of Management matters connected with examination in the subject or subjects or may address any matter connected with the improvement of the courses therein;
  - (iii) prepare panels of examiners in the respective subjects in accordance with the Statutes.

**CHAPTER-3**  
**TERMS AND CONDITIONS OF APPOINTMENT, SERVICE, POWERS AND**  
**FUNCTIONS OF THE OFFICERS AND OTHER FUNCTIONARIES OF THE**  
**UNIVERSITY**  
**CHAIRPERSON**

**8. Powers and functions of Chairperson.**

- (1) In addition to the powers specified in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-
- (i) to approve, amend or withhold approval of any urgent action to be undertaken by officers of the University;
  - (ii) to delegate any power or authority to the President;
  - (iii) to appoint his nominee(s) on the Authorities and Committees as specified in the Act, Statutes and Ordinances of the University;
  - (iv) to review any action taken by any Authority of the University, if such action, in the opinion of the Chairperson, does not conform to the provisions of the Act, the Statutes or the Ordinances or is contrary to the general interest of the University;
  - (v) to appoint, for the more effective and smooth functioning of the University, such other officers as deemed necessary under Section 11 (ix) of the Act.

**PRESIDENT**

**9. Appointment, powers and functions of the President.**

- (1) The President shall be appointed by the Chairperson from a panel of three persons to be recommended by the Board of Management as specified in section 13(1) of the Act. To be considered by the Board of Management, such person shall-
- (i) be a scholar of eminence having administrative experience in a national level institution of learning;
  - (ii) hold a Ph.D. qualification in any of the disciplines or Professional work which is significant and may be recognized as equivalent to Ph.D. Degree;
  - (iii) have a post-qualification experience of at least ten years;



- (iv) be an accomplished academician or educational administrator or professional from industry, business and research, with a track record of at least ten years in teaching, training, consultancy and has published research papers in reputed journals and other publications or having a government administrative position of the rank of Secretary or equivalent grade.
- (2) The President shall hold office for a term of three years and shall be eligible for re-appointment:  
Provided that a President shall, notwithstanding the expiration of his term, continue to hold office until his successor enters upon the office.
- (3) The President shall-
- (i) exercise control over the affairs of the University, giving effect of the decisions of all the Authorities of the University in letter and spirit and ensuring that they are not contradictory in nature and practice;
  - (ii) be responsible for the maintenance of discipline in the University;
  - (iii) preside at the convocation of the University in the absence of the Chairperson;
  - (iv) faithfully observe and follow the provisions of the Act, the Statutes and the Ordinances, and shall, without prejudice to the powers of the Chairperson, possess all such power(s) as may be necessary on that behalf;
  - (v) have the power to make ad-hoc appointments, with the prior approval of the Chairperson, for a period not exceeding one year, of such persons, as may be considered necessary for the proper functioning of the University.
- (4) The President may delegate any of his power or powers as he/she may deem necessary, with the approval of the Chairman, to any other officer of the University.
- (5) The President shall have the power to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence.

- (6) If the office of the President becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other similar reason, the Pro-President shall perform the duties of the President, until the vacancy is filled up according to the provisions of the Act and the statutes, provided that such an interim arrangement may be made for a period not exceeding one year.

### **THE PRO-PRESIDENT**

#### **10. Appointment, powers and functions of the Pro-President.**

- (1) The Chairperson shall appoint a person who is qualified to be appointed a President to be Pro-President of the University.
- (2) The Pro-President shall assist the President in such matters as may be required by the President, from time to time, and shall exercise such powers and perform such duties as may be assigned or delegated to him by the President.
- (3) The Pro-President shall, in the absence of the President, exercise the powers and perform the duties of the President.
- (4) The Chairperson may for more effective and better functioning of the University, if necessary, appoint more than one Pro-President.

### **PROVOST**

#### **11. Appointment, powers and functions of the Provost:**

- (1) The Provost shall be appointed by the President for such a period and in such a manner as may be approved by the Chairperson.
- (2) The Provost shall-
  - (i) ensure discipline in the University and shall keep the various associations of the teachers and the employees apprised of the various policies and practices of the University;
  - (ii) hold special or general inquiries into any situations involving the conduct of any employee causing or likely to cause breach of the peace and order in the University campus;
  - (iii) exercise such other powers and perform such other duties as may be prescribed by the Chairperson/President from time to time.
- (3) If the President is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of Provost 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 Provost to relinquish his office from such date as may be specified in the order or remove him from the office, provided that before taking an action under this subsection the Provost shall be given an opportunity of being heard.

### **PROCTOR**

#### **12. Appointment, powers and functions of Proctor-**

- (1) The Proctor shall be appointed by the President in accordance with the provisions of section 16 of the Act.
- (2) The President may, in consultation with the Chairperson, select and appoint a senior teacher of the University to function as a Proctor for such period and in such manner as may be approved by the Chairperson.
- (3) The Proctor shall be responsible for the maintenance of discipline among the students and keep the students' associations apprised of the various policies and practices in the University.
- (4) The Proctor may hold special or general inquiries into any situations involving the conduct of any student of the University causing or likely to cause breach of the peace and order in the University campus.
- (5) The Proctor shall exercise such other powers and perform such other duties as may be prescribed by the Chairperson/President from time to time.

### **THE DEANS OF FACULTIES**

#### **13. Appointment, powers and functions of the Dean of Faculty.**

- (1) The Deans of Faculties shall be appointed by the President, from amongst the professors in the University, for a period of three years, by rotation.
- (2) The Dean of Faculty shall be the Head of all academic and research programs in the concerned School/Faculty and shall be responsible for the conduct and maintenance of standards of teaching and research.
- (3) The Deans may formulate policies and development programmes for improving academic standards of the concerned faculty and present them to the appropriate authorities of the University for their consideration.
- (4) He may also call for meeting of the faculty in consultation with the President and may preside over it.

- (5) The Deans shall have such powers or perform such other functions, as may be entrusted to them by the President.
- (6) When the office of a Dean is vacant or where the Dean is unable to perform his/her duties due to illness, absence or any other reason, the President may authorize any other senior professor to perform the functions of the Dean during such period.

### **REGISTRAR**

#### **14. Appointment, powers and functions of the Registrar -**

- (1) The Registrar shall
  - (i) hold a post-graduate degree with at least fifty percent marks or its equivalent grade in any discipline;
  - (ii) have an experience of teaching/administration of at least ten years;
  - (iii) be an accomplished educationist/administrator/industry professional with a good track record.
- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Chairperson may appoint for the purpose for the duration of such absence,
- (3) The Registrar shall-
  - (i) handle the official correspondence of the University and all or any of its Authorities;
  - (ii) supply, to the Chairperson, copies of the agenda of meetings of the Authorities of the University, as soon as they are issued and the minutes of the meetings of the Authorities ordinarily within a month of the holding of such meetings;
  - (iii) represent the University in suits or proceedings, by or against the University, sign powers of attorney, sign and verify complaints or proceedings and written statements, sign and depose affidavits, depute his representative for the aforesaid purposes, appoint and to prosecute on behalf of University or defend the University in all such legal proceedings or any appeals arising thereof, subject to the prior approval of the Chairperson.

- (iv) perform such other duties and functions as may be specified in the Statutes or prescribed by the ordinances or as may be required, from time to time, by the Board of Management or the Chairperson.
- (v) act as member secretary of the Board of Management and Academic Council.

#### **CHIEF FINANCE AND ACCOUNTS OFFICER**

#### **15. Appointment, powers and functions of Chief Finance and Accounts Officer-**

- (1) The Chief Finance and Accounts Officer shall be a salaried officer of the University, the terms of his/her appointment shall be approved by the President.
- (2) The Chief Finance and Accounts Officer shall -
  - (i) be a graduate in any discipline; or
  - (ii) have a professional qualification in accounting or finance such as CA or CS from Institute of Chartered Accountants of India, Institute of Company Secretaries of India, Institute of Cost and Works Accountants of India; and
  - (iii) have an experience of at least ten years in accounting and finance field.
- (3) When the office of the Chief Finance Accounts Officer is vacant or when the CFAO is, by reason of illness or absence for any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the President may appoint for the purpose for the duration of such absence, subject to the prior approval of the Chairperson.
- (4) The Chief Finance Accounts Officer shall-
  - (i) exercise general supervision or such specific supervision as may be provided for, from time to time, in accordance with the Act over the funds of the University and advise the University on all such issues and matters forming a part of or arising out of its financial policy; and
  - (ii) hold and manage all the movable and immovable property of the University, investments, and act as a trustee thereof, for furthering any or all the objects of the University;
  - (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a particular year are not exceeded and that all moneys are appropriated on the purposes for which they are received or allotted.;

- (iii) be responsible for the preparation of the annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
- (iv) constantly monitor the status of the cash, bank balances, and investments;
- (v) ensure proper collection of the revenues of the University and further advise the University on/for deployment of such proper channels and/ or procedures for ensuring such proper collection of revenues, have the accounts of the University regularly audited by the auditors appointed for the purpose;
- (vi) call for, from any office under the University, any information that the/she may consider necessary, with prior approval of the Chairperson, to discharge his financial responsibilities;
- (vii) perform such other function(s) as may be assigned to him/her by the Board of Management or Chairperson or President or as may be prescribed by the Statutes or the Ordinances.

**16. Other officers of the University-**

- (1) There shall be the following other officers of the University in terms of Section 11 (ix) of the Act, namely:-
  - (i) Vice-Chairperson;
  - (ii) Executive Director;
  - (iii) Dean of Student's Welfare;
  - (iv) Dean Research;
  - (v) Director of Physical Education;
  - (vi) Controller of Examinations.
- (2) The Board of Management, may, in its own judgment and discretion, create all or any officers(s) specified in statute 11 (ix) above and may provide for the manner and terms of appointment and such other necessary particulars as are required.

## **VICE-CHAIRPERSON**

**17. Appointment, powers and functions of the Vice-Chairperson.**

- (1) The Chairperson shall appoint a person who in his considered opinion, is qualified to assist him in furthering the interest of the University and may delegate some or all his/her powers to such Vice-Chairperson for the smooth functioning of the University.
- (2) The Vice-Chairperson shall assist the Chairperson in such matters as may be required by him, from time to time, and shall exercise such powers and perform such duties as may be assigned or delegated to him by the Chairperson.
- (3) The Vice-Chairperson shall, in the absence of the Chairperson or when he/she delegates any of his/her power(s), perform the duties of the Chairperson and be entitled to the same privileges to which the Chairperson is entitled.
- (4) The Chairperson, for the more effective and better functioning of the University, if necessary, may appoint more than one Vice-Chairperson.

## **EXECUTIVE DIRECTOR**

**18. Appointment, powers and functions of the Executive Director.** The Chairperson shall appoint a person who in his opinion, can assist him in coordinating the activities of the University and may delegate some or all his powers to Executive Director for smooth functioning of the University..

- (i) The Executive Director shall assist the Chairperson in such matters as may be required by him, from time to time, and shall exercise such powers and perform such duties as may be assigned or delegated to him by the Chairperson.
- (ii) The Executive Director shall, in the absence of the Chairperson or when he/she delegates his/her powers, perform such duties as specifically assigned to him by the Chairperson.

## **DEAN STUDENT WELFARE**

**19. Appointment, powers and functions of the Dean Student Welfare-**

- (1) The Dean Student Welfare will be appointed by the President, from amongst the Senior Professors of the University, for a period of three years.
- (2) He/she will be responsible for co-curricular and extra-curricular activities including seminars, educational tours, placements, various competitions etc. conducted or organized for the general interest of the students.

- (3) He/she will plan and organize these activities in coordination with the Proctor and any other officer(s) of the University.

#### **DEAN RESEARCH**

**20. Appointment, powers and functions of the Dean Research-**

- (1) The President will appoint one of the senior Professors, who is actively engaged or has a long experience of conducting research, planning and execution of research project funded by various funding agencies, to act as Dean Research. He/she will guide the faculty members and research scholars in all aspects of research and ensure the proper conducting of course work for Ph.D. scholars and in general help research activities on and off the campus.

#### **DIRECTOR OF PHYSICAL EDUCATION**

**21. Appointment, powers and functions of Director of Physical Education-**

- (1) Director of Physical Education will be a regular employee of the University and shall be responsible for organization of all games and sports activities for Faculty and students.
- (2) He/she will plan and conduct all tournaments, sport meets and events related to sports and games for the employees and students of the University.
- (3) He/she will be responsible for maintaining of all sports fields and grounds on the campus.
- (4) He/she will be responsible for procurement and upkeep of all equipments and sports gears in good shape for the use of employees and students.

#### **CONTROLLER OF EXAMINATIONS**

**22. Appointment, powers and functions of the Controller of Examinations-**

- (1) The Controller of Examination will be a regular employee of the University and shall be responsible for all matters related to any examination(s) to be conducted in the University.
- (2) The Controller of Examination shall-
  - (i) be responsible for planning of time table of examinations of the University in consultation with the Deans of the concerned faculty;
  - (ii) appoint examiners, both for theory and practical, of various faculties as per the panels of examiners suggested by various Boards of Studies after approval of the same by the Faculty concerned;
  - (iii) ensure moderation of all question papers for various examinations;



- (iv) be responsible for deciding the scale of remuneration to examiners appointed by the University;
- (v) ensure perfect secrecy in all matters concerning the examinations;
- (vi) plan and execute the evaluation of answer-books of various examinations;
- (vii) prepare and declare, after approval of the President. the results of various examinations;
- (viii) ensure timely payment of remuneration to examiners and others involved in the smooth conduct of University examinations.

**CHAPTER-4**  
**APPOINTMENT OF TEACHERS, OFFICERS AND OTHER EMPLOYEES OF**  
**THE UNIVERSITY**

**23. Teachers of the University.**

- (1) Teachers of the University shall consist of two categories, namely :
  - (i) Appointed teachers of the University;
  - (ii) Recognized teachers of the University.
- (2) Appointed teachers of the University shall be either -
  - (i) employees of the University appointed on regular basis as Professors, Associate Professors/ Assistant Professors and lecturers;
  - (ii) persons appointed by the Chairperson as Honorary Professors, Emeritus Professors, Associate Professors/ Assistant Professors and Lecturers as teachers of the University.
- (3) Recognized teachers of the University shall be persons appointed by the President from other institutions/industry as Adjunct Professors, Distinguished Professors and/ or Emeritus Professors of the University.
- (4) No person shall be appointed or recognized as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.
- (5) The qualifications of recognized teachers of the University shall be such as may be prescribed by the Rules.
- (6) All applications or such other particulars, as may be provided from time to time in accordance with the Act and the statutes and ordinances there-under, for the recognition of teachers of the University, shall be made in such manner as may be determined by the Board of Management.

**24. Selection Committees**

- (1) There shall be a Selection Committee for making recommendations to the Chairman / Management Committee for appointment to the posts of Professor, Associate Professor, Assistant Professor, Lecturer and Accounts Officer, Librarian and any other members of the staff of the University.
- (2) Every Selection Committee shall consist of the President who shall act as the Chairman thereof. For appointment to a post specified in the first column of the Table below, the Committee shall also have the persons specified in the corresponding entry in the second column of the Table:

<b>Post</b>	<b>Composition of the Selection Committee</b>
Professor/Associate Professor/Assistant Professor	i) President / Pro-President; ii) The Dean of the concerned faculty; iii) One members of Board of Management; iv) Head of the concerned Department not below the rank of Professor; v) Two exerts, not being employees of the University, nominated by the Chairperson, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject.
Accounts Officer	i) President/Pro-President/Nominee of President; ii) Three members of the Board of Management.
Librarian	i) Nominee of the President; ii) A Dean nominated by the President; iii) One expert, not being an employee of the University, to be nominated by the Chairperson; iv) Two members of Board of Management.
Other Staff	i) Pro-President/ nominee of the Pro- President or the Registrar/nominee of Registrar; ii) Two representatives of the Board of Management.

- (3) A Selection Committee shall, at all times, take into consideration the regulations issued by the University, from time to time, to the extent they are applicable, with regard to the appointment and promotion of Professors, Associate Professors. Assistant Professors, and administrative posts of the University and shall ensure that all such appointments and promotions are strictly done on the basis of merit of the person so appointed and promoted. The Selection Committee may recommend a panel of at least three names in order of merit in case of each selection.
- (4) The recommendations made by each Selection Committee, shall be presented to the Chairperson for decision in the matter and such decision shall be final.

**25. Terms and Conditions of Service of Teachers, Officers and other employees**

- (1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written communication on such terms and conditions as may be agreed to between the parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.
- (2) Any dispute arising out of a contract between the University and those mentioned in clause (1) above shall be amicably resolved by the University Grievance Committee to be constituted by the President as and when necessary. The committee shall consist of the following, namely:-
  - (a) Pro-President- who shall act as Chairman;
  - (b) The administrative head of the concerned department/office;
  - (c) one senior member of the concerned department/office.
- (3) The committee, after giving an opportunity of hearing to the employee, shall record its findings and shall submit the same to the President, as soon as it may, but in no case later than one month from the date of its constitution. However, the employee whose matter has been decided by the Grievance Committee shall have the right to prefer an appeal to the Chairperson within a period of fifteen days from the date of submission of the findings to the President. The president will dispose off the appeal after giving an opportunity of hearing to the appellant.
- (4) All posts in the University shall normally be filled by advertisement. However, the Chairperson shall have the power to decide, on the recommendations being made by the President in this regard that a particular post be filled by invitation or by contractual appointment or by promotion from amongst the members of the staff of the University.
- (5) The Selection Committees, to be constituted for filling the post(s) in the University (other than the post on contract basis), by promotion from amongst the members of the staff of the University, shall be constituted as provided in Statute 24 above.

**26. Removal of Teachers-**

- (1) A University teacher may be removed from the service on the following grounds, namely:-

- (i) proved misconduct; or
  - (ii) his academic performance falls short of established norms; or
  - (iii) it is found according to procedures laid down in the Ordinances of the University that the teacher is:-
    - (a) of unsound mind: or
    - (b) an un-discharged insolvent: or
    - (c) convicted by a court of law of any criminal offence or an offence involving moral turpitude.
- (2) No teacher shall be removed under clause (1) above until he/ she has been given a reasonable opportunity of being heard, provided that where a teacher is under suspension at the time of his/her removal, the removal shall take effect from the date on which he/she was placed under suspension.
- (3) Notwithstanding anything contained in the statutes, a teacher shall be entitled to resign by giving three months notice in writing to the Registrar or in lieu thereof by making payment of salary of three months to the University.

**27. Removal of Employees other than a teacher.**

- (1) Notwithstanding anything contained in the terms of his/her contract of service or of his/her appointment, an employee of the University, other than a teacher, may be removed from service by the appointing Authority according to procedures laid down in the Rules of the University, if he/she -
- (a) is of unsound mind: or
  - (b) is an undischarged insolvent; or
  - (c) has been convicted by a court of law of any criminal offence or an offence involving moral turpitude; or
  - (d) is guilty of misconduct; or
  - (e) does not meet the performance standards established by the performance evaluation system of the University.
- (2) An employee shall not be removed under sub-clause (1) unless he/she has been given a reasonable opportunity of hearing.
- (3) Where the removal of such employee is for a reason other than that specified in sub-clause (c) or sub-clause (d) of clause (1), He/she shall be given one months notice in writing or paid one months salary in lieu of such notice.

- (4) Notwithstanding anything contained in these Statutes, an employee may resign from the service of the University, if permanent, only after giving three months notice in writing to the appointing authority or paying to the University three months salary in lieu thereof and in other cases only after giving one month notice in writing to the appointing authority or paying to the University one month salary in lieu thereof.

**CHAPTER - 5**  
**OTHER COMMITTEES**

**28. Other Committees -**

- (1) The Board of Management or the Academic Council may, appoint such Committees for specific tasks as per the provisions of section 28 of the Act. Such committees shall consist of members from the authority making such appointment and such authority may further nominate such other persons, as it may in each case think fit.
- (2) Each committee so appointed will deal only with the subject assigned to it and its recommendations on or about such subject, after confirmation by the appointing body, may be submitted to the relevant authority for its consideration.
- (3) Each such committee appointed to carry out a specific task will be for a particular time period which may be extended by the appointing body. However, the appointing body may remove/abolish such committee at any time at its discretion.

**CHAPTER - 6**  
**CONVOCATION**

**29. Convocation of the University.-**

- (1) A Convocation for conferring its degrees, diplomas and other academic distinctions may be held by the University not more than once in a year on such date and at such time as Academic Council may decide.
- (2) The University may, with the prior approval of the Chairperson, hold its special convocation for conferring honorary degrees.
- (3) The procedure to be observed at a convocation referred to in this statute and other matters connected therewith shall be such as may be laid down in the ordinances of the University.
- (4) Where the University does not find it convenient to hold a convocation in accordance with the Statutes, the degree, diploma and other like academic distinctions may be dispatched to the candidates concerned by registered post.

**CHAPTER -7**  
**MISCELLANEOUS**

- 30. Chairman of meetings where no provision is made in the Statutes.-** If the Act , the Statutes or the rules do not make any provision as to who shall preside over a meeting of any Authority or Committee of the University or when its Chairperson is absent, its members present shall elect one from amongst themselves to preside at such meetings.
- 31. Resignation and Superannuation-**
- (1) Any member other than an ex-officio member of the Academic Council, the Finance Committee or any other Authority of the University or Committee may resign by a letter addressed to the Registrar. Such resignation shall take effect as soon as the letter is received by the Registrar.
  - (2) An employee of the University may resign his/her office by a letter addressed to the Registrar as provided in the terms of his/her appointment, provided that such resignation shall take effect only on the date from which the said letter is accepted according to rules by the Authority competent to fill the vacancy.
  - (3) All administrative employees of the University, except those on contract basis, shall retire from service of the University, unless their contract is renewed, on attaining the age of sixty years.
- 32 Disqualification-**
- (1) A person appointed or nominated to an authority or a committee of the University shall become disqualified to continue in his/her official capacity and he/she may be removed from such authorities/committees in the following circumstances if he/she-
    - (a) is found to be an un-discharged insolvent; or
    - (b) has been convicted of any criminal offence by a court of law for an offence involving moral turpitude; or
    - (c) is otherwise guilty of misconduct; or
    - (d) does not meet the performance standards established by the performance evaluation system of the University; or



- (2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause(1) , the question shall be referred for the decision of the Chairperson and his decision thereon shall be final.

**33 Honorary Degrees-** Any proposal for conferring an honorary degree or distinction shall be made by the Academic Council to the Board of Management and shall require the approval of the Chairperson before conferment.

**34 Withdrawal of Degrees-** The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, for good and sufficient reasons, withdraw any degree or academic distinction conferred on or any certificate or diploma granted to any person by the University: Provided that no such resolution shall be passed, until a notice in writing has been given to such person against whom the action is proposed to be taken, calling upon him/her to show cause within such time as may be specified in the notice, as to why such resolution should not be passed and until his/her objections, if any, and any evidence he/she may produce in support thereof have been considered by the Academic Council.

**35. Maintenance of discipline among Students**

- (1) All powers relating to discipline and disciplinary action concerning the students shall vest in the President.
- (2) The President may delegate, with the prior approval of the Chairperson, all or such of the powers, as he deems proper, to the Dean and to such other person(s) as he may specify.
- (3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem appropriate to him, the President may, in the exercise of his powers aforesaid order that such student or students be expelled from the University, or be fined a certain sum of money or be debarred from taking an examination or examinations for one or more years or that the results of student or students concerned, in the examination or examinations, in which he/she has or they have appeared, be cancelled.

**36. Fee for various Courses-** (1)The schedule of fee chargeable from the students for various courses of studies and any increase in such fee after each semester, shall be proposed by a Fee Committee comprising -

(i) President	Chairman
(ii) Pro-President	Member
(iii) A nominee of the chairperson	Member
(iv) One dean to be nominated by the chairperson	Member
(v) Chief Finance and Accounts Officer	Member Secretary

The schedule of fees recommended by the Fee Committee, shall be presented through the Finance Committee in the ensuing meeting of the Board of Management for consent and direction(s).

**37. Seats in courses of Studies.**

- (1) The admission committee to be appointed by the President shall recommend to the Academic Council the number of seats in each course of study for approval.
- (2) Five percent of the total seats will be reserved for the economically weaker sections of the society and no tuition fee and development fee will be charged from such students.
- (3) Reservation of seats in admission shall be made as per the provisions of the Act and as per the policy of the State Government from time to time.

**38. Procedure for arbitration.**

- (1) (a) An employee in a dispute arising out of the contract of employment with the University may make a request, in writing, to the Registrar for referring such dispute to a Tribunal of Arbitration; and  
(b) A student in dispute arising out of disciplinary action taken against him/her by the University may make a request, in writing, to the Registrar, within a period of thirty days from the date of the disciplinary action for referring such dispute to a Tribunal of Arbitration.
- (2) The Registrar on receipt of such request under sub-clause (a) or (b) of clause (1) shall initiate proceeding for constitution of the Tribunal of Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (Central Act No.26 of 1996).
- (3) The Tribunal of Arbitration shall dispose of the dispute in accordance with the procedure prescribed under the Arbitration and Conciliation Act 1996 (Central Act No. 26 of 1996).

- 39. Creation and Abolition of Posts.** Depending on the requirement in each case, all teaching and non-teaching posts in various departments and offices shall be created/abolished by the President with the prior approval of the Chairperson.