

**STATUTE No. 01****SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The “Statutes” means the Statutes of MATS University.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Chhattisgarh Private Universities (Establishment & Operation) Act. 2005 and the Chhattisgarh Private Universities (Establishment and Operation) Rules, 2005. If there will be any difference in the provisions of the Act or the Rules or the Statutes, the provisions of the Act or the Rules will prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act and the amended Statutes, if any, shall be applicable with immediate or retrospective or prospective effect from such a date as prescribed in the notification.
- (5) The first statutes i.e. No. 1 to 34 have been framed under section 26 of the Chhattisgarh Private University (Establishment & Operations) Act, 2005.

**STATUTE No. 02****DEFINITIONS**

In these Statutes unless the context otherwise requires:

- (1) “Act” means the “Chhattisgarh Private Universities (Establishment & Operation) Act. 2005”.
- (2) All words and expressions used herein and defined in the Act and the Rules shall have the meanings respectively assigned to them in the Act and the Rules.
- (3) “Academic Year” means a period of nearly twelve months devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into “terms” as stipulated in the Ordinances.
- (4) “Board of Studies” means the Board of Studies of the University departments/faculties.
- (5) “Convocation” means the convocation of the University.
- (6) “Course(s)” means prescribed area(s) or course(s) of study or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (7) “Decided by the University / University may decide / Decision of the University” means as decided by the Vice-Chancellor with the approval of the Chancellor.
- (8) “Employee” means any person working on the payroll of the University.
- (9) “Faculty” means Faculty of the University listed in Statute No 15.

- (10) “Regular Education” means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes or otherwise at the campus of the University.
- (11) “Regulation” means regulations of the University.
- (12) “Rules” means the “Chhattisgarh Private Universities (Establishment & Operation) Rules, 2005”.
- (13) “Scheme and Curriculum” means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned courses(s) of the University.
- (14) “Seal” means the common seal of the University.
- (15) “Subject” means the basic unit(s) of instruction, teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- (16) The terms “he”, “him” and “his” include the feminine gender also.

### **STATUTE No. 03**

#### **SEAL OF THE UNIVERSITY**

- (1) The university shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

### **STATUTE No. 04**

#### **OBJECTIVES OF THE UNIVERISTY**

Apart from the objects of the University described in Section 3 of the Act, the University shall also have the following objects:

- (1) To collaborate with other Universities, Research Institutions, Industries, Government and Non-Government Organisations towards fulfilment of the University objectives.
- (2) To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission, from time to time.

**STATUTE No. 05****APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body for a period of three years with the prior approval of the Visitor. The sponsoring body shall, by simple majority, finalise the name of the Chancellor. The President / Secretary of the Sponsoring Body shall send the name, along with bio-data of the proposed Chancellor, to the Visitor for approval. After the approval of the Visitor, the Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act.
- (3) The Chancellor shall hold office for a period of three years and shall be eligible for reappointment with the approval of the Visitor following the procedure laid down above under clause (1) of the Statute. Provided that the Chancellor shall, notwithstanding the expiring of the term, continue to hold his office until either he is reappointed or his successor enters upon his office.
- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.
- (5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (6) The Chancellor shall exercise general control over the affairs of the University.
- (7) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (8) In a special meeting called for the purpose, the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may by writing under his hand addressed to the Visitor, resign his office.

**STATUTE No. 06****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR**

- (1) The Vice-Chancellor will be an academic and administrative Head of the University.
- (2) The Vice-Chancellor shall be appointed by the Visitor as laid down in Section 17 of the Act.
- (3) The Vice-Chancellor shall hold office for a term of four years according to the provisions of clause (4) of Section 17 of the Act.

Provided that, on the expiry of term, the Vice-Chancellor shall be eligible for reappointment for another term.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice-Chancellor, the Chancellor shall assign the duties of the Vice-Chancellor to a senior Professor of the University. However this period of interim arrangement shall not exceed more than six months.

- (4) In addition to all such powers as described in section 17 of the Act, the Vice-Chancellor shall also exercise powers prescribed in the different Statutes.
- (5) The Vice-Chancellor shall receive pay and other allowances as decided by the sponsoring body from time to time.
- (6) The Vice-Chancellor shall cause the budget to be made by the Board of Management of the University.
- (7) The Vice-Chancellor may by writing under his hand addressed to the Visitor, resign his office.

### **STATUTE No. 07**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

- (1) The Registrar will be an officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The qualification of Registrar shall be as per UGC norms
- (3) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (4) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the selection committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body for a period of two years. The subsequent Registrars, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Selection Committee constituted for the purpose. The Selection committee shall consist of:
  - (a) Vice-Chancellor – (Chairman)
  - (b) Nominee of the Chancellor
  - (c) Nominee of the Regulatory Commission
  - (d) Two expert members approved by the Governing Body
- (5) Selection of Registrar:  
The University will adopt the following procedure for selection of the Registrar:
  - (a) The University would invite applications for the post through the process of an advertisement in important News papers of wider circulation.
  - (b) A summary of all the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
  - (c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the members of the Selection Committee atleast 15 days in advance.
  - (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - (e) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (6) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor and/or Vice-Chancellor may appoint for the purpose.

- (7) The Registrar shall receive pay and other allowances as per UGC norms and approved by the Governing Body from time to time.
- (8) The age of retirement of the Registrar shall be sixty five years.
- (9) Duties and Powers of the Registrar shall be:
- (a) To maintain the records, the common property and any such other property of the University as the Governing Body may decide.
  - (b) To conduct the official correspondences of the Governing Body, Board of Management, Academic Council and any other Body or Committee of which he may be the Secretary.
  - (c) To issue notices conveying the dates of meeting of the University authorities to the members and to make necessary arrangements for the conduction of the meetings and for other assigned duties by the Board of Management from time to time, he will render desired assistance.
  - (d) To provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other Bodies which are formed under the direction of the Chancellor/Vice-Chancellor, and to record the minutes and send the same to the Vice-Chancellor, and Chancellor. He shall also make available all such papers, documents and informations as the Visitor/Chancellor/Vice-Chancellor may desire.
  - (e) To discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.
  - (f) To supervise and control the work of the staff working in different offices/units of the University and writing their confidential report.
  - (g) To take disciplinary action, whenever needed, against the non-teaching employees of the University as prescribed in the Regulations.

### **STA TUTE No. 08**

#### **APPOINTMENT, TERMS AND CONIDTIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be an officer of the University responsible for handling accounts and finances of the University.  
The qualification of CFAO shall be as under :
- (i) UG/PG Degree holder.
  - (ii) CA or equivalent attainments
  - (iii) Five years experience of working as CA or equivalent position in any University / Institute / Organization to manage Accounts / Finance.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (3) The appointment of CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose. However, the first CFAO shall be appointed by the Chancellor for a period of two years. The subsequent CFAO, other than the first CFAO, shall be appointed by the

Chancellor on the recommendation of the Selection Committee constituted for the purpose. The Selection Committee shall consist of:

- (a) Vice-Chancellor – (Chairman)
  - (b) Nominee of the Chancellor
  - (c) Nominee of the Regulatory Commission
  - (d) Two expert members approved by the Governing Body
- (4) Selection of CFAO:

The University shall adopt the following procedure for the selection of the CFAO:

- (a) The University would invite applications for the post through the process of an advertisement in important News papers of wider circulation.
  - (b) A summary of all the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
  - (c) The date of meeting of the Selection Committee will be fixed and a notice of this effect shall be given to the members of the Selection Committee atleast 15 days in advance.
  - (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - (e) If suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
  - (f) When the Office of the CFAO falls vacant or when the CFAO is unable to perform his duties of the office by reason of illness or long absence due to any other reason, the duties of the office shall be performed by such person as the Chancellor/Vice-Chancellor may appoint for the purpose.
  - (g) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the CFAO. The Chancellor shall put up the matter for consideration of the Governing Body whose decision shall be final.  
Provided that before taking such action of the removal, the CFAO shall be given an opportunity of being heard.
- (5) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (6) The age of retirement of CFAO shall be sixty five years.
- (7) Duties of the CFAO shall be:
- (a) To manage the Accounts and Funds of the University for maintaining the records properly and for regularly getting them audited.
  - (b) To supervise, control and regulate the working of Accounts and Finance of the University.
  - (c) To maintain the financial records and any such other finance related records of the University as the Governing Body may decide.
  - (d) To discharge all such functions as assigned by the Chancellor/Vice-Chancellor of the University.

**STATUTE No. 09****POWERS AND FUNCTIONS OF GOVERNING BODY**

Apart from the powers vested in the Governing Body according to the provisions under Clause (3) of Section 22 of the Act, the Governing Body of the University shall have the following powers and functions:

- (1) To make review and approve, from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.
- (2) To make recommendations on any matter referred to it by the Chancellor/Sponsoring Body.
- (3) To make recommendation to the Sponsoring Body for the creation of new posts of officers/teachers/staff of the University.
- (4) To exercise such other powers and functions as may be assigned by the Sponsoring Body.
- (5) To consider and approve the recommendations made by the Board of Management / Academic Council / Chancellor / Vice-Chancellor.

**STATUTE No. 10****POWERS AND FUNCTIONS OF BOARD OF MANAGEMENT**

- (1) The formation and functions of the Board of Management shall be the same as laid down under Section 23 of the Act.
- (2) The term of the nominated members of the Board of Management shall be of three years.  
No member shall be nominated for more than two consecutive terms.
- (3) Powers and Functions of the Board of Management shall be:
  - (a) To accent financial accounts together with audit report.
  - (b) To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
  - (c) To adopt and follow the Budget for Expenditure as approved by the Governing Body.
  - (d) To perform any other function which may be assigned by the Governing Body/Chairman of the Board of Management.
  - (e) To create new posts of the teachers, the other officers and the staff of the University and recommend the same to the Governing Body for approval.
  - (f) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.
  - (g) To consider and approves the minutes of the selection committee for the teachers/staff and forward the same to the Governing Body for information

**STATUTE No. 11****FORMATION, POWERS AND FUNCTIONS OF ACADEMIC COUNCIL**

The Academic Council shall be the principal academic body of the University and shall coordinate and exercise general supervision over the academic policies and programmes of the University.

- (1) The Academic Council shall consist of the following members:
  - (a) Vice-Chancellor (Chairman)
  - (b) All the Deans/Heads of the Departments.
  - (c) All the Professors of the University Teaching Department.
  - (d) Three Professors of the State / Central Universities / IITs nominated by the Chancellor.
  - (e) Three representatives from amongst the Scientists/ Educationalists/ Technologists/ Industrialists nominated by the Chancellor.
- (2) The term of the nominated members of the Academic Council will be three years. No member shall be nominated for more than two consecutive terms.
- (3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence any other person nominated by the Chancellor shall preside over the meeting.
- (4) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice Chancellor shall act as the Member Secretary.
- (5) One half of the members the Academic Council including the Chairperson shall form the quorum at a meeting.

Provided that no quorum shall be necessary for adjourned meeting.

Ordinarily fifteen clear days notice shall be given for all meetings of the Academic Council and agenda papers shall be issued atleast seven days before the date of the meeting. The notice for emergent meeting shall ordinarily be 3 days.

- (6) Subject to the provisions of the Act, the Academic Council shall have the following powers, and functions; namely,
  - (a) To co-opt members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
  - (b) To promote teaching and research and related activities in the University.
  - (c) To make recommendations to the Governing Body on the proposals received from the different Faculties of the University for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
  - (d) To exercise general supervision over the academic policies and programmes of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.



- (e) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management or the Governing Body and to take appropriate action thereon.
- (f) To make proposals to the Governing Body for allocating departments to the Faculties.
- (g) To make proposal to the Governing Body for the institution of fellowship, scholarships, studentship, exhibition, medals and prizes and to make rules for their award.
- (h) To recognize persons of eminence in their subject to be associated as research guides / co-guides in the subjects or interdisciplinary subjects as prescribed in the ordinance.
- (i) To formulate, modify or revise schemes for the organisation and assignment of subject to the Faculties/Schools/Departments, and to report to the Governing Body as to the expediency of abolition, reconstitution or division of any Faculty/School/Department of the university.
- (j) To recognize the Certificates, Diplomas and Degrees of other Universities and Institutions and to determine their equivalence.
- (k) To make special arrangements, if any, for the teaching of women students and for prescribing special courses of study for them.
- (l) To consider academics related proposals submitted by the Faculties/Departments of the University.
- (m) To approve the syllabus of different courses/subjects submitted by the Faculties/Departments and to arrange for the conduct of the examinations according to the Ordinances made for the purpose.
- (n) To award stipends, scholarships, medals and prizes, and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award from time to time.
- (o) To publish syllabi of various courses of study and list of prescribed or recommended text books for subjects.
- (p) To appoint committee for admission of students in different Faculties/Departments of the University.
- (q) To recommend to the Governing Body, the rates of remuneration and allowances for the Examination work.
- (r) To delegate such of its powers to the Dean / Chairman, as it may deem fit.
- (s) To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body or Board of Management, as the case may be.
- (t) To exercise such other powers and perform such other duties as may be prescribed form time to time.

### **STATUTE No. 12**

#### **POWERS AND FUNCTIONS OF FINANCE COMMITTEE**

- (1) The Finance Committee shall consist of the following persons, namely:
  - (i) The Chancellor or his nominee Chairman
  - (ii) The Vice-Chancellor Member

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| (iii) | The Registrar   | Member           |
| (iv)  | Two members nominated by the Chancellor /<br>Governing Body | Member           |
| (v)   | One person nominated by the Sponsoring Body                 | Member           |
| (vi)  | Chief Finance and Accounts Officer                          | Member Secretary |
- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (3) The finance committee shall meet atleast twice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members atleast fifteen days in advance of the meeting and the agenda for the meeting shall be send to members atleast seven days in advance of the meeting.
- (4) Four members of the finance committee, including Chairman, shall constitute the quorum at the meetings.
- (5) Functions and Powers of the Finance Committee shall be:
- To prepare the annual estimates of income and expenditure of the University and to put up to the Governing Body for its consideration and approval.
  - To consider the annual accounts of the University prepared under the direction of the Vice-Chancellor and to put up to the Governing Body for its consideration and approval.
  - To make its recommendations to the Governing Body to accept bequests and donations of the property to the University on such terms as it deems proper.
  - To recommend mechanism and ways and means to generate resources for the University.
  - To consider any other matter referred to it by the Governing Body and make its recommendations thereon.
  - To advise the University on any matter affecting finances.
  - To observe that the Regulations relating to the maintenance of accounts of the income and expenditure of the University are followed.

### **STATUTE No. 13**

#### **OTHER OFFICERS OF THE UNIVERSITY**

The following shall be the other Officers of the University as per the provisions in section 14 (6) of the Act 13 of 2005.

##### **1. Pro-Vice Chancellor**

- The Pro-Vice Chancellor shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor of the University for a term of four years.
- The Pro-Vice-Chancellor shall be eligible for reappointment for subsequent terms by following the procedure as laid down above in the clause (1).
- In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall perform the duties of the Vice-Chancellor to dispose of only routine matters of the University.
- The Pro-Vice Chancellor shall be eligible to receive pay and other allowances as decided by the Chancellor/ Sponsoring Body from time to time.

5. The Pro-Vice Chancellor shall discharge the responsibilities and duties as assigned by the Chancellor/ Vice-Chancellor from time to time.
6. The Pro-Vice Chancellor may by writing under his/her hand addressed to the Vice-Chancellor, to resign his/her office.
7. The Pro-Vice Chancellor may be responsible
  - (a). to sanction duty leaves for all approved purposes and Earned leave to the teachers of the University / maintained Institutes.
  - (b). to sanction duty leave to the teachers of the University Teaching Departments, the maintained Institutes on the Campus/Directorate of Correspondence Courses (other than Professors & Chairpersons) upto 21 days for attending Orientation/Refresher Courses.
  - (c). to forward the applications of teachers for attending Orientation/ Refresher Courses from time to time.
  - (d). to handle all proposals or additional requests for staff and funds for books, equipments, furniture etc. of the University Teaching Departments and the maintained Institutes of the University.
  - (e). to carry out work relating to equivalence Committee, grant of recognition of Courses, Vocational Courses under UGC Schemes.
  - (f). to discharge any other academic/administrative duties specifically assigned by the Chancellor/ Vice-Chancellor from time to time.

## 2. Director General

1. The Director General of the University shall be appointed by the Chancellor on the recommendation of the sponsoring body generally for a term of five years.
2. The Director General may be reappointed for subsequent terms following the procedure laid down in clause (1) as above.
3. The Director General shall perform duties and functions as assigned to him by the Chancellor/Sponsoring Body from time to time.
4. The Director General shall be eligible to receive pay and other allowances as decided by the Chancellor/ Sponsoring Body from time to time.
5. The Director General shall be responsible
  - (a). to guide and advise the proposals to be sent to the University Grants Commission/AICTE/other regulatory bodies and other funding agencies in connection with approval of programmes and research and development activities of the University.
  - (b). to recommend the Vice-Chancellor, delegate(s) from the University to attend Seminars, Conferences, Workshops etc.
  - (c). to advise on the planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University.
  - (d). to recommend and apply for the membership of other Institutions like Association of Indian Universities. Commonwealth Universities, Association of International Universities, India International Centre etc.
  - (e). to coordinate with Deans/Chairpersons concerned for collaboration with any University / Research Institute / Centres of the country and abroad from time to time.
  - (f). to co-ordinate with the Deans concerned with regard to the work of the teaching and research in the University Teaching Departments / Schools of Studies / Maintained Institutes and the introduction of new courses.
  - (g). to allow printing of syllabi, prospectus and other documents of the University from time to time.

- (h). to co-ordinate with the concerned Deans with regard to the collaboration with any University / Research Institutes in Indian as well as foreign countries.
- (i). to handle the grants under various heads including the grant for organization of Seminars / conferences / publications / travel grants/ Guest Lectures / Visiting Professors etc. out of the Teaching, Research & Development budget.
- (j). to carry out any other function and responsibility as assigned by the Sponsoring Body/ Chancellor from time to time.

### 3. Dean Academic Affairs

1. The Dean Academic Affairs shall be appointed by the Vice-Chancellor of the University for a term of three years on the recommendation of the Chancellor.
2. The Dean Academic Affairs may be reappointed for subsequent terms following the same procedure as laid down in clause (1) as above.
3. The Dean Academic Affairs shall perform the duties and functions as assigned by the Vice-Chancellor from time to time.
4. The Dean Academic Affairs shall be eligible to receive pay and allowances as decided by the Sponsoring Body / Chancellor / Vice-Chancellor.
5. The Dean Academic Affairs shall be responsible
  - (a). to co-ordinate and supervise the procedure of admission of students made by the various University Teaching Departments through Chairpersons.
  - (b). to arrange the accommodation of all University classes including evening classes. Diploma Courses, etc.
  - (c). to get the Academic Calendars prepared and approved.
  - (d). to co-ordinate with the Deans in respect of matters of inter-faculty.
  - (e). to carry out any other function and duties as assigned by the Chancellor/ Vice-chancellor from time to time.

### 4. Dean of Student's Welfare

1. The Dean of Student's Welfare (DSW) shall be appointed by the Vice-Chancellor for a term of three years and shall be eligible for reappointment.  
Provided that notwithstanding the fact that his term of three years has not expired the Board of Management may, on a report from the Vice-Chancellor, terminate the appointment of Dean of Students Welfare if it is satisfied that further continuance of the Dean Students Welfare will be detrimental to the cause for which he/she has been appointed or to the interest of the University.
2. Where the Dean of Student's Welfare is a Full time salaried officer, he/ she shall;
  - (a). possess atleast a Master's degree in the second division in some subject along with Ph.D. degree and having about five years experience of teaching post-graduate classes or ten years experience of teaching degree classes, experience of guiding extra-curricular activities and understanding of student's problems.
  - (b). draw salary in the pay scale as decided by the Governing Body.
3. The Dean of the Student's Welfare, if appointed on full time basis, from amongst the Teachers of the University shall continue to hold his/her lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Student's Welfare.

4. The Dean of Student's Welfare shall be entitled to leave, leave salary, allowances, provident fund, medical and other benefits as may be prescribed by Governing Body of the University for the Employees of the University.
5. i) The Dean of Student's Welfare shall be the Adviser Cum Treasurer of the University Students Council.
- ii) Subject to the control of the Vice-Chancellor, the DSW shall
  - a) make arrangements to ensure suitable housing facilities for students;
  - b) arrange for employment of students in accordance with plans approved by the Vice-Chancellor;
  - c) communicate with the guardians of the students concerning the welfare of students;
  - d) obtain travel facilities for the students from competent authorities;
  - e) assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
  - f) perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Vice-Chancellor.

### **5. Controller of Examination**

1. The Controller of Examination will be an officer of the University and shall be appointed by the Vice Chancellor from amongst the Teachers/Officers of the University.
2. When the office of the Controller of Examination is either vacant by reasons of either illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint any one among the teachers / officers for the purpose.
3. The Controller of Examination shall control the conduct of Examination and all other necessary arrangements and execute all processes connected with examination and declaration of results after approval from the competent.
4. The powers and duties of the controller of Examinations shall be the same as specified in the Regulations of the University.

### **6. Librarian**

The Librarian shall be a full time salaried officer of the University and his appointment will be made following the procedure as laid down through the clause (3) to (9) of Statute No. 18 for the teachers. The qualification of Librarian shall be either as per UGC norms and approved by the Governing Body / Academic Council from time to time.

The powers and responsibilities of the Controller of the Examination and Librarian shall be as specified in the Regulations of the University.

### **7. Deputy / Assistant Librarians**

The Assistant Librarians shall be recruited following the procedure, qualifications and salary as per UGC norms or prescribed by the Governing Body/Academic/Council of the University. The Deputy Librarians

shall generally be appointed through promotion or otherwise recruited through the procedure and qualifications prescribed by the Governing Body / Academic Council from time to time.

### 8. Deputy / Assistant Registrars

The Deputy/Assistant Registrars shall be the other officers of the University appointed by following the procedure, qualifications and salary as per UGC norms or prescribed by the Governing Body / Academic Council from time to time.

### 9. Director Physical Education

The Director Physical Education shall be a full time salaried officer of the University and his appointment shall be made according to the procedure, qualifications and salary as prescribed by the University Grant Commission or by the Governing Body / Academic Council from time to time.

### 10. Sports Officers

The Sports Officers shall be full time salaried officers of the University and their appointment shall be made following the procedure, qualifications and salary prescribed by the UGC or Governing Body / Academic Council from time to time.

## STATUTE No. 14

### FACULTIES

1. The University shall include the following Faculties which various departments associated with them:

#### I. Faculty of Arts and Humanities

- |   |                  |
|---|------------------|
| 1. English and other European Languages           | 2. Hindi         |
| 3. Sanskrit, Pali Prakrit and Oriental Studies    | 4. Philosophy    |
| 5. Urdu, Arabic and Persian                       | 6. Linguistics   |
| 7. Marathi and other modern Indian Languages      | 8. History       |
| 9. Comparative Religion and Philosophy            | 10. Economics    |
| 11. Fine Arts including Music, Dance and Painting | 12. Sociology    |
| 13. Library and Information Science               | 14. Social Work  |
| 15. Journalism and Mass Communication             | 16. Geography    |
| 17. Political Science and Public Administration   | 18. Psychology   |
| 19. Defence Studies                               | 20. Home Science |

#### II. Faculty of Science

- |                          |                                     |
|--------------------------|-------------------------------------|
| 1. Physics               | 2. Chemistry                        |
| 3. Mathematics           | 4. Geology                          |
| 5. Statistics            | 6. Criminology and Forensic Science |
| 7. Electronics           | 8. Nanoscience & technology         |
| 9. Nanotechnology        | 10. Polymer Chemistry               |
| 11. Industrial Chemistry | 12. Non-Conventional Energy         |

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 13. Fashion Design & Technology | 14. Allied Science                 |
| 15. Engineering Physics         | 16. Computational Physics          |
| 17. Computational Chemistry     | 18. Computational Mathematics      |
| 19. Actuarial Science           | 20. Animation Science & technology |

**III Faculty of Life Science**

- |                           |                     |
|---------------------------|---------------------|
| 1. Biotechnology          | 2. Microbiology     |
| 3. Bioinformatics         | 4. Botany           |
| 5. Zoology                | 6. Bio-Chemistry    |
| 7. Bio-Science            | 8. Anthropology     |
| 9. Biomedical Engineering | 10. Genetics        |
| 11. Limnology             | 12. Soil Science    |
| 13. Plant Science         | 14. Medical Science |
| 15. Paramedical Science   | 16. Animal Science  |
| 17. Environmental Science |                     |

**IV Faculty of Engineering**

- |                                   |  |
|-----------------------------------|--|
| 1. Civil Engineering              | 2. Mechanical Engineering              |
| 3. Electrical Engineering         | 4. Electronics and Communication Engg. |
| 5. Electrical & Electronics Engg. | 6. Chemical Engineering                |
| 7. Information Technology         | 8. Computer Science Engineering        |
| 9. Applied Mathematic             | 10. Applied Physics                    |
| 11. Applied Chemistry             | 12. Applied Geology                    |
| 13. Functional English            | 14. Mining Engineering                 |
| 15. Metallurgy Engineering        | 16. Architecture                       |
| 17. Biotechnology                 | 18. Biomedical Engineering             |
| 19. Automobile Engineering        | 20. Aeronautic Engineering             |

**V Faculty of Law**

1. Law

**VI Faculty of Commerce**

1. Commerce
2. Applied Economics and Business Management
3. Commerce including Accounting/Financial/Business/Insurance Mgt.)

**VII Faculty of Education**

- |                                   |                       |
|-----------------------------------|-----------------------|
| 1. Education                      | 2. Applied Psychology |
| 3. Physical Education             | 4. Yogic Science      |
| 5. Adult and Continuing Education |                       |

**VIII Faculty of Pharmacy**

1. Pharmaceutical Sciences, Pharma Management

**IX Faculty of Management**

1. Management
2. Retail / Insurance / Logistics and supply chain management
3. International Business, Rural Management
4. Portfolio Management

**IX Faculty of Information Technology**

- |                          |                                 |
|--------------------------|---------------------------------|
| 1. Computer Applications | 2. Software Engineering         |
| 3. Computer Science      | 4. Information Technology       |
| 5. Hardware & Networking | 6. Internet & Mobile Technology |

Such other Faculties as may be approved by the State Govt./UGC shall be added from time to time.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council from time to time.

**STATUTE No. 15****CONSTITUTION, POWER AND FUNCTIONS OF FACULTIES**

Each Faculty shall consist of following members namely:

- The Dean of the Faculty who shall be the Chairman.
- The Head / Chairman of the Departments of Studies in the Faculty.
- All Professors in the Faculty.
- One Reader and one Lecturer, by rotation according to seniority, from each Department in the Faculty.

The term of the faculty shall be three years.

The following will be the Power and functions of the Faculties.

- To consider and approve the syllabi prepared by the Board of Studies.
- To co-opt the eminent academicians / Industrialists / Scientists as the members of the Faculty.
- To recommend the proposals drafted by the Board of Studies and standing committee / other academic bodies to the Academic Council.
- The Faculty shall have such powers and shall perform such duties as may be assigned by the Statutes and the Ordinances from time to time and appoint such Boards of Studies in different subjects as may be prescribed by the Ordinances.
- The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred by the Academic Council.

**STATUTE No. 16****POWERS AND FUNCTIONS OF DEANS OF FACULTIES**

There shall be a Dean for each Faculty. The Deans of the concerned Faculties shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor for a term of three years on the basis of rotation according to seniority among the Professors of the concerned Faculty.



Provided that:

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean according to seniority shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organisation and the conduct of teaching and research work in the Departments / Schools.
- (4) The Dean of the Faculty shall exercise such other powers and perform such other functions and duties as may be assigned by the Governing Body / Chancellor / Vice-Chancellor.
- (5) The Dean shall have the option to resign from the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

### **STATUTE No. 17**

#### **APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University, namely the Professors, Associate Professors, Assistant Professors, Readers, Sr. Lecturers and Lecturers, the Academic Council may recommend to the Governing Body for filling up the vacancies available in different departments of the University from time to time.
- (2) The Governing Body shall assess the recommendations of the Academic Council and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Associate Professors, Assistant Professors, Readers, Sr. Lecturers and Lecturers) shall be advertised in the Daily News Papers of wide circulation, clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.
- (5) Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee for appointment of Regular Teachers shall consist of the following members:
  - (i) The Vice Chancellor Chairman
  - (ii) One member of the Regulatory Commission to be nominated by the Chairman of the Regulatory Commission.
  - (iii) Three subject experts nominated by the Vice Chancellor from a panel of experts approved by the Regulatory Commission.
  - (iv) One member nominated by the Chancellor / Sponsoring Body.
  - (v) Registrar shall act as the Member Secretary.

Four members shall form the quorum.

If the approval of the panel of experts, submitted by the University, is not received from the Regulatory Commission within three weeks from the date of submission of the panel by the University, the Vice Chancellor will nominate three subject experts from the submitted panel.

- (7) The Selection Committee shall recommend to the Governing Body/Board of Management the names, arranged in order of merit, if any, of the persons whom it considers suitable for the faculty positions.
- (8) After the approval of appointments, as recommended by the Selection Committee and approved by the Governing Body/Board of Management, the appointment letters will be issued by the Registrar of the University.
- (9) In case of any dispute with regard to selection of candidates or dissenting note by any member of the Selection Committee, the matter will be referred to the Chancellor, whose decision shall be final.
- (10) In addition to the regular teachers, the Chancellor / Board of Management may appoint the persons of eminence with outstanding Academic and Research Achievements as the Professors of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, Advisors/ Directors/Director General in the University for introducing Academic Excellence in research, teaching and extension. The Honorarium, perks, terms and conditions for this positions shall be decided by the Chancellor.
- (11) In addition to full-time teachers, the Vice-Chancellor may decide to engage for a fixed period, part-time, contractual and/or assignment based positions, either through direct recruitment or out-sourcing. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) or such engagements will be decided by the Chancellor of the University from time to time.

### **STATUTE No. 18**

#### **TERMS AND CONDITIONS OF THE EMPLOYEES**

##### **(Section 26 (1)(e) of the Act)**

1. The Governing Body shall formulate the policies and terms and conditions of appointment and of services of faculty members and employees with the approval of the Chancellor
2. The Registrar shall issue the appointment orders of the employees of the University with prior approval of the Vice-Chancellor in accordance with policies and procedures as formulated by the Governing Body.

### **STATUTE No. 19**

#### **STANDING COMMITTEE OF GOVERNING BODY / BOARD OF MANAGEMENT / ACADEMIC COUNCIL**

- (1) The Governing Body, Board of Management and Academic Council may constitute their respective standing committees of the University with Vice-Chancellor as the Chairman.
- (2) The Registrar shall act as the Member Secretary of these Standing Committees.
- (3) Meeting of the Standing Committees shall be convened as and when required under the directions of the Vice-Chancellor.

One-half of the members of the Standing Committee shall constitute the quorum. The adjourned meeting will not require quorum.

- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to the member atleast three days in advance of the meeting. However, an emergent meeting of the Standing Committees can be called by the Vice Chancellor, as and when required, with one hour notice.
- (5) All Authorities other than in clause (1) above can delegate any power vested in them with the approval of Governing Body.
- (6) The Chancellor and the Vice-Chancellor can assign the powers vested in them, except approval of appointments of employees (Teaching & Non-teaching) and terminations of their services; such delegation shall be reported to the Governing Body.
- (7) The Officers, other than Chancellor and Vice-Chancellor, can delegate the powers vested in them with the approval of the Vice Chancellor.

## **STATUTE No. 20**

### **BOARD AND COMMITTEES**

The Governing Body, the Board of Management, The Academic Council, and the Faculty may constitute boards or committees consisting of the members of the authority making such & such other persons (if any as that authority in each case may think fit) and any such board or committee may deal with any subject assigned to it subject to the subsequent confirmation by the authority which appointed it.

## **STATUTE No. 21**

### **BOARD OF EXAMINATION**

- (1) The Board of Examination of each department shall consist of the following members:

- |  |          |
|--|----------|
| (i) Dean of the concerned faculty  | Chairman |
| (ii) Head of the Department  | Member   |
| (iii) One senior teacher of the Department to be nominated by the Vice-Chancellor. |          |

The quorum of the Board will be two members.

- (2) Board of Examination of the department shall recommend to the Vice-Chancellor, the names of examination paper setters, moderators and examiners of different subjects. The Vice-Chancellor shall have the right to add or delete names in the proposed list.
- (3) The Chairman Board of Studies will act as the Chairman of the Board of Examination, in the absence of the Dean of the concerned Faculty.

**STATUTE No. 22****BOARD OF STUDIES**

- (1) There shall be a Board of Studies for each department comprising of:
- (a) The Head of the Department – Chairman.
  - (b) Two teachers of the concerned department.
  - (c) One senior teacher as member to be nominated and co-opted by the Board of Studies from outside the University from academia/ Industries.
- The Vice-Chancellor may invite some outside experts on the recommendation of the Head / Chairman of the concerned Department.
- The Board of Studies may co-opt as outside expert member from the Universities / Colleges.
- (2) The term of the Co-opted members of the Board of Studies shall be three years.
- (3) The Vice Chancellor can constitute the Board of Studies for the subjects to be started by the University as and when required.
- (4) Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
- (5) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for approval.
- (6) The meetings of the Board of Studies shall be arranged atleast once in a year.

**STATUTE No. 23****PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- (1) All the Courses in the University will be run on self finance mode. The following types of fees may be charged from the students.
- (a) Prospectus / Registration form
  - (b) Entrance Examination Fee
  - (c) Admission fees (where applicable)
  - (d) Tuition fees
  - (e) Examination fees
  - (f) Library fees
  - (g) Development / amalgamated fund
  - (h) Laboratory fees
  - (i) Caution money
  - (j) Hostel Fees
  - (k) Bus Fees

The University can have minor changes in the fee structure. However, the major changes, if any, will be subject to the approval of the Governing Body / Academic Council.

- (2) Fees of duplicate mark-sheets, revaluation, issuance of degree and such other matters may be charged from the students, as prescribed by the Governing Body / Academic Council.
- (3) The components of Fee may vary from course to course and shall be decided by the Governing Body/ Academic Council for each course from time to time. The Governing Body / Academic Council can also propose minor changes in the fee structure.
- (4) The Fees for the courses, wherever required, shall be in conformity with those proposed by the concerned Regulatory Bodies.
- (5) The Fee structure of various courses and provision of exemption from tuition fee will be decided by the Academic Council from time to time and will be made available to the students along with the prospectus for the concerning session.

### **STATUTE No. 24**

#### **CONVOCATION**

- (1) The Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocation.

### **STATUTE No. 25**

#### **CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) Proposal of conferring an Honorary Degree or Academic Distinction to some distinguished personality shall be made in writing, alongwith the Bio-data of the proposed recipient, by the Faculty to the Chairman of the Academic Council.
  - (a) On receipt of the proposal, a special meeting of the Academic Council will be called to consider the proposal.
  - (b) At such special meeting of the Academic Council, the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal. If the proposal is passed by the Academic Council, it will be placed to the Governing Body for the approval.
  - (c) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be made separately and considered in respect of a proposed recipient.

### **STATUTE No. 26**

#### **STUDENTS COUNCIL**

- (1) The Students' Council will mainly function as a forum for getting feedback on the student's issues and their welfare.

- (2) The Vice-Chancellor shall appoint on the Students Council one student from each Department/Faculty who should be a full time student in the university and has secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Student's Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students Council.

### **STATUTE No. 27**

#### **CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
  - (a) Permanent/Probationary employee
  - (b) Contractual employee
  - (c) Casual employee
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years, which can be extended, if necessary.
- (3) Contractual employee means an employee who is appointed on contract for a specific period.
- (4) Casual employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms and service conditions of all the above three categories of employees and arbitration procedures shall be as prescribed by the Regulations of the University from time to time.

### **STATUTE No. 28**

#### **ADMINISTRATION OF ENDOWMENT FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilised shall be added to the endowment.
- (4)
  - (a) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalised Bank
  - (b) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.

- (6) In case any endowment is accepted by the Board of Management, Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulations(s)/ ordinance(s) belonging to the specific endowment will be given by the Board of Management.

### **STATUTE No. 29**

#### **ADMISSIONS OF STUDENTS**

- (1) Admission to various courses shall be governed as prescribed in the ordinance framed for the concerned subjects.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/test conducted by different State/National Professional Bodies.
- (3) The University may admit the students on the basis of merit, wherever entrance test is not essentially required.
- (4) As and when necessary, the guidelines of the different regulatory bodies of the State / Centre will be taken into account.

### **STATUTE No. 30**

#### **NUMBER OF SEATS IN DIFFERENT COURSES / SUBJECTS**

- (1) The number of seats in different courses/subjects shall be as per norms specified by the Regulatory Bodies such as AICTE/ NCTE/ MCI/ BCI etc.
- (2) The number of seats may be decided by the Academic Council/ Governing Body for different courses from time to time on the basis of approval of concerned regulatory bodies, wherever necessary.
- (3) The University will inform the Regulatory Commission about the number of seats allocated in each course/subject.
- (4) The Regulatory Commission may cause inspection to ensure that there is adequate infrastructure available in the University for running the courses according to the number of seats allocated. In case some deficiency is found during the inspection, the Regulatory Commission will inform the University to make up for the deficiencies within some specified period and to submit a compliance report with regard to suggestions/observations made by the Inspection team.

**STATUTE No. 31****ANNUAL REPORT**

- (1) The Annual Report of the University shall be prepared by the Board of Management.
- (2) The Report shall be placed for approval to the Governing Body.
- (3) A copy of the Annual Report shall be presented to the Visitor and to the Regulatory Commission.

**STATUTE No. 32****ACTION AGAINST TEACHERS**

- (1) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiring Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Vice Chancellor may decide the course of action depending on the severity of the misconduct. However, for taking action to the extent of suspension or termination of services of the teacher concerned, the Vice-Chancellor shall report the matter to the Governing Body whose decision shall be final.
- (3) An appeal against any action taken by the Vice-Chancellor can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

**STATUTE No. 33****ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiring Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Registrar may decide the course of action depending on the severity of the misconduct. However, for taking actions to the extent of suspension or termination of services of the non-teaching employee concerned, the Registrar shall report the matter to the Vice-Chancellor whose decision shall be final.
- (3) An appeal against any action taken by the Registrar can be made to the Vice-Chancellor within 30 days from the date of receiving the communication of the action taken.

**STATUTE No. 34****RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.