



# ARYAVART INTERNATIONAL UNIVERSITY, NORTH TRIPURA

Established by State Legislature of Government of Tripura by Act No. 03 of 2023  
Recognised Under Section 2(f) of UGC Act, 1956.

## THE FIRST STATUTES

[Tilthai, Dharmanagar, North Tripura, Tripura, India-799260]

**THE FIRST STATUTE**  
OF  
**THE ARYAVART INTERNATIONAL UNIVERSITY ACT**  
**2023.**

(THE TRIPURA ACT, 03, 2023)

In exercise of the powers conferred by sub-section (1) of Section 30 of the Aryavart International University Act, 2023 (Tripura Act No. 03 of 2023), and with the approval of the Chancellor, the Executive Council of Aryavart International University, North Tripura, hereby adopts the following Statute:

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# THE ARYAVART INTERNATIONAL UNIVERSITY

## NOTIFICATION

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In exercise of the power conferred by the Sub Section (i) of Section 30 of the **ARYAVART INTERNATIONAL UNIVERSITY Act 2023** (The Tripura Act No 3 of 2023), the following **Statutes** were passed in the First meeting of Court on dated 22 May, 2023 for the efficient, transparent and accountable governance and management of the University and received the assent of the Chancellor is hereby published for general information.

### 1. **Short Title and Commencement**

- a. These Statutes may be called the "**THE ARYAVART INTERNATIONAL UNIVERSITY Statutes**";
- b. They shall come into force on such date as the Registrar may notify, after getting direction from the Chancellor in accordance with 30(i) and 42(ii) of THE ARYAVART INTERNATIONAL UNIVERSITY Act 2023 (Tripura Act 3 of 2023);
- c. **THE ARYAVART INTERNATIONAL UNIVERSITY** will have global existence and operations.

### 2. **Definitions**

In these Statutes, unless the context otherwise requires, -

- a. "*Academic Council*" means the Academic Council of the University;
- b. "*Act*" means THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (The Tripura Act 3 of 2023);
- c. "*Agenda Matter*" means all the matters and business to be designated in the Statutes each of which can be either included in the Agenda or be taken up for discussion and decision at a meeting of the Court or the Executive Council or any Authority, as the case may be, only subject to the prior written approval of the Chancellor, consenting to the passing of the such matters and business at such a meeting;
- d. "*AICTE*" means All India Council of Technical Education;
- e. "*AIU*" means Association of Indian Universities, New Delhi;
- f. "*Annual Report*" means the Annual Report of the university as referred to in Section 32 of the Act;
- g. "*Approved Institution*" means Institution recognized by the University within or outside of the country in accordance with Section 8(xiv & xxxviii) of the Act for the purpose of conducting research or specific studies or specialized studies through the formal, non-formal, flexible and online education mode;

- h. "*Associates*" means Community Colleges, Institutions and Centers, which are approved by the University for furtherance of the objectives in accordance with Section 8(xxxvii) & 8(xxxviii) in THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Tripura Act 3 of 2023):
- i. "*Authority or Authorities of University*" means Authorities of University as referred to in Section 21 of the Act;
- j. "*Centre of Excellence*" means Centre established, maintained or recognized by the University within or outside of the country as under the Section 7(xxiv) of the Act of the University;
- k. "*Chancellor*" means Chancellor of the University appointed under Section 12 of the Act;
- l. "*Chief Proctor*" means the Chief Proctor of the University appointed by the University in accordance with Section 20 of the Act of the University;
- m. "*Clause*" means a clause of these Statutes in **which** that expression occurs.
- n. "*Community College*" means Community College established, maintained or recognized by the University within or outside of the country in accordance with Section 8(lviii) of the Act of the University;
- o. "*Community College Development Council*" means the *Community College Development Council* of the University as constituted in accordance with Section 8(lviii) of the Act of the University;
- p. "*Constituent College*" means a college or institution established and maintained by the University in accordance of Section 8(xlii) of the act;
- q. "*Continuing Education*" means the Continuing Education will provide a chance to the discontinued students to continue their studies in the University through any Mode of Learning under Section 8(lvi) of the Act;
- r. "*Controller of Examination*" means the Controller of Examination appointed under Section 19 of the Act;
- s. "*Course*" means a unit of instruction in a discipline carrying a specific number and credit(s) and to be covered in semester as laid down in detail in the syllabus of degree / diploma / certificate programme;
- t. "*Court*" means Court of the University as constituted under Section 22 of the Act;
- u. "*Credit*" means the unit of workload is measured. Credit is way of describing an educational programme by attaching to its components such as student workload, learning outcomes and number of hours of instructions or practical work or Project work or Industry exposure;
- v. "*Employee*" means employee appointed by the University including teaching and non-teaching staff of the university or constituent colleges as under Section 2(xviii) & (xix);
- w. "*Examination Centre*" means an Examination Centre established or maintained or recognized by the University within or outside of the country in accordance with Section 8(xxxviii) & (xlii) of the Act for the purposes of

- conducting examination for those students, who is registered with the University under any Mode of Learning;
- x. "*Executive Council*" means Executive Council of the University as constituted under Section 23 of the Act;
  - y. "*Exchange Education*" means the Exchange Education System of the university with its collaborative Institutions;
  - z. "*Executive Education Centre*" means the Centre recognized or maintained by the university within or outside of the state including overseas under Section 8(xlii) & (lvii) of the Act for the purpose of conducting professional development programs, refresher courses, skill development training, workshops, seminars and degree programs for working adults;
  - aa. "*(External) Student*" means a person interested in seeking admission to appear in the examination of any certificate or diploma or degree program as an (external) students in one of the Institutions admitted to the privileges of the university provided they are otherwise eligible for admission under the Regulation;
  - bb. "*Finance Committee*" means the Finance Committee of the University as constituted under Section 21(iv) of the Act;
  - cc. "*Flexible Learning*" meaning Flexible Learning provides learners with choice about learn what you want, how you want, where you want as under Section 7(xxv) of the Act of the University. It is designed as a blended approach with such tools like Virtual Learning Environments or Learning Management System, as well as face-to-face classroom training and lectures;
  - dd. "*Government*" means the Government of Tripura;
  - ee. "*He*" includes "*She*" and "*His*" includes "*Her*";
  - ff. "*Headquarter of the University*" means Headquarter of the University at Village Tilthai T. K., Dist. Dharmanagar, North Tripura, Tripura;
  - gg. "*Industry Integrated Learning*" means Industry Integrated Learning system of the University as described under Section 8(xvi) & (xvii) of the Act;
  - hh. "*Industry Integrated Learning Centre (IILC)*" means the Centre recognized by the university within or outside of the country in accordance with Section 7(xxiv) & (xxvi) & 8 (xvii) of the Act for the purpose of Internship, Training, Research and for rendering any other assistance required by the students in the context of Industry Integrated Learning or Work Integrated Learning;
  - ii. "*Information Centre*" means the Centre authorized or maintained by the university within or outside of the State including overseas for the purpose of collection of Application Form along with Fees from students, promote University in the local area and for rendering any other assistance required by the students;

- jj. "*Learning Resource Provider*" means the Resource Provider designated by the university within or outside of the State including overseas for the purpose of delivering learning resources to the students;
- kk. "*Main Campus of the University*" means any one campus of the University in the state of Tripura as notified by the Sponsoring Body;
- ll. "*NAAC*" means National Council of Assessment & Accreditation;
- mm. "*National Coordinator*" means National Coordinator designated by the university for the purpose of promoting university, delivering educational resources and administering logistics in allotted region;
- nn. "*NBA*" means National Board of Accreditation;
- oo. "*Off Campus Centers*" means Campus established and maintained by the University within the State in accordance with Section 2(xxx), 3(ii) & 8(xxxviii) of the Act for the purpose of conducting research or specific studies or specialized studies under any Mode of Learning;
- pp. "*Official Gazette*" means Gazette of the Tripura State;
- qq. "*Prescribed*" means prescribed in the Act, Regulations and Statutes of the University;
- rr. "*Programme*" means a Programme is set of the courses that are linked together in an academically meaningful way and ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and total duration of study;
- ss. "*Pre-University Education*" means Pre-University examination conducted by THE ARYAVART INTERNATIONAL UNIVERSITY equivalent to the secondary and Senior Secondary level of the school education. The Pre-University Education can be considered a bridge course to prepare students for degree education;
- tt. "*Regional Centre*" means Centre established or recognized or maintained by the University in accordance with Section 8(xxxviii) of the Act for the purpose of coordinating and supervising the work of the students for rendering any other assistance required by the students in any region and for performing such other functions as may be confirmed on such center by the Executive Council;
- uu. "*Registrar*" means Registrar of the University appointed under Section 16 of the Act;
- vv. "*Regulatory Bodies*" means bodies established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission (UGC), All India Council of Technical Education (AICTE), Dental Council of India (DCI), National Council of Teacher Education (NCTE), Medical Council of India (MCI), National Medical Commission (NMC), Pharmacy Council of India (PCI), Indian Nursing Council (INC), Bar Council of India (BCI), National Council of Assessment & Accreditation (NAAC) and National Board of Accreditation (NBA) and includes the State Government;

- ww. "*Research Centre*" means Centre established, maintained or recognized by the University to organize and promote research in accordance with Section 8(xxxviii) & (xli) of the Act;
- xx. "*Research Council*" means the Research Council of the University as constituted under Section 21(vi) of the Act;
- yy. "*Resource Centre*" means the Centre recognized by the university within or outside of the country in accordance with Section 8(xxxviii) of the Act for the purpose of preparing educational and other resources for students;
- zz. "*Section*" means a Section of the Act.
- aaa. "*Semester*" means semester shall generally consist of 22 weeks and shall have not less than 110 working days including 95 net instructional days and 15 days for examinations. The study tour shall be organized during inter-semester break. Any study tour if needs to be organized during the semester, loss of instructional days have to be compensated;
- bbb. "*Service Provider*" means the Service Provider designated by the university within or outside of the country for the providing various services with collaboration of other Industries or Institutions or NGO's;
- ccc. "*Skill Knowledge Provider (SKP)*" means industry, organization or any other institution provide training to students in accordance with Section 7(xxvii) of the Act;
- ddd. "*Sponsoring Body or Sponsor*" in relation to these Statutes means **IRA Social Charitable Trust, Ghaziabad, UP** (India);
- eee. "*State*" means State of Tripura;
- fff. "*Statutes and Regulations*" means, respectively, the Statutes and Regulations of the University made by the respective authorities of the University;
- ggg. "*Student*" means student registered with university in any course under any Mode of Learning;
- hhh. "*Support Centre*" means the Centre established, maintained or recognized by the university within or outside of the State including overseas in accordance with Section 8(xxxviii) & (xlii) of the Act for the purpose of advice, counseling or render any other assistance required by the external students;
- iii. "*Training Centre*" means the Centre established, maintained or recognized by the university within or outside of the country in accordance with Section 7(xxvii) of the Act for the purpose of technology based learning, face to face Training, Assessment and for rendering any other assistance required by the students in context of Flexible Learning;
- jjj. "*University*" or "*TAIU*" means THE ARYAVART INTERNATIONAL UNIVERSITY established in accordance with the Tripura Act No. 3 of 2023;
- kkk. "*UGC*" means the University Grant Commission established under Section 4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956);

- lll. "*Vice Chancellor*" means Vice-Chancellor of the University;
- mmm. "*Virtual Campus*" means Centre established, maintained or recognized by the University in accordance with Section 2(xxxi) & 7(xxv) of the Act for the purposes of advising, counseling or for rendering any other assistance including training, virtual classes and administering examination required in the context of online education;
- nnn. "*Vocational education*" means education that prepares people for specific trades, crafts and careers at various levels from a trade, a craft, technician, or a professional position in agriculture, Forestry, Wildlife engineering, accountancy, nursing, medicine, architecture, pharmacy, law, etc.;
- ooo. "*Work Integrated Learning Programs*" means system of the University to train working professional;
- ppp. Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act;

## STATUTE-1

### SPONSORING BODY OF THE UNIVERSITY

1. **IRA Social Charitable Trust, Ghaziabad, UP** is the Sponsoring Body of the University as per the Act. The role of **IRA Social Charitable Trust, Ghaziabad, UP** as Sponsoring Body, envisages creating right environment and conditions for the Universities so as to enable them to make greater contribution to the cause of higher education. It is the Sponsoring Body's responsibility to steadily and continuously enhance the status and quality of the University education. Without meddling into the day-to-day administration, as the Sponsoring Body has to share its vision, experience and thoughts in furthering the interests of the Higher Education. In order to enable the Sponsoring Body to fulfill and discharge his responsibilities it also enjoys some powers and authority through statutory provisions.
2. The Sponsoring Body shall act through its Chairperson or any person(s) nominated by them.
3. In addition to the powers and duties conferred on the Sponsoring Body by the Act, Statutes and Regulations, it shall be competent to the Sponsoring Body to:
  - a. The Sponsoring Body shall hold the funds of University in any of schedule bank and authorize to operate such bank accounts.
  - b. The Sponsoring Body shall invest any money belonging to the University including any unapplied income in any of the securities describing in Section 20 of the Indian Trusts Act, 1882, with the power to vary such investments or to portion of such money not required for current expenditure.
  - c. If, in the opinion of the Sponsoring Body, any officer or employee of the university willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations, Rules or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Sponsoring Body that the continuance of the such officer or employee in the office is detrimental to the interest of the University, the Sponsoring Body may direct the Chancellor to constitute a committee consisting of not less than three (3) members to enquire into the matter and place the report of the Committee before Sponsoring Body.
  - d. The Sponsoring Body shall, after considering the report of the Committee, if satisfied that the continuance of the officer or employee in the office will be detrimental to the interest of the University, or if he found guilty of all or any charges by order, the Sponsoring Body may direct the Chancellor to remove such officer or employee of the University.

**STATUTE-2**  
**CHANCELLOR OF THE UNIVERSITY**

1. The Chancellor shall be chairperson of the Sponsoring Body. He shall hold office in the manner to be determined by the Sponsoring Body, initially for a period of Five (5) Years, which can further be extended or re-appoint by the Sponsoring Body. Sponsoring Body shall inform to the State Government after appointment and may stipulate the date shall hold office of the Chancellor.
2. If Chairperson of the Sponsoring Body unable to discharge his duties due to any reason, the Sponsoring Body will appoint another eminence person as a Chancellor. Further, the Chancellor shall hold office in a manner to be determined by the Sponsoring Body. He shall be eligible for reappointment.

*Provided that the Sponsoring Body shall inform to the State Government after appointing any such other person as the Chancellor.*

3. In addition to the powers and duties conferred on the Chancellor by the Act, Statutes and Regulations, it shall be competent to the Chancellor to:
  - a. The Chancellors has the power to issue direction, if the affairs of the University are not managed in furtherance of the objects of the University or in accordance with the provisions of the Act, Statutes and Regulations.
  - b. The Chancellor has the power to obtain information relating to the administration and finance of the University from time to time.
  - c. The Chancellor shall, by virtue of his office, be the Head of the University and shall constitute the interim Executive Council.
  - d. The Chancellor shall have the power to send any staff member of the University for attend seminar, conference, training or for course of instruction outside India, subject to such Rules as may be laid down by the University from time to time.
  - e. In emergent cases, the Chancellor may exercise the powers of the Court and inform the Court of the action taken by him for its approval.
  - f. Subject to the budget provisions made for the specific purpose, the Chancellor shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Finance Committee from time to time.
  - g. The Chancellor, as case may be, shall have the power to sanction a higher start than the minimum of grade, accelerated increments, allowances, etc. as it or he may deem fit.
  - h. Contract of service between the University and the Vice-Chancellor and/or Registrar shall be in writing and be expressed to be made in the name of the University, and every such contract shall be executed by the Chancellor, but the Chancellor shall not be personally liable in respect of anything under such contract.

- i. The Chancellor shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- j. In exceptional cases, subject to availability of funds, the Chancellor shall have the power to create temporary posts with approval of the Sponsoring Body, of not more than three (3) years duration on approved scales of pay.
- k. The Chancellor may, at his discretion, constitute such committees, as he may consider appropriate.
- l. The Chancellor may, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the University.
- m. The Chancellor shall fix the Annual Meeting of the Court.
- n. The Chancellor shall approve the date for annual convocation.
- o. The Chancellor shall, if present, preside at the convocation of the University held for conferring degrees.
- p. The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act.
- q. Where, in the opinion of the Chancellor, the conduct of any nominated/appointed/co-opted member is detrimental to the smooth functioning of the University or any authority, body or committee, he may, after giving such member an opportunity to offer his explanation in writing and after considering such explanation, if any, and satisfied himself that it is necessary to do so, disqualify such member or suspend him for such period as he may deem fit.
- r. If Chancellor is of the opinion that the Vice-Chancellor will fully abuses the powers vested in him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may place the Vice-Chancellor under suspension.
- s. In such a situation the Pro-Vice-Chancellor or any other Professor may be assigned the officiating charge of the office of Vice-Chancellor by the Chancellor.
- t. The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice-Chancellor from his office;
 

*Provided that the Vice-Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.*
- u. If a vacancy arises in the office of the Vice Chancellor and it is not possible to appoint a regular Vice-Chancellor by following the prescribed

- procedure of appointment, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six (6) months, to be extended by another six (6) months and any extension thereafter may be allowed only with the approval of the Governing Body.
- v. The Chancellor has power to annul, suspend, modify any order, resolution or proceeding of the University, which is not in conformity with the Act, Statutes and Regulations of the University.
  - w. The Chancellor shall have the power to decide on various issues relating to disqualification of any of the member of the University authority.
  - x. The decisions taken by the Chancellor may be placed before the Governing Body for information, in its next meeting.
  - y. The Chancellor shall have the power to oversee the compliance in regard to Act, Regulations, Rules and Statutes of the University from time to time and take appropriate action as necessary.
  - z. The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from his office. The Pro-Chancellor shall, within a period of ten (10) days from the date of receipt of such resignation, place this resignation before the Governing Body for decision.
  - aa. The Chancellor has power to direct the Executive Council or Vice-Chancellor or Registrar of the University to appoint Enquiry Committee to enquire into matter relating to loss and damage caused to the University by any act on the part of any authority of officer or other employees of the University which is not in conformity with the provisions of the Act, Statutes and Regulations or which is not in the interest of the University. The Enquiry report shall be placed before the Chancellor for order.
  - bb. The Chancellor has a power to appoint an Enquiry Committee consisting of one or more people to enquire into damage and loss caused to the University either by authority of the university or its any member or by any officer or other employee of the university.
  - cc. If on a petition by any person directly affected or suo motu, the Chancellor after making enquiries and after obtaining explanation including explanation from the employees whose appointment are likely to be affected, is satisfied that the appointment of an employee of the University made by any authority of the University, at any time, was not in accordance with the law at that time in force, may, by order, direct the Vice-Chancellor to terminate the appointment by giving one (1) month's notice or one (1) month's salary in lieu of such notice.
  - dd. The Chancellor, either suo motu or on the advice of the State Government, may direct the University to make Statutes in respect of any matter specified by him and if the Executive Council fails to implement such a direction within 60 days of its receipt, he may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such directions, make or amend the Statutes suitably.

- ee. The Chancellor gives approval to proposals for the award of Honorary Degree before it is placed before the Academic Council for its consideration.
- ff. On the recommendations of the Executive Council, the Chancellor has power to remove the name of any person from the Register of Graduates if he is convicted by a Court of Law for an offence involving moral turpitude.
- gg. On a reference made by the Vice-Chancellor or by any person directly affected the Chancellor has power to interpret provisions of the Act, Statute, Regulation or Rules and to decide the petition.
- hh. In the event of any disputes regarding the interpretation or implementation of the Act or the Statutes, the Chancellor hereby delegates to the Vice- Chancellor or Registrar, the power to resolve such disputes; the Vice- Chancellor or Registrar's decisions in such matters shall be final and binding, provided Vice- Chancellor or Registrar's exercise of powers delegated by the Chancellor subject to confirmation by the Chancellor.

*Provided further that, in the event of any disputes arising out of an interpretation of THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Tripura Act 3 of 2023), the power to resolve such a dispute shall remain with the Chancellor. Further, the Chancellor's decision on such disputes shall be final and binding.*

- ii. The Chancellor shall have the powers to inspect the University, its buildings, laboratories, workshops and equipment, any College or hostel, the teaching or examinations conducted, or any act done by the University, and to get such inspection done by such person or persons who may be directed by him and to inquire or to cause an inquiry made, in like manner, in respect of any matter connected with the University and it shall be the duty of the officers of the concerned University and College to render necessary assistance in such inspection provided that the Chancellor shall, in every case, inform the Vice- Chancellor of his intention to inspect or inquire or to get the inspection or inquiry conducted and the University shall be entitled to representation therein.
- jj. The Chancellor shall sanction leave to the Pro-Chancellor, Vice-Chancellor, Chief Rector, Registrar, Finance Officer and Controller of Examination of the University and make necessary arrangements for discharge of the functions of such officer during his absence.
- kk. The Chancellor can hold more than one office and residence anywhere in India and abroad as may be decided by the Sponsoring Body.
- ll. The Chancellor shall exercise and discharge such powers or duties as are conferred on him under the Act, Statutes and Regulations of the University.
- mm. The Chancellor shall exercise such other powers and functions as may be assigned by the Sponsoring Body or Court or State Government.

- nn. The Chancellor shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
4. The Sponsoring Body, if satisfied that the continuance of the Chancellor in the office will be detrimental to the interest of the University or if he found guilty of all or any charges by order, remove the Chancellor;
- Provided that no order shall be passed under this Section unless a reasonable opportunity of being heard is given to the Chancellor.*
- Provided further that the Sponsoring Body shall inform to the State Government after appointing any such other person as the Chancellor.*
5. The Sponsoring Body may suspend the Chancellor during enquiry depending upon the seriousness of the charges as it deems fit.
6. The Chancellor may, by writing under his hand addressed to the Sponsoring Body and after giving two (2) months' notice, resign his office.
7. There shall be paid to the Chancellor a salary equal to the Chancellor of a Central University, which may be subject to enhancement on mutually agreed terms and he shall be entitled to the free use of the University car and without payment of rent, to the use of fully furnished residence throughout his term of office and no charge shall fall on the Chancellor personally in respect of maintenance of such car and residence.
8. He shall also be entitled for mobile phone and landline telephone (with STD and ISD) service at his offices and residences.
9. The Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of him and his family members obtained from the Private OPD/Private Wards of any Hospital.
10. Chancellor shall be entitled for the reimbursement of the expenses on account of T.A., D.A. for himself and his family members from his home town to place of duty and back on his assuming office and relinquishing it on the expiry of his tenure.
11. The Chancellor shall be entitled for one cook and two attendants at his residence.
12. The Chancellor shall be entitled for such terminal benefits and allowances as equal to the Chancellor of the Central University from time to time.
13. The Chancellor shall be representative of the University on the Association of International Universities, Association of Commonwealth Universities and other similar bodies or other International Associations. In case, he is unable to attend the meetings he may depute a person/officer of the university to represent the University at such meetings with concurrence of the Sponsoring Body if it is abroad.
14. Notwithstanding anything contained in the Statutes, Regulations and Rules framed under the Act of the University, the Chancellor shall have power to delegate the powers and duties of any officer of the University (In the interest of effective working) to some other officer of the University.

## 15. **Chancellor's Secretariat**

- a. The Chancellor's secretariat shall serve as the coordinating office at the higher level. It shall facilitate an effective functioning of the Chancellor through continuous monitoring of the various issues of the University and maintain a close contact with the Pro-Chancellor, Vice-Chancellor, Chief Rector, Registrar and Finance Officer of the University.
- b. The Chancellor's Secretariat shall be provided with a spacious visitor's room with all necessary facilities conforming to the dignity of office of the Chancellor.
- c. There shall be an Executive Assistant to the Chancellor (Deputy Registrar's Cadre) who is the officer in charge of the Chancellor's Secretariat. Two Junior Assistants and one attender shall assist him for day-to-day functioning.
- d. All the files requiring the attention/approval of the Chancellor shall be sent to the Executive Assistant to the Chancellor through proper channel. The designated Junior Assistant shall make arrangements for recording the incoming and outgoing files.

## 16. **Secretary to Chancellor**

There shall be a Secretary to the Chancellor in the cadre of an Assistant Registrar who shall accompany him and record the official/unofficial engagement, meeting schedules, appointments with visitors etc. and remind him at the appropriate time. He shall also assist the Chancellor/Executive Assistant to the Chancellor in making official/personal correspondence within and outside the University.

He will process all files requiring Chancellor's attention/approval.

He will study each file and verify the Rules position and mark it appropriately for the perusal of the Chancellor.

He will ensure speedy movement of the files within the Secretariat.

He will receive visitors and extend all required courtesies and arrange interview and meetings with the Chancellor.

## **STATUTE-3**

### **PRO- CHANCELLOR OF THE UNIVERSITY**

1. The Chancellor on the recommendation of the Sponsoring Body shall appoint the Pro-Chancellor, initially for a period of Five (5) Years, subject to extension or re-appointment. The Sponsoring Body shall decide the emoluments and other terms and conditions of the Pro-Chancellors.
2. The Pro-Chancellor shall have such powers as may be conferred on him by the Act and these Statutes made there under, it shall include following powers, namely:
  - a. The Trust shall determine the salary of the Pro-Chancellor.
  - b. In the absence of the Chancellor or during the Chancellor's inability to act, the Pro-Chancellor shall exercise all the power and perform all the functions of the Chancellor.
  - c. The Chancellor may delegate any authority to the Pro-Chancellor for the smooth functioning of the University.
  - d. The Pro-Chancellor shall provide assistance to the Chancellor in all matters pertaining to the functions of the Chancellor. The action taken by the Pro-Chancellor in furtherance of his functions shall be subject to the approval of the Chancellor. In the absence of the Chancellor, the same shall be subject to the approval of the Sponsoring Body.
  - e. The Pro-Chancellor will succeed the duties of Chancellor in case of absence, resignation, termination or death of the Chancellor and till re-appointment of the new Chancellor. The action taken by the Pro-Chancellor in furtherance of his duties shall be subject to the approval of the Sponsoring Body.
  - f. The Pro-Chancellor shall be directly responsible to the Chancellor for the proper discharge of his duties and functions.
  - g. The Pro-Chancellor shall have such powers and perform such other duties assigned, from time to time, by the Sponsoring Body or the Chancellor.
  - h. The Qualification of the person to be appointed to the post of the Pro-Chancellor shall be such as may be fixed by the Sponsoring Body while as per Act of the University he may be from academic and research background.
  - i. The Pro-Chancellor shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
3. The Pro-Chancellor so appointed shall hold the office for a period of five (5) years and on successful completion of term the Pro-Chancellor can be re-appointed by on the recommendation of the Sponsoring Body.
4. The Pro-Chancellor shall be entitled, without payment of rent, to use of a furnished residence and car throughout his term of office and no charge shall

fall in the Pro-Chancellor personally in respect of maintenance of such residence.

5. The Pro-Chancellor shall be entitled to travelling allowance at such rate may be fixed by the University.
6. The Chancellor is empowered to remove the Pro-Chancellor with prior approval of the Sponsoring Body, by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations, Rules or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Pro-Chancellor in the office is detrimental to the interest of the University.
7. The Pro-Chancellor may, by writing under his hand addressed to the Chancellor and after giving two (2) months' notice, resign his office.

## STATUTE-4

### VICE-CHANCELLOR OF THE UNIVERSITY

1. The Vice-Chancellor shall be a whole time Principal Executive and Academic Officer of the University and shall be the Chairman of the Executive Council and Academic Council of the University.
2. The Vice-Chancellor shall be directly responsible to the Chancellor for the proper discharge of his duties and functions.
3. In addition to the powers and duties conferred on the Vice-Chancellor by the Act, it shall be competent to the Vice-Chancellor to:
  - a. To ensure that the provisions of the Act, Statutes, Rules and Regulations are fully observed.
  - b. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s), Librarian, Director of the Schools, Dean of the Faculties and other offices who should act on the basis of clear rules laid down in this regard.
  - c. Make short term appointments, with the approval of the Chancellor, for a period not exceeding six (6) months, of such persons as he may consider necessary for the functioning of the University.
  - d. Abolish or retrench such post, which are considered superfluous in the University with the concurrence of the Chancellor.
  - e. Power, not to act upon any decision of any authority, if he is of the opinion that it is *ultravires* of the provisions of the Act or Statutes or Regulations or that such a decision is not in the best interests of the University. In both the cases, he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Chancellor whose decision shall be final and binding on the Vice-Chancellor.
  - f. Constitute ad-hoc committees for any specific purpose with prior approval of the Chancellor.
  - g. As the Chairperson of the authorities, bodies and committees of the University, he shall have the powers to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
  - h. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor may delegate these powers to other officers.
  - i. Depute officers, teachers and other employees of the University on University work.
  - j. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that

academic sessions of the university start and end on proper dates as stipulated in the Academic Calendar of the University.

- k. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
- l. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
- m. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
- n. Permit the teachers and officers to attend the meetings, seminars and conferences recognized by the University within India.
- o. Sanction leave to Pro-Vice-Chancellor, Director of the Schools and Dean of Faculty, Librarian of the University subject to the condition that it can be granted without detriment to the business of the University and make necessary arrangements for discharge of the functions of such officer during his absence.
- p. Sanction leave to any teaching staff of the university in accordance with the Rules and if he so decided, may delegate such power to another employee of the University.
- q. Authorize the publication of results of the examinations.
- r. Transfer any employee or post from one School or Faculty or Centre or Institution or College maintained by the University to another such School or Faculty or Centre or Institution or College maintained by the University.
- s. Sanction grants to researchers and fellowships from the fund and funds placed at the disposal of the University by the funding agency for the said purpose.
- t. Sanction deputation of the delegates to conferences and seminars etc. conducted in other parts of India.
- u. Sanction the convening of conferences, seminars, discussion groups etc. the expenditure on each part not exceeding ₹ 50,000/-.
- v. Accord administrative sanction for all works, original or repairs, up to maximum estimate of ₹ 1,00,000/- provided the following conditions is satisfied:
  - i. The work is one included in the scheme approved by the Finance Committee and
  - ii. Funds have been provided in the University budget.
- w. Sanction loans and advances to employees of the University provided all conditions prescribed by the Finance Committee are satisfied.

- x. Countersign the TA bill of officers and teaching staff of the university in accordance with the rules.
  - y. Make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointments of substitutes are not required.
  - z. Sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of the Dean of the Faculty.
  - aa. Declare the satisfactory completion of the probation of the teachers and officers of the University, provided the necessary formalities prescribed for each category are observed strictly.
  - bb. Start new program and new discipline in the University under existing faculty of studies.
  - cc. Recognize Research Center, Centre of Excellence and Community College on the recommendations of the competent authority or officer of the University.
  - dd. Approve Examination Centre, Support Centre, Training Centre, Information Centre, Exchange Education Centre, Executive Education Centre, Industry Integrated Learning Centre, Regional Centre and eLearning Center on the recommendations of the competent authority or officer of the University.
  - ee. Designate Learning Resource Provider, National Coordinator, Regional Coordinator, Service Provider and skill knowledge provider on the recommendation of the competent committee or Officer of the University.
  - ff. The Vice-Chancellor shall have such powers and will perform such other duties assigned from time to time by the Court or the Chancellor.
  - gg. The Vice-Chancellor shall do such other acts as may be necessary for exercise of the powers and duties as conferred by the Act, Statutes and Regulations of the University.
  - hh. He shall pass such orders and take such measures that are necessary to implement any of the above.
4. The Vice-Chancellor may visit or cause an inspection and ask for a report –
- a. On a general condition and teaching equipment of any School of studies or Faculty of studies or Centre or Institution or Community College maintained or recognized by the University;
  - b. On general condition of any hostel; and
  - c. To take such action he deems fit in the light of the report submitted to him.
5. The Vice-Chancellor may delegate to an officer of the University or body or committee any of his administrative powers and functions, other than those to be exercised by himself under the Act with concurrence of the Chancellor.

6. The Vice-Chancellor shall be representative of the University on the Association of Indian Universities and other similar bodies or other Associations of India. In case, he is unable to attend the meetings he may depute a person/officer of the university to represent the University at such meetings with concurrence of the Chancellor if it is abroad.
7. **Appointment:** The Vice-Chancellor shall be appointed by the Chancellor, with approval of the Sponsoring Body, initially for a period of Five (5) Years from a panel of three persons (written in the alphabetical order) recommended by the search committee, Constituted as per the Act;

The Search Committee shall be constituted as under:

- a. One member nominated by the Trust;
- b. One serving or retired Professor from outside the University, nominated by the Governing Body; and
- c. One member nominated by the Chancellor, who shall act as the Convenor of the Committee.

*Provided that if the Chancellor does not approve any person included in the panel, he may call fresh panel from Search Committee to give three different names.*

*Provided further that if the Chancellor does not approve any person included in the fresh panel, the matter shall be referred to the Sponsoring Body who may either appoint any person from the panel recommended by the Search Committee or may also consider name not suggested by the search committee.*

8. **Qualifications:** The Vice-Chancellor shall be a scholar of eminence must have at least ten (10) years' experience as a Professor in a University/College or equivalent position in a reputed research and/or academic administrative position;

**Pay:** The pay shall be as notified by the UGC from time to time.

9. **Allowances:** As notified by the University from time to time. Provided that if a retired person is appointed as Vice-Chancellor, the total emoluments shall be reduced by the amount of pension and allowances drawn by him.
10. The Vice-Chancellor shall be entitled to such terminal benefits and allowances in accordance with Rules of the University as issued and amended from time to time.
11. The Vice-Chancellor when traveling on University business shall be entitled to travelling and halting allowance in accordance with Rules of the University as issued and amended from time to time.
12. The Vice-Chancellor shall be provided with furnished rent free bungalow and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence and until he is provided with free furnished bungalow, he shall be granted house rent allowance in accordance with the Rules of the University as issued and amended from time to time.

13. The Vice-Chancellor shall be entitled to a car or in lieu thereof an allowance in accordance with the Rules of the University as issued and amended from time to time and free fuel not exceeding 100 liters per month or as enhanced by the university from time to time for official use.

14. **Leave:** The Vice-Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 24 days in a calendar year. The leave shall be credited to his account in advance in two (2) half yearly installments of 12 days each on the first day of January and the first day of July every year.

*Provided that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 days for each completed months of service.*

*The Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half-year, does not exceed the maximum limit of 100 days.*

15. **Other benefits:** The Vice- Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 100 days, including encashment benefit availed of elsewhere.

16. The Vice-Chancellor shall also be entitled to Half Pay Leave at the rate of 10 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.

17. The Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three (3) months during the full term of five (5) years on medical grounds or otherwise.

18. In case the Vice-Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.

19. In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.

20. Where an employee of the University is appointed as the Vice-Chancellor, he shall be allowed to avail himself of any leave at his credit before his appointment as the Vice-Chancellor. Similarly, on his relinquishing the post of the Vice-Chancellor and in event of his re-joining his old post, he shall be entitled to carry back the Leave at his credit to the new post.

21. Further he may be allowed to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as Vice Chancellor.

## STATUTE-5

### CHIEF RECTOR OF THE UNIVERSITY

1. The Chancellor on the recommendation of the Court shall appoint the Chief Rector.
2. The Chief Rector shall be directly responsible to the Chancellor for the proper discharge of his duties and functions.
3. The Chief Rector shall provide support to the Chancellor in all matters pertaining to the functions of the University. The action taken by the Chief Rector in furtherance of his functions shall be subject to the approval of the Chancellor.
4. The Chief Rector shall, on being authorized by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University shall not entitled to vote thereat:

*Provided that if the Chief Rector is a member of such authority, body or committee, Chief Rector shall have all rights and privileges of a member thereof.*

5. Where the Vice-Chancellor is the Chairperson of anybody or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Chief Rector shall preside over such meeting with prior approval of Chancellor.
6. In the absence of the Vice-Chancellor or during the Vice-Chancellor's inability to act, the Chief Rector shall exercise the power and perform the functions of the Vice-Chancellor may delegate to them by the Chancellor.
7. The Chief Rector shall have such powers and performed such other duties assigned, from time to time, by the Court or the Chancellor.
8. The Chief Rector shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes, Rules and Regulations of the University.
9. The Chief Rector shall be assisted by Rector and Assistant Rector whose number shall be fixed by the Chancellor.
10. The Rector and Assistant Rector shall be appointed by the Chancellor with the consultation of the Chief Rector.
11. The Term of office of the Chief Rector, Rector and Assistant Rector shall be such as may be decided by the Court and eligible for reappointment.

*Provided that the Chief Rector shall retire on attaining the age of 75 years.*

12. The Chief Rector, Rector and Assistant Rector shall be a whole time salaried officers of the University.
13. The Qualification of the person to be appointed to the post of the Chief Rector, Rector and Assistant Rector shall be such as may be fixed by the Court.

14. The emoluments and other terms and conditions of employment of the Chief Rector, Rector and Assistant Rector shall be contained in the contract of employment.
15. The Chief Rector, Rector and Assistant Rector may, by writing under his hand, inform the Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the *Court*, on the recommendation of the Chancellor, to accept his resignation.

*Provided that if the Court does not accept the recommendation of the Chancellor, the matter shall be referred to the Sponsoring Body.*

16. The Chancellor is empowered to remove the Chief Rector, Rector and Assistant Rector by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations, Rules or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Chief Rector, Rector and Assistant Rector in the office is detrimental to the interest of the University.

## STATUTE-6

### PRO-VICE-CHANCELLOR OF THE UNIVERSITY

1. The Pro- Vice- Chancellor shall have such powers as may be conferred on him by the Act or these Statutes made there under, it shall include following powers, namely:
  - a. The Pro-Vice-Chancellor shall assist to the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf.
  - b. The Vice-Chancellor may delegate any authority to the Pro-Vice-Chancellor for the smooth functioning of the University.
  - c. The Pro-Vice-Chancellor shall be directly responsible to the Vice-Chancellor for the proper discharge of his duties and functions.
  - d. The Pro-Vice-Chancellor shall have such powers and performed such other duties assigned, from time to time, by the Executive Council or the Chancellor.
  - e. The Qualification of the person to be appointed to the post of the Pro-Vice-Chancellor shall be such as may be fixed by the Vice-Chancellor.
  - f. The Pro-Vice-Chancellor shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes, Rules and Regulations of the University.
2. The Chancellor shall constitute a selection committee for the appointment of the Pro-Vice-Chancellor as under:
  - a. Vice-Chancellor: Chairperson
  - b. Registrar: Member Secretary
  - c. One external member: Nominated by the Chancellor
3. The Chancellor shall direct the Vice-Chancellor to start the selection process.
4. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
5. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*
6. The Appointment letter would be issued by the Registrar under his signature and placing before the Court in its next meeting for ratification.
7. The minutes of the selection committee shall be in the custody of the Registrar.
8. The Pro-Vice-Chancellor shall be a whole time salaried officers of the University.

9. The emoluments and other terms and conditions of employment of the Pro-Vice-Chancellor shall be contained in the contract of employment.
10. Every Pro-Vice-Chancellor so appointed shall hold the office for a period of five (5) years and on successful completion of term the Pro-Vice-Chancellor can be re-appointed by Chancellor.
11. The Pro-Vice-Chancellor shall be entitled to travelling allowance at such rate may be fixed by the Finance Committee.
12. The Chancellor is empowered to remove the Pro-Vice-Chancellor, by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Pro-Vice-Chancellor in the office is detrimental to the interest of the University.
13. The Chancellor may suspend the Pro-Vice-Chancellor during enquiry depending upon the seriousness of the charges as it deems fit.
14. Every Pro-Vice-Chancellor may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the recommendation of the Vice-Chancellor is not accepted by the Chancellor, the matter shall be referred to the Court.*

## STATUTE-7

### REGISTRAR OF THE UNIVERSITY

1. The Registrar shall be overall in-charge of the operation and administration of the University office and shall have power to fix and define the functions and duties of the officers and employee of the University, other than those working direct supervision of the Controller of Examination, Finance Officer and those working in the Vice-Chancellor's Secretariat, with approval of the Vice-Chancellor and shall report to the Chancellor for information.
2. Being the officer in overall charge of operation and administration of the University office, he shall take all steps for the efficient working of the University Office, subject to the approval of the Chancellor.
3. The Registrar shall be a whole time salaried officer of the University appointed by the Chancellor on the recommendation of the Sponsoring Body.
4. The Chancellor shall constitute a selection committee for the appointment of the Registrar as under:
  - a. Vice Chancellor: Chairperson
  - b. One nominee of the Sponsoring Body: Member Secretary
  - c. One external member: Nominated by the Chancellor
5. The Chancellor shall direct the Vice-Chancellor to start the selection process.
6. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
7. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*
8. The Appointment letter would be issued by the Vice-Chancellor under his signature and placing before the Court in its next meeting for ratification.
9. The minutes of the selection committee shall be in the custody of the Vice-Chancellor.
10. The Registrar shall sanction leave to any non-teaching staff of the university in accordance with the Rules and if he so decided, may delegate such power to another employee of the University.
11. The Registrar shall call for quotations and tenders wherever necessary and prepare comparative statements, scrutinize the quotations and tenders in consultation with Finance Officer and make recommendations to the Chancellor for accepting quotations or tenders.
12. All contracts and agreement for and on behalf of the University, except the one between the University and the Registrar, shall, when authorized by a resolution of the Court or Executive Council, Finance Committee passed in that

behalf, be in writing and he expressed to be made in the name of University and every such contract shall be executed on behalf of the University by the Registrar, but the Registrar shall not be personally liable in respect of anything under such contract.

13. The Registrar shall sign Memorandum of Understanding (MoU) with Service Providers, National Coordinators, Skill Knowledge Provider and Learning Resource Providers, authorized Centres, approved Institutions and recognized Community Colleges, on behalf of the university under the direction of the competent authority of the University as case may be. The Registrar shall not be personally liable in respect such MoU.
14. The Registrar shall countersign the TA bill of non-teaching staff of the university in accordance with the Rules.
15. The Registrar shall issue an order of appointment to officers, teachers and other employees of the University with the prior approval of the competent authority of the University. In the absence of the competent authority of the University, the same shall be subject to the approval of the Chancellor.
16. The Registrar shall issue an order of reversion of an officiating promotion to his substantive rank with approval of the competent authority of the University. In the absence of the competent authority of the University, the same shall be subject to the approval of the Chancellor.
17. The Registrar shall issue an order of termination of services of the officers, teachers and other employees of the University with the prior approval of the competent authority of the University. In the absence of the competent authority of the University, the same shall be subject to the approval of the Chancellor.
18. The Registrar shall issue an order of compulsory retirement of the officers, teachers and other employees of the University with the prior approval of the competent authority of the University after attains the age of sixty (60) years.
19. The Registrar shall submit information, reports and documents to the Government and interact with State Government, Central Government, University Grant Commission and other regulatory and accreditation bodies with concurrence of the Vice-Chancellor.
20. The Registrar shall issue an order of suspension of the officers, teachers and other employees of the University with the prior approval of the competent authority.
21. The Registrar shall represent the University in suits or proceedings by or against the University, signs power of attorney and plead in such cases or depute his representative for this purpose with concurrence of the Vice-Chancellor.
22. The Registrar, Deputy Registrar and Assistant Registrar may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*

23. The Registrar shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
24. The Registrar shall be entitled to a car or in lieu thereof an allowance in accordance with the Rules of the University as issued and amended from time to time and free fuel not exceeding 100 liters per month or as enhanced by the Chancellor from time to time for official use.
25. The Registrar, subject to the immediate direction and control of the Chancellor, shall carry out his orders and render such assistance as may be required by the Chancellor in performance of his official duties.
26. The Registrar shall be assisted by Deputy Registrar and Assistant Registrar whose number shall be fixed by the Executive Council from time to time.
27. The Deputy Registrar and Assistant Registrar shall be appointed by the Executive Council on the recommendations of the Board of Appointment in accordance with Section 11(k) & 20 of the Act;

*Provided that if the Executive Council does not accept the recommendation of the Board of Appointment, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*

28. The Deputy Registrar and Assistant Registrar shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Registrar and shall carry out his order and render such assistance as may be required by the Registrar in performance of his duties.
29. The Registrar shall have such powers and performed such other duties assigned, from time to time, by the Court or the Executive Council or the Chancellor.
30. The Registrar may delegate any of his administrative powers and functions to any officer of the University, other than those to be exercised by himself under the Act, Statutes and Regulations with prior approval of the Chancellor.

## STATUTE-8

### FINANCE OFFICER OF THE UNIVERSITY

1. The Finance Officer shall be responsible for the proper maintenance of the accounts, to make arrangements for the Audit, and payment of bills of the University.
2. The Finance Officer shall be responsible to the Chancellor in exercise of the powers and duties prescribed to him in the Act, Statutes and Regulations.
3. The Chancellor shall constitute a selection committee for the appointment of the Finance Officer as under
  - i. Vice-Chancellor: Chairperson
  - ii. Registrar: Member Secretary
  - iii. One external expert: Nominated by the Chancellor
4. The Chancellor shall direct the Vice-Chancellor to start the selection process.
5. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
6. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*
7. The minutes of the selection committee shall be in the custody of the Registrar.
8. The Appointment letter would be issued by the Registrar under his signature and placing before the Court in its next meeting for ratification.
9. The Finance Officer, subject to the immediate direction and control of the Chancellor, shall carry out his orders and render such assistance as may be required by the Chancellor in performance of his official duties.
10. The Finance Officer shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
11. The Finance Officer shall arrange to settle objections raised by the Auditor appointed by the Court and carry out such instructions as may be issued by the Court on the Audit Report.
12. The Finance Officer shall make arrangements with the approval of the Chancellor for the publication of the Audited Statement of Accounts so that it may be submitted to the Government and other appropriate authorities of the University within one (1) month of such publication.
13. The Finance Officer shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers and accounts and records connected with financial transactions.

14. The Finance Officer shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and the Court. In the Matter of Financial estimate, he shall consult the Registrar and shall obtain from him the estimates for the year from the departments and institutions of the University.
15. The Finance Officer shall arrange for the annual stock verification. For this purpose, he shall submit to the Chancellor in November of each year, proposals for the appointment of stock verifiers for various departments, Sections, etc. He shall ensure that the stock verification as on 31st March is conducted regularly before the end of the June every year. The report of stock verification shall be placed before the Chancellor for order.
16. The Finance Officer shall with approval of the Chancellor and Sponsoring Body invest an amount not exceeding Rs. 75,00,000 only at a time or as enhanced by the Chancellor from time to time and shall report to the Finance Committee immediately thereof.
17. The Finance Officer shall scrutinize every item of new expenditure not provided for in the budget estimate of the University and shall suggest appropriate action to the Chancellor.
18. The Finance Officer shall disburse all salary bills including arrears of salary not exceeding three (3) months, contingent bills like electricity, water, oil and fuel, land and corporation tax, phone and other rental bills, maintenance charges etc. recoup permanent advances, payment of all TA bills after ensuring that general sanction is received from competent authorities.
19. The Finance Officer shall make all authorized payments out of the University funds.
20. The Finance Officer shall adopt, with approval of the Chancellor, method of accounting or forms or registers for the proper accounting in the University Offices and in the department, centers, colleges and institutes maintained or recognized by the University.
21. The Finance Officer shall authorize to scrutinize the quotations and tenders received and countersign the comparative statement and make recommendations to the Chancellor for accepting the tenders, quotations or otherwise.
22. The Finance Officer may delegate any of his administrative powers and functions to any officer of the University, other than those to be exercised by himself under the Act with prior approval of the Chancellor.
23. The Finance Officer shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
24. The Finance Officer, Finance Officer and Assistant Finance Officer may, by writing under his hand, inform the Vice Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months'

salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*

25. The Finance Officer shall be assisted by Deputy Finance Officer and Assistant Finance Officer whose number shall be fixed by the Executive Council from time to time.

26. The Deputy Finance Officer and Assistant Finance Officer shall be appointed by the Executive Council on the recommendations of the Board of Appointment in accordance with Section 11(k) & 20 of the Act;

*Provided that if the Executive Council does not accept the recommendation of the Board of Appointment, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*

27. The Deputy Finance Officer and Assistant Finance Officer shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Finance Officer and shall carry out his order and render such assistance as may be required by the Finance Officer in performance of his duties.

28. In addition to the powers and duties conferred on the Finance Officer by the Act, The Finance Officer shall perform such other financial functions as may assigned to him by Court or Finance Committee or by the Chancellor.

## STATUTE-9

### CONTROLLER OF EXAMINATIONS OF THE UNIVERSITY

1. The Controller of Examinations shall be responsible for conduct of all University examinations as prescribed by the authorities of the University. It shall be his duty to arrange with prior approval of the Vice-Chancellor the schedule for the preparation, for all University Examinations and all other matters connected with University Examinations.
2. The Controller of Examinations, subject to the immediate direction and control of the Chancellor, shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in performance of his official duties.
3. The Controller of Examinations shall be assisted by Deputy Controller of Examinations and Assistant Controller of Examinations whose number shall be fixed by the Executive Council from time to time.
4. For selection and appointment of incumbent, the Executive Council shall constitute a selection committee consisting following members:
  - i. Vice Chancellor: Chairperson
  - ii. Registrar: Member Secretary
  - iii. One member of the Executive Council: nominated by Chancellor.
5. The Chancellor shall direct the Vice-Chancellor to start the selection process.
6. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
7. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*
8. The minutes of the selection committee shall be in the custody of the Registrar.
9. The Appointment letter would be issued by the Registrar under his signature and placing before the Court in its next meeting for ratification.
10. The Controller of Examinations, Deputy Controller of Examinations and Assistant Controller of Examinations may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*
11. In the absence of the Vice-Chancellor, the same shall be subject to the approval of the Registrar/Chief Rector/Pro-Vice-Chancellor.

12. The Controller of Examinations shall be responsible for the safe custody of all papers, documents, certificate and other confidential files connected with the Conduct of all University Examinations.
13. The Controller of Examinations shall keep the minutes of the meeting, Board of Examiners and all committees appointed by the said board.
14. The Controller of Examinations shall countersign the Travelling Allowances bill and remuneration bills of Examiners and paper setters and all other bills relating to Examinations.
15. The Controller of Examinations shall sign Memorandum of Understanding (MoU) with Examination Centers on behalf of the University under the direction of the Vice-Chancellor. In the absence of the Vice-Chancellor, the same shall be subject to the approval of the Registrar/Chief Rector/Pro-Vice-Chancellor.
16. The Examiners and question paper setters shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor, from panel of names approved by the Board of Examiners. In the absence of the Vice-Chancellor, the same shall be subject to the approval of the Registrar/Chief Rector/Pro-Vice-Chancellor.
17. The Controller of Examinations shall arrange to publish results of all University Examination with approval of the Vice-Chancellor. In the absence of the Vice-Chancellor, the same shall be subject to the approval of the Registrar/Chief Rector/Pro-Vice-Chancellor.
18. The Controller of Examinations shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his order and render such assistance as may be required by the Vice-Chancellor in performance of his duties.
19. The Controller of Examinations shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
20. The Deputy Controller of Examinations and Assistant Controller of Examinations shall be appointed by the Executive Council on the recommendations of the Board of Appointment in accordance with Section 20 of the Act;  

*Provided that if the Executive Council does not accept the recommendation of the Board of Appointment, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*
21. The Deputy Controller of Examinations and Assistant Controller of Examinations shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Controller of Examinations and shall carry out his order and render such assistance as may be required by the Controller of Examinations in performance of his duties.
22. The Controller of Examinations shall exercise such other powers and perform such duties as may be laid down by the Statutes or may be required by the Court, the Executive Council or the Chancellor.

## **STATUTE-10**

### **PUBLIC RELATIONS OFFICER OF THE UNIVERSITY**

1. The Public Relations Officer shall be responsible to promote and undertake publications in various areas and for different target groups and also their distribution in general furtherance of the objectives of the University.
2. The essential job of the Public Relations Officer is to provide the best face of the University to the stakeholders, the Sponsoring Body and general Public.
3. For selection and appointment of incumbent, the Chancellor shall constitute a selection committee as under
  - i. Vice Chancellor: Chairperson
  - ii. Registrar: Member Secretary
  - iii. One external expert: Nominated by the Chancellor
4. The Chancellor shall direct the Vice-Chancellor to start the selection process.
5. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
6. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*
7. The minutes of the selection committee shall be in the custody of the Registrar.
8. The Public Relations Officer shall devote his whole time to the duties of his office and shall perform such work as may from time to time be laid down by the Registrar and generally render such assistance as may be desired by the Registrar in the performance of the Official duties.
9. The emoluments and other terms and conditions of employment of the Public Relations Officers shall be those contained in the contract of employment.
10. The Public Relations Officer shall maintain the liaison with the Government Offices/Agencies, Print and electronic media and communication to the stakeholders.
11. The Public Relations Officer shall prepare and release press note on University's activities, student's achievement, faculty achievement, cultural event, seminars, workshops, training programs.
12. The Public Relations Officer shall be responsible for scanning of newspapers, Magazines, etc. for any comments, news about the regulatory bodies, University, students, officers etc.; collection of clippings and submitting copies to the Vice-Chancellor, Registrar and take appropriate action on negative comments in consultation with the Vice-Chancellor/Registrar.

13. The Public Relations Officer shall contact the police official in case of any theft or uncontrolled security problem in consultation with the Vice-Chancellor/Registrar.
14. The Public Relations Officer shall print University calendars, diaries, greeting cards, brochure etc.
15. The Public Relations Officer shall publish the annual Reports, convocation address of the Chief Guest.
16. The Public Relations Officer shall receive and make necessary arrangements to the University Guest.
17. The Public Relations Officer shall look into the supply of newspapers, newsletter, periodicals, journals required for the University offices.
18. The Public Relations Officer shall attend to the enquiries from the public, students, etc., relating to the circulars/notifications issued by the University from time to time.
19. The Public Relations Officer will work in close liaison with the Directorate of Admission in so far as marketing activities are concerned.
20. The Public Relations Officer shall issue rejoinders on behalf of the University on adverse news items.
21. The Public Relations Officer shall ensure the confidentiality of question papers if printed internally and account for every answer sheet and booklet printed.
22. The Public Relations Officer shall be responsible for printing of certificate (blank) and blank mark sheets of so indented by the Registrar.
23. The Public Relations Officer shall print Prospectus and Registration Forms for admission in coordination with Registrar and accounting for the same.
24. The Public Relations Officer and Assistant Public Relations Officer may, by writing under hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Board of Governor, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*

25. The Public Relations Officer shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Registrar and shall carry out his order and render such assistance as may be required by the Registrar in performance of his duties.
26. The Public Relations Officer shall be assisted by Assistant Public Relations Officer whose number shall be fixed by the Executive Council from time to time.
27. The Assistant Public Relations Officer shall be appointed by the Executive Council on the recommendations of the Board of Appointment in accordance with Section 20 of the Act;

*Provided that if the Executive Council does not accept the recommendation of the Board of Appointment, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*

- a. The Assistant Public Relations Officer shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Public Relations Officer and shall carry out his order and render such assistance as may be required by the Public Relations Officer in performance of his duties.
28. The Publication Bureau will be headed by an Assistant Public Relations Officer, who will have the following responsibilities:
- a. to print and sell the Regulations and syllabi of various course offered by the University.
  - b. to publish and sell books, journals, periodicals, brought out by the academic departments.
  - c. to print OMR answer sheet, answer booklets and additional sheets for conduct of entrance test for admission and term end examination of various courses.
29. The Chancellor is empowered to remove the Public Relations Officer and Assistant Public Relations Officer, by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Public Relations Officer and Assistant Public Relations Officer in the office is detrimental to the interest of the University.

## STATUTE-11

### DIRECTOR FOR THE SCHOOL/ DIRECTORATE / OFF CAMPUS CENTERS

1. The Executive Council shall appoint the Director for each School/Directorate/Off Campus Centers, Corporate & International Relations, other Institutions maintained by the University or any such other purpose may deem fit, with due approval of the Chancellor.
2. The Executive Council shall constitute a selection committee consisting following members:
  - i. Pro-Vice-Chancellor: Chairperson
  - ii. Registrar: Member Secretary
  - iii. One member of the Executive Council: nominated by Chancellor.
3. The Chancellor shall direct the Vice-Chancellor to start the selection process.
4. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
5. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*

6. The Appointment letter would be issued by the Registrar under his signature and placing before the Executive Council in its next meeting for ratification.
7. The minutes of the selection committee shall be in the custody of the Registrar.
8. Every Director shall be responsible to the Vice-Chancellor in exercise of the powers and duties prescribed to him in the Act, Statutes and Regulations.
9. Every Director may under his hand, by writing, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Court, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*

10. The Director shall be assisted by Deputy Director and Assistant Director whose number shall be fixed by the Chancellor.
11. The Deputy Director and Assistant Director shall be appointed by the Executive Council on the recommendations of the Board of Appointment in accordance with Section 11(k) & 20 of the Act;

*Provided that if the Executive Council does not accept the recommendation of the Board of Appointment, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*

12. Every Director shall do such other acts as may be necessary for exercise of the powers and duties assigned by the Registrar.
13. Every Director shall recommend leave application of the members of the teaching and non-teaching staff of the School of Studies/Directorate to the competent authority of University according to the Rules framed for the purpose.
14. Every Director shall co-ordinate and generally supervise the teaching and research works in the School of Studies through the Dean of the Faculty.
15. Every Director shall maintain discipline in the classrooms through the Dean of the Faculty/Head of the Community Colleges/Centers.
16. Every Director shall keep a record of the evaluation of internal work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed.
17. Every Director shall arrange for the examinations of the University in respect of the students of the School/Directorate in accordance with such directions as may be given by the Controller of Examination.
18. Every Director Shall be responsible for observance of the provisions of the Act/ Statutes/Regulations and Regulations relating to the School of Studies/Directorate.
19. Every Director shall convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board.
20. Every Director shall perform such other duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.
21. The Deputy Director and Assistant Director shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Director and shall carry out his order and render such assistance as may be required by the Director in performance of his duties.
22. The Qualification of the person to be appointed to the post of the Director, Deputy Director and Assistant Director shall be such as may be fixed by the Vice-Chancellor.
23. The Chancellor is empowered to remove the Director, Deputy Director and Assistant Director by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Director, Deputy Director and Assistant Director in the office is detrimental to the interest of the University.
24. In addition to the powers and duties conferred on the Directors by the Act and Statutes, the Director shall perform such other duties and functions as may assigned to him by Vice-Chancellor with the prior approval of the Chancellor.

## STATUTE-12

### DEAN OF THE FACULTY OF STUDIES

1. The Vice-Chancellor from amongst the Professors of the University shall appoint every Dean of a Faculty of Studies with the approval of the Chancellor by rotation on the recommendation of the Director of the School of Studies.

*Provided that, if in any faculty there is no University Professor, the Associate Professor shall act as the Dean.*

*Provided further that, if there is no University Professor or Associate Professor in the Faculty, the Head of the Institute, admitted to the privileges of the University, in the faculty, shall be the dean of the faculty.*

*Provided further that if the Vice-Chancellor does not accept the recommendation of the Director of the School of Studies, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Director of the School of Studies or may also consider name not recommended by the Director of the School of Studies.*

2. Every Dean will hold office for the period of three (3) years.

*Provided that, the Dean of the faculty appointed shall cease to hold office earlier on the appointment of a professor as Dean.*

*Provided further that Dean on attaining the age of sixty-five (65) years shall cease to hold office as such.*

*Provided further that, If the Vice-Chancellor, after any enquiry comes to the conclusion that a change of the existing Dean is necessary any other Professor or the Associate Professor in the faculty may be designated as Dean of the Faculty by the Vice Chancellor with prior approval of the Chancellor.*

3. The Appointment letter would be issued by the Registrar under his signature with due approval from the Chancellor of the University.
4. The Dean shall be responsible for the entire working of the Faculty of Studies subject to the general control of the Director of the concerned School of studies.
5. The Dean shall be the Academic Head of the Faculty of Studies and shall convene and preside over the meetings of the Board of Studies.
6. The Dean shall maintain discipline in the Classroom and Laboratories through teachers of the Faculty of Studies.
7. Assign to the teachers in the Faculty of Studies such duties as may be necessary for the proper functioning of the Faculty of Studies.
8. The Dean shall be responsible for the coordination and supervision of teaching and research in the Faculty of Studies.
9. The Dean shall be responsible for the records, equipment and furniture of the Faculty of Studies.
10. The Dean shall be responsible for observance of the provisions of the Act/Statutes, Rules and Regulations relating to the Faculty of Studies.

11. The Dean shall perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.
12. It shall be the duty of the Dean to see that the decisions of the authorities of the University and of Vice-Chancellor are faithfully carried out. He shall perform such other duties as may be assigned to him by the Vice-Chancellor.
13. The qualification of the person to be appointed to the post of the Dean shall be such as may be fixed by the Executive Council.
14. In addition to the powers and duties conferred on the Deans by the Act and Statutes, the Dean shall perform such other functions as may assigned to him by Executive Council or as may assigned by Vice-Chancellor.
15. Every Dean may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Court, on the recommendation of the Vice- Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*

16. The Chancellor is empowered to remove the Dean, by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Dean in the office is detrimental to the interest of the University.
17. Every Dean shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
18. The emoluments and other terms and conditions of employment of the Dean shall be those contained in the contract of employment.

**STATUTE-13**  
**HEAD OF THE DEPARTMENTS**

1. The Vice-Chancellor will designate the Head of a Department for a term of two years, or for such longer as may be specified, from a panel of three names of the Department's senior teachers, as provided by the Dean of the School.
2. The Board of Studies meetings shall be chaired by the Head of the Department.
3. The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations.
4. If the Head of the Department is found to have engaged in any kind of misbehavior or is seen to be unsatisfactory in his performance of his duties, the Vice-Chancellor has the authority to remove him from his substantive position and/or suspend him until the investigation is over;

Provided that the Head of the Department will be heard before taking such a decision.

5. The Head of Department may resign from his position and service with three months' notice. The Vice-Chancellor must accept his resignation before he can leave his position, or the notice period will expire, whichever comes first. The Vice-Chancellor may, at his discretion, waive the notice time required.

## STATUTE-14

### CHIEF PROCTOR OF THE UNIVERSITY

1. The Chief Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University with the prior approval of the Executive Council.
2. The Chief Proctor will exercise the powers for disciplinary control over the students and shall also exercise such powers and perform such duties in respect of discipline as may be assigned to him by the Vice-Chancellor from time to time.
3. The Chief Proctor shall be assisted by Proctor and Assistant Proctor whose number shall be fixed by the Executive Council;
4. The Proctor and Assistant Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University on the recommendations of the Executive Council.

*Provided that if the Vice-Chancellor does not accept the recommendation of the Executive Council, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*

5. The Chief Proctor, Proctor and Assistant Proctor may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.
6. It shall be in the power of the Vice-Chancellor to dispense with the service of the Chief Proctor, Proctor and Assistant Proctor at any time and to revert the Chief Proctor to his original department when it deems fit to do so.
7. Every Chief Proctor shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
8. The Qualification of the person to be appointed to the post of the Chief Proctor, Proctor and Assistant Proctor shall be such as may be fixed by the Executive Council.
9. The Chief Proctor, Proctor and Assistant Proctor will hold office for the period of three (3) years and shall be eligible for reappointment.

*Provided further that no person shall continue to be Chief Proctor, Proctor and Assistant Proctor after he has ceased to hold the post by virtue of which he shall come to hold the office of the Chief Proctor and Assistant Proctor.*

## STATUTE-15

### LIBRARIAN OF THE UNIVERSITY

1. The Librarian shall devote his whole time to the duties of his office and shall perform such work as may from time to time be laid down by the Vice-Chancellor and generally render such assistance as may be desired by the Vice-Chancellor in the performance of the Official duties.
2. The Executive Council shall constitute a selection committee consisting following members:
  - i. Vice Chancellor: Chairperson
  - ii. Registrar: Member Secretary
  - iii. One external member nominated by the Chancellor.
3. The Chancellor shall direct the Vice-Chancellor to start the selection process.
4. The selection is based on Academic Records (30%), Relevant Experience (30%) and Interview (40%).
5. The selection committee finalizes its recommendations, records them and recommends to the Chancellor of the University for Approval of the recommendations and issue letter of appointment.

*Provided that if the recommendation of the selection committee is not accepted by the Chancellor, the matter shall be referred to the Court who may either appoint the person recommended by the selection committee or may also consider name not recommended by the selection committee.*

6. The Appointment letter would be issued by the Registrar under his signature and placing before the Executive Council in its next meeting for ratification.
7. The minutes of the selection committee shall be in the custody of the Registrar.
8. The emoluments and other terms and conditions of employment of the Librarian shall be those contained in the contract of employment.
9. The Librarian shall perform such other functions as may assigned to him by Executive Council or as may assigned by the Vice-Chancellor.
10. The Librarian and Assistant Librarian may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six (6) months' notice or on payment to the university of six (6) months' salary in lieu thereof and it shall be competent for the Board of Governor, on the recommendation of the Vice-Chancellor, to accept his resignation.

*Provided that if the Chancellor does not accept the recommendation of the Vice-Chancellor, the matter shall be referred to the Court.*

11. The Librarian shall do such other acts as may be necessary for exercise of the powers and duties as are conferred by the Act, Statutes and Regulations of the University.
12. The Librarian shall be assisted by Assistant Librarian whose number shall be fixed by the Executive Council.

13. The Assistant Librarian shall be appointed by the Executive Council on the recommendations of the Board of Appointment in accordance with Section 20 of the Act;

*Provided that if the Executive Council does not accept the recommendation of the Board of Appointment, the matter shall be referred to the Chancellor and decision of the Chancellor is final.*

14. The Assistant Librarian shall, in exercise of the powers and the duties of his office, be subject to the immediate direction and control of the Librarian and shall carry out his order and render such assistance as may be required by the Librarian in performance of his duties.
15. The Vice-Chancellor is empowered to remove the Librarian and Assistant Librarian by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Vice-Chancellor that the continuance of the Librarian and Assistant Librarian in the office is detrimental to the interest of the University.

## **STATUTE-16**

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

1. The Court may appoint any other officer and Registrar may define their duties with approval of the Vice-Chancellor.
2. The Vice-Chancellor shall be competent to make appointments of officers on contract basis for specified periods with prior approval of the Chancellor.

## STATUTE-17

### THE COURT

1. The Chancellor in accordance with the provisions of the Act shall constitute the Court.

*Provided that the Court shall be reconstituted once every five (5) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Court before the expiry of its term with the prior approval of the Sponsoring Body.*

2. The Court shall be notified by the Registrar under his signature for information all concerned.
3. The Registrar shall be the Ex-Officio Secretary of the Court and shall not be entitled to vote. The structure of Court shall be as follows:

Chancellor: Chairperson

Vice-Chancellor: Member

Registrar: Ex-Officio Secretary

Four persons nominated by Sponsoring Body (out of them two shall be educationalist)

Two directors of schools/institution (as nominated by Vice-Chancellor)

Two deans of faculties of the University (as nominated by Vice-Chancellor)

Other members (outside of the University) as nominated by Chancellor

4. Member may resign his office by writing under this hand addressed to the chairperson, but he shall continue in office until his resignation has been accepted by the chairperson.
5. In addition to the functions and duties of the Court stipulated in the Act, the Court shall:
  - a. To administer and manage the whole finances, accounts, investments, property, business and all affairs of the University, including endowment funds;
  - b. To give guarantees for the payment of any sums of money on the performance of any contract or obligation by any company, body, society or person if the Court considers that it is in the interests of the University to do so;
  - c. To hold, control and administer the properties and funds of the University;
  - d. To purchase land, buildings and premises for carrying on the work of the University;

- e. To direct the form, custody and use of the common seal of the University;
  - f. The University may decide to make and use such Flag, Anthem, and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted or prohibited by the State or the Central Government;
  - g. To fix, determine and award travelling expenses and allowances to person lawfully engaged or employed in University business;
  - h. To refer any matter to the Executive Council, Finance Committee, Academic Council or Board of Studies, or any Committee or person, and to call for a report thereon;
  - i. To regulate the salaries of all persons who are remunerated by the University and to determine the terms and conditions of service of such persons;
  - j. To approve the fee structure of the University from time to time;
  - k. To approve the organization chart of the University;
  - l. To review the instruction and teaching of the University; and
  - m. to exercise any such powers or perform any such functions not falling within the purview of the Act, these Statutes, Rules, Regulations, Guidelines or Policies of the University.
  - n. To approve the budget and annual report of the university;
  - o. To lay down the extensive policies to be followed by the university;
6. The Court shall meet at such time, it deems necessary and in such a place as the Chancellor think fit, provided that one meeting shall be held in every quarter.

## STATUTE-18

### THE EXECUTIVE COUNCIL

1. The Chancellor in accordance with the provisions of the Act shall constitute the Executive Council.

*Provided that the Executive Council shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Executive Council before the expiry of its term with the prior approval of the Sponsoring Body.*

2. The Executive Council shall be notified by the Registrar under his signature for information all concerned.
3. Vice-Chancellor shall be Chairperson of the Executive Council. In the absence of the Vice-Chancellor or during the Vice-Chancellor's inability to act, the Pro-Vice-Chancellor shall exercise all the power and perform all the functions of the Chairperson of the Executive Council. The Registrar shall be the Ex-Officio Secretary of the Court and shall not be entitled to vote. The structure of Executive Council shall be as follows:

Vice-Chancellor: Chairperson

Registrar: Ex-Officio Secretary

Chief Finance Officer: Member

Two persons of Court nominated by Sponsoring Body

Three persons nominated by Sponsoring Body

Other members (Educationists/ Industrialists) as nominated by the Vice-Chancellor

4. In addition to the functions and duties of the Executive Council stipulated in the Act of the University, the Executive Council shall responsible:
  - a. To provide and maintain the buildings, premises, libraries, laboratories, museums, furniture and apparatus and other means needed for carrying on the work of the University;
  - b. To enter into, vary, carry out or cancel contracts on behalf of the University;
  - c. To undertake all negotiations for obtaining grants from public bodies in aid of the work of the University;
  - d. To employ, remunerate and accept the advice of any person qualified to advice regarding any matter within the jurisdiction of the Executive Council;
  - e. To appoint committees of its own members or others, to define the powers and to determine the membership and quorum of such committees, and to delegate to any such committee any powers or functions which the Executive Council is itself competent to perform;

- f. On the recommendation of the Academic Council, to institute new degrees, diplomas, certificates and other academic awards and to prescribe Regulations therefore, and to add to or amend the Regulations for existing degrees, diplomas, certificates and other academic awards;
  - g. On the recommendation of the Academic Council, to regulate the courses of study, the manner of teaching, the length of the academic session or sessions, and the manner of conducting examinations;
  - h. With the approval of the Academic Council, to regulate and alter the organization and management of the academic disciplines of the University;
  - i. To regulate the amount, manner of payment, and appropriation of fees and other payments made by students;
  - j. To approve the Academic Calendar of the University;
  - k. To prescribe by Regulations or to decide such matters, not otherwise dealt with in these Statutes and the Regulations, as the Executive Council may deem fit to prescribe by Regulation or to decide;
  - l. Subject to the provisions in the Laws to take cognizance of any misconduct by any student in a University or in a hostel or approved lodging or by any student, who seeks admission to a university course of study brought to the notice of Executive Council by the Registrar or by the responsible authorities of University or hostel concerned or by a member of any University authority or a chief superintendent at any center of examination and to punish such misconduct by exclusion from any university examination, or from any university course or in the University or from any convocation for the purpose of conferring Degrees, either permanently or for specified period or by the cancellation of the University examination for which he appeared, or by the deprivation of any University scholarship held by him or by cancellation of any University Prize or Medal awarded to him;
  - m. To exercise such other powers and perform such other duties as may be conferred or imposed on it by Court;
  - n. To do all such acts and things as may be necessary to carry out the purpose of Act, Regulations and Statutes.
5. The Executive Council shall meet at such time, it deems necessary and in such a place as the Vice-Chancellor think fit, provided that one meeting shall be held once in every two (2) months.

## STATUTE-19

### THE ACADEMIC COUNCIL

1. The Academic Council shall be constituted by the Vice-Chancellor in accordance with the provisions of the Act.

*Provided that the Academic Council shall be reconstituted once every three (3) year.*

*Provided further that, the Vice-Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Academic Council before the expiry of its term.*

2. The Academic Council shall be notified by the Registrar under his signature for information all concerned. There will be minimum five members in Academic Council. The structure of Academic Council shall be as follows:

Vice-Chancellor: Chairperson

Registrar: Ex-Officio Secretary

Two Directors of schools/institutions/centers (as nominated by vice-chancellor)

Two deans of faculties of University (as nominated by Vice-Chancellor)

Other members (Academics, Outside the University) as nominated by the Vice-Chancellor

3. In addition to the functions and duties of the Academic Council stipulated in the Act, the Academic Council shall responsible for:
  - a. The maintenance of academic standards within the University, and the planning, coordination, development oversight, validation and review of the curriculum and all academic work of the University and advising the Executive Council on the resource implications of such planning;
  - b. The fostering and maintenance of close connections with industry, commerce, the professions, universities, other educational establishments and research organizations;
  - c. The making of recommendations to the Executive Council for the establishment of advisory committees as it deems to be necessary;
  - d. The development of teaching methods and courses;
  - e. The nomination of academic representatives to Internal and external bodies;
  - f. To receive reports of all approvals and reviews of academic collaborations in order to identify areas that need to be addressed at institutional and faculty level;
  - g. To consider, and make recommendations with regard to, the University's Academic Collaborative Strategy;
  - h. To report regularly to Academic Council on matters of policy and implementation with regard to learning and quality activities;

- i. To develop and promulgate policy and good practice in relation to teaching and learning within the University;
  - j. To ensure the fitness for purpose and effectiveness of University structures and mechanisms responsible for the establishment, maintenance and enhancement of the standards of academic provision;
  - k. To consider, and advise on, the effectiveness of University services in support of learning and quality, through systematic feedback and/or service provider reports;
  - l. To exercise such other powers and perform such other duties as may be conferred or imposed on it by Court;
  - m. To do all such acts and things as may be necessary to carry out the purpose of Act, Regulations and Statutes.
4. The Vice-Chancellor co-opts such members as a non-voting special invitee.
5. The Vice-Chancellor may invite a non-voting domain expert, if needed.

## STATUTE-20

### THE EXAMINATION COMMITTEE

1. The University shall have an Examination Committee to facilitate the smoother operation and administration of University examinations.

*Provided that the Examination Committee shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Examination Committee before the expiry of its term.*

2. The Examination Committee shall be constituted as under:
  - a. The Vice Chancellor – Chairman
  - b. The Pro-Vice-Chancellor(s);
  - c. The Registrar;
  - d. All the Deans of Schools;
  - e. Dean Academic affairs;
  - f. Director IQAC
  - g. One person nominated by the Academic Council, from amongst its members for a period of three years;
  - h. Two members nominated by the Vice-Chancellor;
  - i. The Controller of Examinations - Member-Secretary;
3. All members of the Examination Committee, other than Ex-Officio members, shall hold office for the term of three years.
4. A meeting of the Examination Committee will be held as per the following:
  - a. The Vice- Chancellor preside at the meetings of the Examination Committee.

Provided that in the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meetings. In case the Pro Vice-Chancellor is also not available, a member from amongst the members present may preside over the meeting.

- b. The Examination Committee must convene at least twice a year, and the chairman may arrange sessions on his own initiative or in response to a request from at least one-third of the committee's members;

Provided that the Vice-Chancellor shall be authorised to call a special meeting of the Examination Committee at short notice.

- c. A quorum of the Examination Committee will be one-third of its members, including the chairperson. The meeting will be adjourned for thirty minutes if the quorum is not present. After

30 minutes, the meeting will reconvene at the same venue. For such a reconvened meeting, neither a quorum nor a notice will be required.

- d. All decisions taken by the Examination Committee will be decided by the majority vote of the members present and voting; in the event of a tie, the Chairman's casting vote will be used to break the tie.
- e. The Secretary will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled Examination Committee meeting by registered mail, hand delivery, email, or other.
- f. Provided that the Chairperson shall be authorised to call a special meeting of the Examination Committee at short notice.
- g. The Chairman shall be authorised to exercise the powers vested in the Examination Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of Examination Committee for ratification.

5. The Powers & Duties of the Examination Committee shall be as follows:

- a. The Committee will oversee the fair and efficient administration of all University exams, including result tabulation and moderation.
- b. It will review the names of the examiners that the school sends to it and suggest to the Academic Council that they be approved.
- c. It will also make sure that the question bank is kept up to date and accessible to students.
- d. The Committee has the authority to take action, up to and including debarring, against any student found guilty of using unfair methods during an exam. It can also take action against any individual involved in the administration of the exam, such as paper setters, examiners, moderators, or other staff members, who are found to have engaged in malpractice.
- e. The examination Committee is responsible for reviewing and analyzing the exam results. It will then report to the Academic Council with any recommendations it may have for improving the testing system.
- f. The Committee will also arrange for an audit to be carried out and will provide the Academic Council with appropriate recommendations regarding the course of action to be followed in light of the audit's results.
- g. The Examination Committee has the authority to designate any additional subcommittees it sees fit and to assign authority for the fair handling of examinations to any one or more individuals or subcommittees.

## STATUTE-21

### THE FINANCE COMMITTEE

1. The Finance Committee shall be constituted by the Vice-Chancellor in accordance with the provisions of the Act.

*Provided that the Finance Committee shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Finance Committee before the expiry of its term.*

2. The Finance Committee shall be notified by the Registrar under his signature for information all concerned. The structure of Finance Committee shall be as follows:

Vice-Chancellor: Chairperson

Registrar: Ex-Officio Secretary

Chief Finance Officer: Ex-Officio Deputy Secretary

Two directors of schools/institution/ centers (as nominated by Vice-Chancellor)

Two deans of faculties of University (as nominated by Vice-Chancellor)

Other members nominated by Chancellor

3. The functions and duties of the Finance Committee shall be:
  - a. Responsible for safeguarding and monitoring the University's financial stability and long-term economic health.
  - b. Responsible for management's system of financial internal controls and the controls over external reporting, the internal and external audit processes, the regulatory compliance functions, institutional ethics and conflicts of interest, and the risk management process.
  - c. To determine and fix fee payable fee by the students of the University.
  - d. To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the university.
  - e. To exercise such other powers and perform such other duties as may be conferred or imposed on it by Court.
  - f. To do all such acts and things as may be necessary to carry out the purpose of Act, Regulations and Statutes.
4. The Finance Committee shall meet at such time, it deems necessary and in such a place as the Chancellor think fit, provided that one meeting shall be held at least twice a year.

## STATUTE-22

### RESEARCH COUNCILS

1. University Research Council shall be constituted by the Vice-Chancellor in accordance with the provisions of the Act.

*Provided that the Research Council shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Research Council before the expiry of its term.*

2. The structure of University Research Council shall be as follows:

Vice- Chancellor: Chairperson

Registrar: Ex-Officio Secretary

Director of school/institution/center

Dean of each faculty of the University

Other members nominated by Vice-Chancellor

3. Each Faculty Research Council shall be constituted by the Vice-Chancellor as under.

- a. Dean (Research & Development): Chairperson

- b. Director of the School/institution/center: Member Secretary

- c. Dean of the concerned Faculty of studies: Member

*Provided that the Faculty Research Council shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Faculty Research Council before the expiry of its term.*

4. The University Research Council and each Faculty Research Council shall be notified by the Registrar under his signature for information all concerned.
5. University Research Council and each Faculty Research Council shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.
6. Every meeting of the University Research Council and each Faculty Research Council shall be preside over by the Chairperson of the University Research Council and Faculty Research Council respectively and in his absence by a member chosen by the meeting to preside on the occasion.
7. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the University Research Council and each Faculty Research Council to consider any item and if he considers that matter could be disposed of by circulation among the members of Board of Studies he may issue necessary instructions to that effect.

8. In addition to the functions and duties of the Faculty Research Council stipulated in the Act, each Faculty Research Council shall:
  - a. Organize and promote research and its dissemination in the Faculty of Studies;
  - b. Consider and recommend to the Faculty of Studies, the Research programs of candidates in the Faculties;
  - c. To promote and review research within the School and to submit reports on research to the University Research Council;
  - d. approve the Research programs in the Faculty of Studies;
  - e. recommend to the University Research Council the names of examiners for the evaluation of thesis submitted by the candidates for research degrees and make suitable recommendations;
  - f. Consult with the University Research Council on any such matters, which will have a direct impact on academics before deciding upon it. Further, the Dean (Research & Development) shall facilitate the process of consultation with the University Research Council for the purpose of this clause.
9. Subject to the overall guidance of the Academic Council, the University Research Council shall perform, *interalia*, the following functions:
  - a. The decisions of the Research Council will be consistent with the overall academic agenda set by the Academic Council. In case the decisions of the Research Council are not consistent with such overall academic agenda, the Academic Council will have the powers to review and modify such decisions.
  - b. The University Research Council shall consult with the Executive Council on any such matters, which will have a direct impact on administration, and management of the University before deciding upon it. Further, the Registrar shall facilitate the process of consultation with the Executive Council for the purpose of this clause.
  - c. The University Research Council shall consult with the Academic Council on any such matters, which will have a direct impact on academics before deciding upon it. Further, the Registrar shall facilitate the process of consultation with the Academic Council for the purpose of this clause.
  - d. To approve, monitor and administer research degree registrations, transfers and examination including viva-voce arrangements and make recommendations following examinations. In particular to:
    - i. University Research Council shall have all power necessary to organize and promote research and its dissemination in the University;
    - ii. Monitor the progress of candidates through considering their submission of an annual research progress report;
    - iii. Appoint committees to organize the research work in subjects or areas which are of interest to more than one Faculty or

School, or which do not fall within the spheres of any Faculty or School, and to supervise the work of such Committees. The composition, powers and functions of such Committees shall be prescribed by the Vice-Chancellor;

- iv. approve the appointment of supervisors for the candidate's programme of work and approve the appointment of any co-supervisor(s) and/or Research adviser(s) as appropriate;
  - v. approve changes to supervisory arrangements for candidates;
  - vi. approve changes in the mode of learning of candidates;
  - vii. consider the reports of the examiners appointed for the evaluation of research work submitted by the candidates for research degrees and make suitable recommendations;
  - viii. approve extensions and interruptions to the period of registration of candidates;
  - ix. approve the withdrawal of students from their programme of study;
  - x. Receive and consider internal and external examiners reports, and, where appropriate, recommend the confirmation of the relevant award on a candidate to Academic Council; and the comments/evaluation from external examiners about the process of the oral examination;
  - xi. To recommend to the Executive Council, the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
  - xii. To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview.
- e. To evaluate institutional research projects for funding by national/international agencies/corporate agencies;
  - f. To be responsible for the monitoring of the quality of supervision of research students and for taking such steps as may be required to maintain and improve the quality of such supervision;
  - g. To establish Sub-Committees, Review Committee and Working Groups, as appropriate, to facilitate furthering the work of the Committee;
  - h. To propose to Academic Council changes to the Academic Regulations for Research Awards as the need arises;
  - i. To review the current status of research in each faculty and critically examine the progress thereof from time to time through review committee;
  - j. To indicate the priority areas of research in the Schools particularly with reference to the role and responsibility of the University taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas

accepted for the concerned Schools and individual interest of the members of the faculty;

- k. To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council;
- l. To prepare an annual report on the work of the Committee for consideration by Academic Council;
- m. To perform such other functions as may be assigned to it by the Academic Council.

## STATUTE-23

### COMMUNITY COLLEGE DEVELOPMENT COUNCIL

1. The Community College Development Council shall be constituted by the Chancellor in accordance with the provisions of the Act.

*Provided that the Community College Development Council shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Community College Development Council before the expiry of its term.*

2. The Community College Development Council shall be notified by the Registrar under his signature for information all concerned.
3. Community College Development Council shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.
4. Every meeting of the Community College Development Council shall be presiding over by the Chairperson of the Community College Development Council and in his absence by a member chosen by the meeting to preside on the occasion.
5. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Community College Development Council to consider any item and if he considers that matter could be disposed of by circulation among the members of Board of Studies he may issue necessary instructions to that effect.
6. In addition to the functions and duties of the Community College Development Council stipulated in the Act, the Community College Development Council shall:
  - i. To grant and withdraw registration of Community Colleges established or to be established by the non-governmental organizations on the basis of recommendation of the Inspection Committee duly constituted by the Vice-Chancellor.
  - ii. The decisions of the Community College Development Council shall be placed before the Executive Council for ratification. If upon review the Executive Council finds that decisions of the Community College Development Council is direct impact on administration and management of the University, the Executive Council may require the Community College Development Council to reconsider such decision.
  - iii. The Community College Development Council shall have all powers necessary to promote Community Colleges in the India and abroad.
  - iv. The Community College Development Council shall consult with the Academic Council on any such matters, which will have a direct impact on academics before deciding upon it. Further, the Registrar shall facilitate the process of consultation with the Academic Council for the purpose of this clause.

- v. To recommend the rule for purpose of carrying into effect the provisions of this Statute.
- vi. To make guidelines relating to online education, matters such as procedure to be followed by the students and community college registered with university.
- vii. To develop norms for implementation of various skill development and vocational education activities including quality issues; to control and coordinate the implementation of skill development and vocational education programs of the university.
- viii. To prescribe standard requirements in respect of staff, buildings, furniture, equipment, stationary and other thing required for Community Colleges.
- ix. To exercise such other powers and perform such other duties as may be conferred or imposed on it by Court.
- x. To do all such acts and things as may be necessary to carry out the purpose of Act, Regulations and Statutes.

## STATUTE-24

### ONLINE EDUCATION COMMITTEE

1. The Online Education Committee shall be constituted by the Chancellor.  
*Provided that the Online Education Committee shall be reconstituted once every three (3) year.*  
*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Online Education Committee before the expiry of its term.*
2. The Online Education Committee shall be notified by the Registrar under his signature for information all concerned.
3. Online Education Committee shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.
4. Every meeting of the Online Education Committee shall be presiding over by the Chairperson of the Online Education Committee and in his absence by a member chosen by the meeting to preside on the occasion.
5. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Online Education Committee to consider any item and if he considers that matter could be disposed of by circulation among the members of Online Education Committee, he may issue necessary instructions to that effect.
6. In addition to the functions and duties of the Online Education Committee stipulated in the Act, the Online Education Committee shall:
  - i. The Online Education Committee shall be organize and promote Online Education in the University. The decisions of the Online Education Committee will be consistent with the overall academic agenda set by the Academic Council. In case the decisions of the Online Education Committee are not consistent with such overall academic agenda, the Academic Council will have the powers to review and modify such decisions.
  - ii. The Online Education Committee shall have all powers necessary to promote Online Education in the India and abroad.
  - iii. The Online Education Committee shall consult with the Executive Council on any such matters, which will have a direct impact on administration, and management of the University before deciding upon it. Further, the Registrar shall facilitate the process of consultation with the Executive Council for the purpose of this clause.
  - iv. To recommend the rule for purpose of carrying into effect the provisions of this Statute.
  - v. To make guidelines relating to online education, matters such as procedure to be followed by the students.
  - vi. To develop norms for implementation of various online education activities including quality issues.

- vii. To control and coordinate the implementation of online education programs of the university.
- viii. To prescribe standard requirements in respect of staff, buildings, furniture, equipment, stationary and other thing required for Virtual Campuses.
- ix. To exercise such other powers and perform such other duties as may be conferred or imposed on it by Court.
- x. To do all such acts and things as may be necessary to carry out the purpose of Act, Regulations and Statutes.

**STATUTE-25**  
**THE ADMISSION COMMITTEE**

1. The University shall have an admissions committee with the following constitution:
  - a. The Vice -Chancellor - **Chairman;**
  - b. The Pro-Vice-Chancellor(s);
  - c. The Registrar;
  - d. Dean Academic Affairs;
  - e. All the Deans of Schools;
  - f. Finance Officer;
  - g. Head of the Admission Cell - **Member Secretary;**

2. The Admission Committee has the authority to form any further subcommittees that it deems are required with permission of Vice- Chancellor
3. The Admission Committee will establish the minimum requirements, the number of seats available, the fees to be paid for each program of study, as well as the date(s) for the start and termination of the admissions process, subject to the approval of the Academic Council;

Provided that in Council based courses, the decision of the Council concerned shall be final and binding.

4. Reports to the Academic Council regarding admissions made each academic year are required.
5. The regulations established by the Academic Council and approved by the Executive Council shall define the responsibilities and authority of the Admission Committee.
6. policy of admission are under as follows:

- a. Indian citizens, Non-Resident Indians (NRIs), Persons of Indian Origin (PIOs), and Foreigners are all eligible to apply for admission to the University. Admission to NRIs, PIOs, and foreign students will be granted on the basis of merit, determined by the University with the Executive Council's consent, based on the grades received in qualifying exams or admission tests;
- b. The office of the Registrar will confirm the admission following the verification of the applicant's eligibility documentation. All admissions will initially be considered provisional.
- c. Registrar office enroll the student by allotting him/her Enrolment Number after verify applicant's eligibility documentation

- d. The registrar office will cancel an applicant's admission if it is discovered at any point that the University does not recognize the candidate's qualifying examination or that the candidate has provided false or misleading information;
- e. All students must successfully complete a medical examination within four weeks after the date of their provisional acceptance. Those deemed medically unfit will not be allowed to enroll

## STATUTE-26

### THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. The University shall have Internal Quality Assurance Cell. It is to develop, plan, and supervise various initiatives that are necessary to increase the quality of the education offered at the University.
2. The Internal Quality Assurance Cell shall be formed as follows:
  - a. The Vice-Chancellor- **Chairman**
  - b. The Pro-Vice-Chancellor(s);
  - c. The Registrar;
  - d. Dean, Academic Affairs;
  - e. Deans of all the Schools;
  - f. Dean of Students' Welfare;
  - g. Dean Research and Development
  - h. Controller of Examinations;
  - i. One Nominee each from local society, Student and Alumni nominated by the Chancellor;
  - j. One Nominee each from Industry/Employers/Stakeholders to be nominated by the Chancellor;
  - k. One Member from Management
  - l. Three to eight faculty members to be nominated by the Vice Chancellor; Two students nominated by the Vice-Chancellor;
  - m. Director, IQAC - **Convener**
3. A minimum of five female members must be nominated in various categories.
4. With the exception of ex-officio members, each IQAC member will serve a one-year term that may be renewed for an additional year.
5. The IQAC will meet quarterly during the year and periodically report its progress to the Chancellor for his knowledge and direction.
6. The IQAC will provide a framework for its dependable functioning by optimizing the influence and contributions of its members.
7. The Internal Quality Assurance Cell shall have following function and duties:
  - a. Ensuring that academic, administrative, and financial activities are completed on time, effectively, and progressive.
  - b. To optimize and use contemporary teaching and learning techniques
  - c. To encourage institutional functioning strategies that aim to improve quality by internalizing best practices and a quality culture.
  - d. To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the University
  - e. Preparation of the Annual Quality Assurance Report for submission to NAAC.

- f. Institutional databases are created and maintained with the use of MIS with the goal of maintaining and enhancing institutional quality.
- g. Serving as the University's nodal agency for quality-related initiatives, such as adopting and sharing best practices.
- h. documentation of the different initiatives and actions resulting in improved quality
- i. Arranging seminars on quality-related topics, organizing workshops within and outside of institutions, and encouraging quality circles.
- j. Informational dissemination of the several higher education quality metrics.
- k. Setting up a system for parents, students, and other stakeholders to provide feedback on institutional procedures linked to quality and analyzing the results.
- l. Encouraging the development of an environment that is learner-centric and supportive of high-quality instruction, as well as the maturing of faculty members to embrace the technology and knowledge needed for interactive teaching and learning.

**STATUTE-27**  
**THE BOARD OF FACULTIES**

1. The composition of the **Boards of Faculties** in each school of study will be as follows:
  - a. The Dean of School- **Chairman**;
  - b. All the Heads of the Departments;
  - c. All the Professors of the School;  

Provided that a department does not have a professor, the senior most associate professor will serve as a Boards of Faculties member;

Provided further that if the department lacks an Associate Professor, an Assistant Professor can act as their representative until they appoint a Professor or Associate Professor;
  - d. One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in the School;
  - e. Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
  - f. Special Invitees may be invited to the Boards of Faculties meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.
  - g. A secretary to be appointed by the chairman with the prior approval of the Vice-Chancellor
2. All members of a board and ex-officio members shall hold office for a term of three years.
3. A meeting of the Planning Board will be held as per the following:
  - a. The Dean preside at the meetings of the Boards of Faculties.
  - b. A quorum of the Planning Board will be one-third of its members, including the chairperson. The meeting will be adjourned for thirty minutes if the quorum is not present. After 30 minutes, the meeting will reconvene at the same venue. For such a reconvened meeting, neither a quorum nor a notice will be required.
  - c. All decisions taken by the Boards of Faculties will be decided by the majority vote of the members present and voting; in the event of a tie, the Chairman's casting vote will be used to break the tie.
  - d. The Secretary will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled Boards of Faculties meeting by registered mail, hand delivery, email, or other.

- e. Provided that the Chairperson shall be authorised to call a special meeting of the Boards of Faculties at short notice.
  - f. The Chairman shall be authorised to exercise the powers vested in the Boards of Faculties in case of an emergency. The emergency decision taken shall be placed before the next meeting of Boards of Faculties for ratification.
4. The Powers & Duties of the Boards of Faculties shall be as follows:
- a. The Boards of Faculties will oversee and direct the many Departments of the School's academic, research, and other activities. It will also ;
  - b. to establish and facilitate interdisciplinary teaching and research; to organize examinations and periodic assessments in subjects coming under the Faculty's jurisdiction; to coordinate the teaching and research operations of the Institutes/Schools assigned to the Faculty;
  - c. to form committees or carry out research initiatives shared by several departments or colleges;
  - d. to submit the Board of Studies' proposals to the Academic Council for review;
  - e. consider and approve the decisions taken by the Board of Studies of a Department;
  - f. approve the names of the examiners in each subject that a department's board of studies recommends;
  - g. to carry out any additional duties that the Academic Council may specify;
  - h. The board will suggest plans for raising academic standards to the Academic Council;
  - i. Consider and approve the research proposals received from the Department before their submission to the Research Council.

## STATUTE-28

### BOARD OF STUDIES

1. The Board of Studies shall be constituted by the Chancellor in accordance with the provisions of the Act.

*Provided that the Board of Studies shall be reconstituted once every three (3) years.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Board of Studies before the expiry of its term.*

2. The Board of Studies shall be notified by the Registrar under his signature for information all concerned

In case Dean of the Faculty/Director of Institution/Centre is not present at any meeting, the senior-most member present shall act the Chairman of the meeting.

3. Every meeting of the Board of studies shall be presiding over by the Chairperson of the Board of Studies and in his absence by a member chosen by the meeting to preside on the occasion.
4. Board of studies shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.
5. Special meetings may be called by the Chairman at his own initiative or on a written request by at least 50% of the members of the Board of Studies.
6. In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and that the presence of all members, at whose request the Special meeting was called, will be essential.
7. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that matter could be disposed of by circulation among the members of Board of Studies he may issue necessary instructions to that effect.
8. Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. The rules of conduct of the meetings of the Board shall be prescribed by the Academic Council.
9. A Teacher of the University Department/Centre shall cease to be a member if he ceases to be a teacher of the concerned Department/Centre.
10. Subject to the overall control and supervision of the Academic Council, the functions of the Board of Studies in addition to the functions of the Board of Studies stipulated in the Act, the Board of Studies shall:
  - i. The Boards of Studies are responsible to Academic Council for all matters relating to the education, teaching and research in the Faculty/School/institution/center, including all examination matters.

- ii. To consider and where necessary take action on any matters which may be referred to it by the Academic Council.
- iii. To ensure that the curricula and syllabi of various programme offered by the university are periodically reviewed and continuously revised and updated.
- iv. To perform such other functions as may be assigned to it by the Academic Council, School Board or the Vice-Chancellor.

## **STATUTE-29**

### **BOARD OF APPOINTMENT**

1. The Board of Appointment shall be constituted by the Chancellor in accordance with the provisions of the Act.

*Provided that the Board of Appointment shall be reconstituted once every three (3) year.*

*Provided further that, the Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Board of Appointment before the expiry of its term.*

2. The Board of Appointment shall be notified by Registrar under his signature for information to all concerned.
3. Every meeting of the Board of Appointment shall be presided over by the Chairperson of the Board of Appointment and in his absence, Registrar shall preside.
4. In addition to the functions and duties of the Board of Appointment stipulated in the Act, the Board of Appointment shall exercise the power and perform the functions may delegate to them by the Court, Executive Council and Chancellor from time to time.

## **STATUTE-30**

### **PRE-UNIVERSITY EDUCATION COMMITTEE**

1. The Pre-University Education Committee functions under the overall supervision of the Controlling Authority which is vested with the Court of the University. The recommendations of all the Pre-University Education Committee are placed for approval before the Court of the University. The Pre-University Education Committee has various sub committees which are advisory in nature.
2. There shall be a Chairperson of the Pre-University Education Committee as may be appointed by Chancellor of the University for the period of three (3) years, who will be member of the Executive Council or Court. Director - Directorate of Pre-University Education is the Secretary of the Pre-University Education Committee. Head of the Department of Secondary Education, Head of the Department of Senior Secondary Education, Head of the Centre for Skill Development Training, the Deputy Director of the Directorate of Pre-University Education and the Deputy Controller of Examination (Pre-University) are members of the Pre-University Education Committee.
3. The Secretary shall keep proceedings of the meeting on record and custodians of all papers relating to the Pre-University Education Committee. Meeting of the Pre-University Education Committee shall be convened by the secretary on such date and at such time and place as may be fixed by the Chairperson of the Pre-University Education Committee.
4. Every meeting of the Pre-University Education Committee shall be presided over by the Chairperson of the Pre-University Education Committee and in his absence Vice-Chancellor or his nominee shall preside.
5. Pre-University Education Committee shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.
6. The functions and duties of the Pre-University Education Committee shall be as follows:
  - a. To develop the curriculum for all the subjects in academic and vocational streams at the Pre-University certificate levels;
  - b. To develop support material for the guidance of the teachers and students, to prescribe or publish text books for Pre-University education;
  - c. To define appropriate approaches of Pre-University education activities to provide stress free, student centered and holistic education to all children without compromising on quality;
  - d. To analyses and monitor the quality of Pre-University education by collecting the feedback from different stakeholders;
  - e. To recommend registration of Community Colleges established or to be established by the non-governmental organizations on the basis of recommendation of the Inspection Committee duly constituted by the Vice-Chancellor;

- f. To prescribe standard requirements in respect of staff, buildings, furniture, equipment, stationary and other thing required for Pre-University education;
  - g. To prescribe the general conditions governing admission of regular and external students to the final examinations and to specify the conditions regarding attendance and character, on the fulfillment of which a students shall have right to be admitted to and to appear at any such Pre-University examinations;
  - h. To demand and receive such fee as may be prescribed, from Community Colleges registered with University;
  - i. To develop norms for implementation of various Pre-University education activities including quality issues; to control and coordinate the implementation of Pre-University education programs of the university;
  - j. To conduct correspondence and other non-formal courses leading to Pre-University examination through variety of media including open school system.
  - k. To recommend the rule for purpose of carrying into effect the provisions of this Statute;
  - l. To make guidelines relating to Pre-University education, matters such as procedure to be followed by the students, Community Colleges registered with University;
  - m. To adapt and innovate methods to achieve academic excellence in conformity with psychological, pedagogical and social principles;
  - n. To propose plans to achieve quality benchmarks in Pre-University education consistent with the National goals;
  - o. To organize various capacity building and empowerment programs to update the professional competency of teachers;
  - p. To recommend paper setters, translators, examiners, moderators, supervisors and other necessary personnel for conducting the Pre-University examination, for evaluation of students' performance and for compiling and release result in accordance with such instructions as the Academic Council may from time to time issue;
  - q. To open Centre in and outside the country for the Pre-University examination conducted by it;
  - r. To exercise such other powers and perform such other duties as may be conferred or imposed on it by Court;
  - s. To do all such acts and things as may be necessary to carry out the purpose of this statute.
7. The Pre-University Education Committee shall organize and offer Pre-University Education in the University. The decisions of the Pre-University Education Committee will be consistent with the overall academic agenda set by the Academic Council. In case the decisions of the Pre-University Education

Committee are not consistent with such overall academic agenda, the Academic Council will have the powers to review and modify such decisions.

8. The Pre-University Education Committee shall consult with the Executive Council on any such matters, which will have a direct impact on administration, and management of the University before deciding upon it. Further, the Registrar shall facilitate the process of consultation with the Executive Council for the purpose of this clause.
9. Three members of the Pre-University Education Committee shall form the quorum for the meeting.
10. The Chancellor is empowered to remove the Chairperson of Pre-University Education Committee, by order in writing on grounds of willfully omits or refuses to carry out the provisions of the Act, Statutes, Regulations or abuses the powers vested on him, or misbehaves or mismanaged or his conduct involves moral turpitude or if it otherwise appears to the Chancellor that the continuance of the Chairperson in the office is detrimental to the interest of the University.
11. The Chancellor may suspend the Chairperson of Pre-University Education Committee during enquiry depending upon the seriousness of the charges as it deems fit.

### **STATUTE-31**

#### **OTHER AUTHORITIES**

1. The Court shall have powers to appoint such other authorities for such purpose may deemed fit with the approval of the Sponsoring Body.
2. The other authorities as and when constituted shall be notified by the Registrar under his signature for information all concerned.
3. The other authorities shall exercise their powers and functions subject to the provisions of the Act, the Statutes and the terms of reference.

## **STATUTE – 32**

### **CONSTITUTION OF COMMITTEES**

1. The Chancellor or Vice-Chancellor shall have the power to appoint committees.
2. Subject to the provisions of the Act, the Statutes, the terms of reference and any other instructions of the Chancellor or the Chancellor, the Committee so appointed shall exercise their powers and functions within the delegated authority.
3. If he deem fit, the Chancellor shall have the power to reconstitute such committee.
4. Such Committee shall be automatically dissolved on completion of the tenure or by the express order of the dissolution by the Chancellor.

## **STATUTE-33**

### **RULES OF BUSINESS OF AUTHORITIES & COMMITTEES**

1. The authorities of the University may make Rule, consistent with the Act, the Statutes and the Regulations, for the conduct of their own business and that of the Committees, if any, appointed by them and not provided for by the Act, The Statutes or the Regulations, in the manner prescribed as under:
  - a. adopt a terms of reference to define the scope and extent of their powers and functions;
  - b. frame and adopt the Rules of procedures which will govern the exercise of their powers and functions.

## **STATUTE-34**

### **RESIGNATION**

Any member, other an *ex officio* member, of the Court, Executive Council, the Academic Council, Finance Committee or any other authority of the University or any Committee of such authority may resign by letter address to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

## **STATUTE-35**

### **DISQUALIFICATIONS**

1. A person will be deemed ineligible to serve on any University authority committee and to be elected to such a position.
  - a. whether he has contagious leprosy, is deaf-mute, or is mentally ill;
  - b. If he is an uncharged insolvent;
  - c. if he has been found guilty by a court of law of a crime involving moral turpitude and has been given a minimum six-month prison sentence as punishment.
2. Any dispute regarding whether an individual is or was subject to any of the disqualifications listed in subsection (I) will be referred to the Chancellor for decision-making. The Chancellor's decision will be final, and no lawsuit or other legal action will be allowed to challenge it in any court of law.

## **STATUTE-36**

### **MEMBERSHIP OF AUTHORITIES BY VIRTUE OF MEMBERSHIP OF OTHER BODIES**

Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of particular authority or body or as the holder of particular appointment shall hold such offices or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as case may be.

## **STATUTE-37**

### **DELEGATION OF POWERS**

Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate in writing, his or its powers to any officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of powers so delegated shall continue to vest in the officer or authority delegating such powers.

## STATUTE – 38

### BENEFACTIONS, DONATIONS AND GIFTS

1. The University may receive benefactions, donations and gifts from persons and out of the same, or in consideration of the same, may established chairs in the names suggested, or name institutions, buildings or sponsor fellowships, scholarships, awards, prizes, subject of the conditions prescribed below:
2. **Establishment of Chairs**
  - a. A Chair may be established by the government, public sector undertaking, autonomous organizations, universities, trust, societies, memorial committees or similar organizations or an individual for the furtherance of the objects of the university.
  - b. The organizations or individual or individuals intending to establish the chair may establish the chair in the name of any person on eminence at the national and/or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
  - c. The establishment of the chair and the name in which it is proposed to be established will require the approval of the Court.
  - d. In furtherance of the objective of the established of a chair, the university:
    - i. Shall appoint a professor in the appropriate discipline in the manner and terms and conditions laid in the MoU approved while establishing the Chair.

*Provided further that the appointment of the professor occupying the chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three (3) years in the first instance.*
    - ii. May institute in the relevant areas of studies pertaining to the objective of the establishment of the chair, specified research fellowship, at the time of establishment of the chair.
    - iii. May establish and/or augment laboratory and library facilities depending upon the requirement of research studies associated with the establishment of the chair.
    - iv. May also engage supporting staff essentially required for realizing the objectives of the establishment of the chair.
    - v. May also procure essential raw material and consumables in furtherance of the objectives of establishment of the chair.
  - e. The establishment of the chair shall require one time donation of not less than 100 lakh by the donor, which can be supplemented subsequently at his/their discretion.
  - f. The amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible.

3. **Naming of the institutions buildings or academic block etc.**
  - a. The organizations or individual intending to name a community college, laboratory, library, workshop or a computer centre etc. could propose the name of any person of eminence at the national and/or international levels in the field of education, science, social science, art, literature, sports or any other field, which in the opinion of Court have contributed or may contribute to human progress and happiness.
  - b. The value of the benefactions made, shall however commensurate with the total worth of the asset proposed to be named and shall not be below Rs. 100 lakh, one time in any case.
4. **Sponsoring of Scholarships, award/prizes etc.**
  - a. The organization or individual intending to sponsor a fellowship, scholarship/stipend or award/prize in the name of individual, will be required to deposit an endowment with the university, whose annual income shall be utilized for the payment of fellowships, scholarship, awards/prizes etc.
  - b. The value of the endowment should be such that its annual income in case of fellowship should be at least 2.5 lakh, in case of scholarship ₹ 12000 and in case of awards/prizes ₹ 5000.
  - c. The detailed terms and conditions for fellowships, scholarships, awards/prize shall be such as laid down in the MoU for each case.

## STATUTE-39

### TRAVELING AND HALTING ALLOWANCE

1. These Statutes shall apply to:
  - a. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice-Chancellor;
  - b. Officers and employees (teaching and non-teaching) of the University.
2. Traveling and Halting Allowance shall be applicable as per the Government Rules to the following categories as below:
  - a. Members of Authorities, Members of Committees appointed by the authorities.

The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the Rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and Regulations of T.A. claim as per the order issued on the subject from time to time.

*Provided that the Vice-Chancellor may grant traveling and halting allowance at any other rate or rates in special cases, if necessary.*

- b. Members of the authorities, other than the employees of the University who reside at Headquarters, shall be entitled to traveling allowance for attending meetings of authorities or Committees as per Rules of State Government.
- c. Vice-Chancellor
  - (i) Journey by Rail: Air-conditioned.
  - (ii) Journey by Air: Economy Class
  - (iii) Rate of road mileage: Actual fare as per Rules of State Government.
- d. Other Employees of the University

The entitlements for traveling/halting allowances for the members of the staff will be applicable as per University Rules with prior permission of the competent authority.

### 3. **General**

- a. A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc.) or when he is to proceed on field work or accompany students on educational tour/fieldwork. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

**Note:** *In the case of congresses/conferences/seminars, approval of the Vice-Chancellor shall be obtained. The Deans may sanction field*

*work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.*

- b. The Chief Rector, Registrar, Finance Officer and Controller of Examination may approve the tour program in the case of staff working with them. In case of tour programme of the Pro-Chancellor, Chief Rector, Registrar, Finance Officer and Controller of Examination shall be got approved by the Chancellor of the University.
- c. Tour programme of the Pro-Vice-Chancellor, Director of the School/Directorate and Dean of the Faculty and other employees shall be got approved by the Vice-Chancellor of the University.
- d. When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- e. When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. He will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- f. A person compulsorily recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice-Chancellor.
- g. A teacher attending conference/seminar/workshop etc. with the financial assistance under the scheme "Unassigned Grants" of University Grants Commission, Rules of Unassigned Grants shall be followed.
- h. In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
  - i. A person who is nominated or elected as Chancellor or Chairperson of the Conference/meeting/Section etc.
  - ii. A person whose paper has been accepted for presentation at the Conference/Seminar.
  - iii. The traveling allowance shall not exceed the actual traveling expenses and halting allowance that they may be paid in special case to the participants shall be decided by the Vice-Chancellor.
  - iv. On educational tour/fieldwork trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway Regulations, by the class to which the person is entitled according to his grade.

- v. The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty (30) days. A second advance is not permissible except under special sanction of the Vice- Chancellor, until account has been given of the first advance.
- vi. The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be returned immediately. Unless permitted by the Vice-Chancellor, the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within two (2) months from the date on which they become due.
- vii. Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA Regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- viii. The Registrar, Finance Officer and Controller of Examination shall be controlling officers in the case of the staff working with them. Vice-Chancellor shall be the controlling officer for all other employees of the University.
- ix. It is the duty of a Controlling Officer before signing or countersigning a traveling allowance bill to:
  - a. To see that the halt has not been unnecessarily or unduly protracted;
  - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
  - c. To observe any other instructions which the Registrar or the Vice-Chancellor may give for his guidance. The Controlling Officer may disallow any claim that, in his opinion, does not fulfill the above conditions.
- x. The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms from his headquarters when a staff car/University conveyance is not made available and no traveling is admissible.

4. Rules in this regard shall be as prescribed by university issued and amended from time to time.

**Note 1:** The reimbursement of conveyance hired shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hiring charges may be reimbursed on the certificate of the Chief Finance Officer, Directors, Controller of Examination and

Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

**Note 2:** Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty, which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

**Note 3:** In the case of a person less than in rank to Executive or equivalent, conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.

**Note 4:** When a person travels a class lower than that he is entitled; he shall be entitled to the reimbursement fare of the class actually used.

The entitlements for DA for the members of the staff will be applicable as per University Rules with prior permission of the competent authority. **Anything, which is not contained in this statute, may be dealt with as per Rules of State Government, as amended from time to time.**

## **STATUTE-40**

### **ESTABLISHMENT OF FACULTY, DEPARTMENT AND DIRECTORATE**

1. Section 27(B) of THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Tripura Act 3 of 2023) empowers the University to establish Faculty, Centre and Department in the University to provide instruction and training in all such branches of knowledge or learning and to make provision for research, advancement and dissemination of such knowledge. The following Faculties, Centre, Departments, Institutes under each Schools/Directorates are being created:

#### **(a) DIRECTORATE OF PROFESSIONAL COMMUNITY COLLEGE**

#### **(b) DIRECTORATE OF OUTREACH**

- i. Department of Industry Integrated Education and Research
- ii. Department of Exchange Education
- iii. Centre of Executive Education
- iv. Centre of External Students
- v. Centre of Corporate & International Relations

#### **(c) DIRECTORATE OF PRE-UNIVERSITY EDUCATION**

- i. Department of Secondary Education
- ii. Department of Senior Secondary Education
- iii. Centre for Skill Development Training

#### **(d) DIRECTORATE OF ONLINE EDUCATION & TRAINING**

- i. Centre of Flexible Learning
- ii. Centre of Corporate Training
- iii. Centre of Continue Education

#### **(e) INSTITUTE OF RESEARCH & INNOVATIONS (IRI)**

#### **(f) SCHOOL OF BUSINESS AND MANAGEMENT SCIENCE**

- i. Faculty of Management Science
- ii. Faculty of Banking & Insurance
- iii. Faculty of Accounting & Finance
- iv. Faculty of Tourism & Hospitality Management
- v. Faculty of International Trade, Business & Finance
- vi. Centre for Entrepreneurship & Innovation
- vii. Centre for Corporate Social Responsibility & Corporate Governance
- viii. Centre for Event, Trade Fair & Exhibition Management
- ix. Centre for the Promotion of Ecological, Adventure, Health & Cultural Tourism

**(g) SCHOOL OF HUMANITIES AND LANGUAGES**

- i. Faculty of English & European Languages
- ii. Faculty of History, Culture & Archaeology
- iii. Faculty of Philosophy & Human Values
- iv. Faculty of Linguistics & Etymology
- v. Faculty of Library & Information Science
- vi. Faculty of Geography
- vii. Faculty of Hindi & Indian Languages
- viii. Centre for Comparative Religion & Civilization
- ix. Centre for Indo-Tibet and Chinese Studies
- x. Centre for Communication and Language Lab

**(h) SCHOOL OF BASIC & APPLIED SCIENCES**

- i. Faculty of Computer Science & Informatics
- ii. Faculty of Structural Biology
- iii. Faculty of Plant Sciences
- iv. Faculty of Biochemistry & Molecular Biology
- v. Faculty of Chemistry & Chemical Sciences
- vi. Faculty of Physics & Astronomical Science
- vii. Faculty of Mathematics
- viii. Faculty of Statistics & Actuarial Science
- ix. Faculty of Geology
- x. Faculty of Zoology
- xi. Faculty of Microbiology
- xii. Centre for Inter-disciplinary Research in Basic Sciences
- xiii. Centre for Computational Biology & Bioinformatics
- xiv. Centre for Human Biological Chemistry & Genetics

**(i) SCHOOL OF EMERGING TECHNOLOGIES**

- i. Faculty of Biotechnology & Genome
- ii. Faculty of Nanoscience & Materials
- iii. Faculty of Telecommunication Engineering
- iv. Faculty of Energy Studies
- v. Faculty of Natural Resources
- vi. Faculty of Earth & Environmental Science
- vii. Faculty of Atmospheric & Planetary Sciences
- viii. Faculty of Sustainable Technology

- ix. Centre for Climate Change, Oceanic Sciences & Glacier Studies
- x. Centre for Hydrological Sciences & Hydro Energy
- xi. Centre for Natural Resource Management & Human Ecology
- xii. Centre for Biomedical Engineering & Bio-Engineering

**(j) SCHOOL OF ENGINEERING AND TECHNOLOGY**

- i. Faculty of Computer Engineering & Robotics
- ii. Faculty of Civil & Environmental Engineering
- iii. Faculty of Mechanical & Aerospace Engineering
- iv. Faculty of Automobile Engineering
- v. Faculty of Electrical Engineering & Energy Technology
- vi. Faculty of Chemical Engineering & Chemical Technology
- vii. Faculty of Electronics & Communication Engineering
- viii. Faculty of Instrument Engineering
- ix. Centre for the Development of Multimedia Systems
- x. Centre for Earthquake Sciences & Engineering

**(k) SCHOOL OF MEDICAL SCIENCES**

- i. Faculty of Medical Sciences
- ii. Faculty of Homeopathic Medicine
- iii. Faculty of Dental Sciences
- iv. Faculty of Ayurveda & Unani Medicine

**(l) SCHOOL OF HEALTH AND ALLIED SCIENCES**

- i. Faculty of Pathology & Diagnostics
- ii. Faculty of Physiotherapy
- iii. Faculty of Oriental and Integrated Medicine
- iv. Faculty of Rehabilitation Sciences
- v. Faculty of Optometry
- vi. Faculty of Pharmaceutical Sciences
- vii. Faculty of Nursing & Patient Care
- viii. Centre for Hospital & Healthcare Management

**(m) SCHOOL OF EDUCATION AND SPORTS**

- i. Faculty of Education
- ii. Faculty of Physical Education
- iii. Faculty of Vocational Teacher Training
- iv. Faculty of Early Childhood Education
- v. Faculty of Special Education

- vi. Centre for Sports Medicine
- vii. Centre for Sports Physiotherapy
- viii. Centre for Educational Technology & Innovation

**(n) SCHOOL OF LAW AND JURIDICAL SCIENCE**

- i. Faculty of Criminology and Forensic Science
- ii. Faculty of Legal Studies
- iii. Centre for Post Graduate Legal Studies
- iv. Centre for the Study of Cyber Law & Cyber Crimes
- v. Centre for the Study of WTO, WIPO & IPR related Laws
- vi. Centre for Human Rights
- vii. Centre for Environment Law
- viii. Centre for Corporate & Taxation Law

**(o) SCHOOL OF AGRICULTURE & ANIMAL SCIENCES**

- i. Faculty of Agriculture Engineering & Technology
- ii. Faculty of Horticulture & Floriculture
- iii. Faculty of Nutrition & Food Technology
- iv. Faculty of Animal Sciences
- v. Faculty of Poultry Science
- vi. Faculty of Dairy Science
- vii. Faculty of Rural Development
- viii. Faculty of Fisheries Science

**(p) SCHOOL OF FINE ARTS & ART EDUCATION**

- i. Faculty of Performing Arts
- ii. Faculty of Visual Arts
- iii. Centre for Popularization and Preservation of Tripura Language, Art, Culture & Handicrafts

**(q) SCHOOL OF PLANNING, ARCHITECTURE & DESIGN**

- i. Faculty of Architecture
- ii. Faculty of Interior Design
- iii. Faculty of Planning
- iv. Faculty of Design
- v. Centre for Urban Renewal and Architectural Conservation

**(r) SCHOOL OF SOCIAL SCIENCE**

- i. Faculty of Economics & Public Policy
- ii. Faculty of Political Sciences & International Relations

- iii. Faculty of Public Administration & Public Systems Management
- iv. Faculty of Sociology & Social Anthropology
- v. Faculty of Social Work
- vi. Faculty of Psychology & Behavioral Sciences
- vii. Faculty of Family & Community Sciences
- viii. Centre for Peace Studies & Conflict Resolution
- ix. Centre for South Asian Studies
- x. Centre for Defence & Strategic Studies
- xi. Centre for the Study of Social Exclusion & Inclusive Policies
- xii. Centre for Women Studies
- xiii. Centre for Dalit & Minority Studies
- xiv. Centre for Rural and Tribal Studies

**(s) SCHOOL OF JOURNALISM & MASS COMMUNICATION**

- i. Faculty of Journalism and Creative Writing
- ii. Faculty of Mass Communication & Electronics Media
- iii. Centre for Photography, Films & Television
- iv. Centre for Advertising and Marketing Communication

**(t) SCHOOL OF PHARMACY**

- i. Faculty of Pharmacology and Pharmaceutical Sciences
- ii. Faculty of Clinical Pharmacy
- iii. Faculty of Pharmaceutical and Health Economics
- iv. Faculty of Regulatory and Quality Sciences

- 2. Such other Faculties, Centre, Institutes and Department as may be established under each School or Directorate from time to time by the Executive Council with the prior approval of the Court.
- 3. The Executive Council shall have power to reconstitute Faculties or add new Faculty or delete any Faculty or to rearrange Departments or add new Departments or delete any Department as and when it deems necessary to achieve higher excellence with the prior approval of the Court.
- 4. The Executive Council shall, within the limits of economic capacity and development of the University, take effective steps to establish Centres, Faculties and Schools specified in these Statutes.
- 5. The Academic Council, after examining each proposal for the introduction of a new programme from the point of view of its desirability and viability and the broad objective of the University as set forth in its Act shall make suitable recommendations to the Executive Council of the University.

6. The Executive Council shall have powers to determine from time to time, after considering recommendations of the Academic Council, the subjects for teaching posts should be instituted and the several terms and conditions subject to which teaching posts should be instituted.
7. The Executive Council shall have power to suspend or abolish any teaching post after receiving report from the Academic Council thereon.
8. The University's teaching Schools/Directorate will have the following hierarchy, namely:
  - a. Each School/Directorate shall be headed by a Director.
  - b. Each School/Directorate will have various Faculty of Studies/Centre of Studies - which will be headed by a Dean.
  - c. Faculty of Studies/Directorate will have various Departments - which will be headed by a Head of Department (HoD).
  - d. Each Faculty of Studies/Department will have Professors, Associate Professor and Assistant Professor, other teaching staff, Technical staff and lab assistants as per requirements.
  - e. Each School shall have a School Board duly constituted by Vice-Chancellor as per University Rules. The term of the Office of a member shall be of three (3) years. The Rules of the conduct of meetings of the Board shall be prescribed by the Vice-Chancellor from time to time. The quorum for the meeting of the Board shall be one-third of its total members.
  - f. The School Board shall, subject to the overall supervision of the Academic Council of the University, perform the following functions:
    - i. To prescribe the qualifications for and procedures for admission of candidates to the various Programs of Studies in the Faculties/Centers of the School;
    - ii. To co-ordinate the teaching and research work in the Faculties/Centres in the School;
    - iii. To consider and approve subjects for research for various degrees and other requirements of research degrees, as recommended by the Board of Studies;
    - iv. To constitute committees to organize the teaching work in subjects or areas which do not fall within the sphere of any Faculty of Studies/Centre in the School and to supervise the work of such committees;
    - v. To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Faculties/Centres or committees mentioned in clause (iv) above;
    - vi. To consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;

- vii. To frame general Rules and guidelines for the evaluation of continuous internal assessment including the Counseling Activities & Tutorials (CAT), assignments, quizzes, sessional work, Mid-Term and End-Semester Examinations;
- viii. To consider and act on any proposal regarding the welfare of the students of the School;
- ix. To perform all other functions which may be prescribed by the Act, the Statutes and the Regulations, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice -Chancellor; and
- x. To delegate to the Director, or to any other member of the School Board or to a Committee such powers, general or specific, as may be decided upon by the School Board from time to time.

9. **Meetings of the School Board**

- a. The Board shall hold at least two ordinary meetings in an Academic year, one in each semester.
- b. The Director may convene special meetings of the Board at his own initiative or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

10. **Quorum**

- a. The quorum for the meeting of the Board shall be one-third of its total members.

11. **Notice**

- a. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.
- b. The Dean may convene emergency meeting of the Board at short notice.

12. **Rules of Business**

- a. Rules to conduct of the meetings shall be as prescribed by Academic Council in this regard.

## STATUTE-41

### MODE OF LEARNING

The University will impart education with the help of following modes:

1. **Full Time Education** mode of Learning is the system of imparting education by interacting directly with the professor and other students in the University Headquarter or Main Campus or Off Campus Centers or Community College or Centre of Excellence or Approved Institutions.
2. **Part Time Education** mode of Learning is the system of imparting education specifically in the daily evening or early morning classes. Part time mode of learning that offers to an opportunity to students, join a Partner organization as Trainee and work in it from the very beginning of Professional Level programme. Student will work part time and will also be paid a substantial stipend to student for efforts. During traineeship, student will be continuously guided, evaluated and mentored by Industry Integrated Learning Centre's trainers and industry professionals. Thus, the programme will not only provide student with a hands-on work based learning opportunity but also a direct experience of the rigour of a real work environment. It ensures that you emerge from THE ARYAVART INTERNATIONAL UNIVERSITY as a seasoned professional ready to meet the challenges in the global business. The Traineeship Advantage will empower students with a head start in the career and obtain a secure placement at the end of the program. An example of Industry Integrated learning is going to the zoo and learning through observation and interaction with the zoo environment, as opposed to reading about animals from a book.
3. **Research Based Program:** Upon satisfactory completion of the course work, which shall form part and parcel of the Research Program, the Scholars shall undertake research work in the University or approved Research Centre under effective supervision of the assigned Research supervisor. The Research Scholar must submit a Thesis or Dissertation consisting of a suitable body of original academic research, which is in principle worthy of Publication in a peer-refereed context within a reasonable time, as stipulated by the University. The Thesis produced by the Research Scholar and submitted to the University shall be evaluated by at least two experts, out of which one shall be from outside the State. On receipt of satisfactory evaluation report, the Research Scholar undergoes a public viva-voce examination, which is to be openly defended.
4. **Online Learning** is a mode of delivering education and instruction by using technology, often on an individual basis, to students who are not physically present in a traditional setting such as a classroom. Online learning provides "access to learning when the source of information and the learners are separated by time and distance, or both". Online Learning includes numerous types of media that deliver text, audio, images, animation, and streaming video, and includes technology applications and processes such as audio or video tape, satellite TV, CD-ROM, and computer-based learning, as well as local intranet/extranet and web-based learning.

5. **Independent Study:** a person interested in seeking admission to appear in the examination of any certificate or diploma or degree program as an external students, without having pursued the prescribed course of study in the University, provided they are otherwise eligible for admission under the Regulation.
6. **Regular Weekend Education** for working professionals that are designed to provide timely learning interventions that help them up skill and progress in their careers, while impacting the organizations that they operate in. The focus of all activities at Executive Education Centres is to give participants the perspectives required to revolutionize the way an enterprise achieves its objectives. Executive Education Centres having state-of-the-art classrooms, computer center and library are equipped to be the melting pots of a host of different viewpoints and ideas. ***The Student is at Once, a Regular Student as well as Full time Employee.***
7. **Open Education** is an "Open School" to cater to the needs of a heterogeneous group of learners up to pre-degree level. The National Policy on Education suggested strengthening of Open School System for extending open learning facilities in a phased manner at secondary level all over the country as an independent system with its own curriculum and examination leading to certification. Consequently, THE ARYAVART INTERNATIONAL UNIVERSITY set up the Directorate of Pre-University Education to register, examine and certify students registered with it up to pre-degree level courses.

## STATUTE-42

### TRANSFER OF CREDIT

1. This Statute is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/ educational institutions; and (b) acceptance of credits earned by a students from other Universities.
2. In the absence of a national qualification framework and credit transfer scheme, THE ARYAVART INTERNATIONAL UNIVERSITY can create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.
3. As regards acceptance of credit transfer from other Universities, an Individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.
4. This Statute is aimed at prescribing:
  - a. Procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
  - b. Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.
5. **Facilitation for Transfer of Credits to other Universities/educational institutions**
  - a. The University shall facilitate transfer of credits earned by students to other Universities/educational institutions.
  - b. A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the University from time to time, to the Controller of Examination.
  - c. The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.
6. **Policy and Procedure for accepting Credit Transfer from other Universities**
  - a. The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:
    - i. Universities recognized under Section 2(f) or 3 of the UGC Act;

- ii. Members of the Association of Indian Universities. or
- iii. Such foreign University, the Courses/Programs of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities.
- iv. Indian Institutes of Technology (IIT)
- v. Indian Institutes of Management (IIM)
- vi. National Institutes of Technology (NIT)
- vii. Indian Institutes of Science (IIS)
- viii. Indian Institutes of Science Education and Research (IISER)
- ix. Indian Institutes of Information Technology (IIIT)
- x. Schools of Planning and Architecture (SPA)
- xi. All India Institute of Medical Sciences (AIIMS)
- xii. Such Indian or Foreign University/educational institution/research institution with which the University has signed an MoU for students and faculty exchange.
- xiii. Any other University/ educational institution/ research institution that have been recognized and approved for the purpose of credit transfer by the Academic Council of the University.

**7. Request for Acceptance of Transfer of Credits shall:**

- a. be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and Regulations governing admission in the University;
  - b. have to be made by the student concerned within 15 days from the date of his admission in the University;
  - c. have to be made in the prescribed format and along with the fees as prescribed by the University from time to time;
  - d. have to be supported by such documents as may be prescribed by the University.
8. Director of the School/Directorate concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits.
9. The maximum credits that can be accepted for transfer shall not exceed 45% of the total credits required for the completion of the Programme of study in which a student has been admitted.
10. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least 'B' grade or GPA of 2 or 50% marks, as the case may be. In case if a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his preference for credit transfer. However, the decision of the Director of School/Directorate concerned in this regard shall be considered as final.

11. The credit equivalence for accepting credit transfer shall be determined as under:
  - a. for credit earned by students from Universities that have the credit system in place, a Coursework requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
  - b. for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and
  - c. for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 2 hours per week it shall be considered as equivalent to 2 credits of the University.
12. The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfillment of the required Course work. In such cases:
  - a. The student shall be required to obtain prior approval of the Director of the School/Directorate;
  - b. The Courses can be undertaken only in the institutions specified by University from time to time; and
  - c. The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 45% of the total credits prescribed for the successful completion of the programme of study.
  - d. In special cases, the Academic Council may consider for the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 65% of the total credits prescribed for the successful completion of the programme of study.

## STATUTE-43

### CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

1. Teachers of the University mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution established or maintained or recognized by the University and are designated as teachers by the Statutes.
2. A teacher of the University shall be a whole-time salaried employee of the University and shall devote his whole time to the University and does not include honorary, visiting, part-time and ad-hoc teachers. However, teachers may engage in consultancy work as per UGC guidelines with prior approval of the Executive Council.

*Provided that nothing contained in this statute shall apply to the work undertaken in connection with the examination of Universities or learned bodies or to any literary work or publication or radio/television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.*

3. No whole-time salaried teacher of the University shall engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines with prior approval of the Executive Council.

**Explanation:** For purpose of this statute, "teacher" means a whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.

#### 4. **Nature of Duties**

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Regulations framed there under, for the time being in force, whether the same relate to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

#### 5. **Period of Probation**

Teachers shall be appointed on probation ordinarily for a period of twelve (12) months, but in no case shall the total period of probation exceed twenty four (24) months.

*Provided further that the condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of Statute.*

#### **Explanation:**

*The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of twenty-four*

*(24) months from the date of his appointment but not earlier than twenty-one (21) months from that date.*

**6. Confirmation**

- a. It shall be the duty of the Registrar to place before the Executive Council in the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.
- b. The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four (24) months in all.
- c. In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four (24) months' period of his/her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty (30) days before the expiration of that period.

*Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.*

**7. Increment**

Every teacher shall be entitled to increment in his scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his written representation.

**8. Age of Retirement**

- a. Every teacher confirmed in the service of the University, shall continue in such service until he attains the age of superannuation i.e. 65 years or as prescribed by the UGC from time to time.
- b. Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Faculties/Department/Centre.

**9. Variations in Terms and Conditions of Service**

Every teacher shall be bound to act in conformity with the Statutes, Regulations and Rules of the University as well as a code of professional ethics as may be formulated by the University from time to time.

**10. Professional Code of Conduct**

- a. Every teacher of the University shall abide by the Code of Conduct framed by the University from time to time and the following lapses would constitute misconduct on the part of a University teacher.
  - i. Any lapses in performing his duties as assigned by the university from time to time.

- ii. Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
  - iii. Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects or any other such actions which are against the interest of the university.
  - iv. Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
  - v. Indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term.
  - vi. Gross partiality in assessment of students, deliberately over-marking/under marking or attempts at victimization on any grounds.
- b. The Executive Council shall have power, upon sufficient cause shown and after due inquiry, by a resolution approved by not less than two-thirds of the members of the Executive Council, to suspend any teacher of the University from Office and from emoluments thereof in whole or in part for any period not exceeding one (1) year, or to require him/her to retire, or to deprive him of office, and during the suspension of any teacher to make provision for his work;

*Provided no such sentence of suspension, etc., shall have effect until approved by the Chancellor.*

#### 11. **Resignation**

A whole-time salaried teacher may, at any time, terminate his contract by giving the University six (6) months' notice in writing or on payment to the University of six (6) months' salary in lieu thereof. The notice period shall be one (1) month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

*Provided that the Court may waive the requirement of notice at its discretion.*

#### 12. **Contract**

The written contract between a teacher and the University required to be entered in the form prescribed by the Court from time to time.

#### 13. **Special contracts**

Notwithstanding anything contained in these Statutes, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

*Provided that no appointment shall be made under this clause for a period exceeding three (3) years at a time.*

14. **Fixation of Pay of Re-employed Pensioners**

As per the State Government Rules issued from time to time.

15. **Teaching Days, Work Load And Leave Rules**

The Rules and conditions governing number of teaching days, work load and leave Rules shall be as prescribed by the Executive Council from time to time as per UGC guidelines.

16. **Promotion through Career Advancement**

The Executive Council shall prescribe the promotion through career advancement of Assistant Professors/Associate Professors/Professors/other Academic Staff in the university from time to time.

17. ***Anything, which is not contained in this Statute, may be dealt with as per Rules of UGC Regulations, as amended from time to time.*** The other conditions of service for teachers will be as per university Rules and Regulations and as amended from time to time.

## **STATUTE-44**

### **THE TERMS AND CONDITIONS OF THE APPOINTMENT OF HONORARY PROFESSORS, EMERITUS PROFESSORS, VISITING FELLOWS AND PROFESSORS**

#### **HONORARY PROFESSOR**

1. The Executive Council may appoint any outstanding scholar or eminent person, whose association with the University would help furtherance of the academic activities of the university as an Honorary Professor for a period of three (3) years; the period may, however, be extended for a period of two (2) year only once.
2. The Director of the School concerned, in consultation with his colleagues in the Faculty/Centre/Department may propose to the Vice-Chancellor the appointment of a person as Honorary Professor and the Vice-Chancellor may, after satisfying himself, recommend the appointment to the Academic Council and the appointment will be made by the Executive Council on the recommendation of the Academic Council.
3. No person shall be appointed or continued as Honorary Professor on his attaining the age of 70 years.
4. An Honorary Professor shall be expected to be associated with the normal academic activities of the Faculty/Centre/Department to which he is attached. He shall, however, not be a member of any Committee of the Faculty/Centre/Department or of the University. An Honorary Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.

#### **VISITING FELLOWS**

5. Eminent scholars/Industrialist who have made outstanding contribution in one or more fields of study covered at the University may with the approval of the Executive Council be invited as Visiting Fellow by the Vice-Chancellor for a period not exceeding four (4) months but not less than two (2) weeks in a year to deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University.
6. A Visiting Fellow may be paid an honorarium and provided with hospitality as the case may be in accordance with the following criteria:
  - a. A Visiting Fellow, not receiving salary from the parent institution, will be paid as in the case of Visiting Professors.
  - b. A Visiting Fellow, receiving salary from the parent institution, will be paid consolidate amount as per Rules of the University with free accommodation.
7. A Visiting Fellow from outside the country may be paid economy class airfare both ways by direct route provided the duration of the visit is at least two (2) months. A Visiting Fellow from within the country will be paid traveling allowance as per Rules of the University.

8. Besides academics, eminent persons in other fields such as industry, trade, business, journalism, music, literature, visual and performing arts, etc. who may be interested in associating themselves with the University, could also be invited as Visiting Fellow as per Rules.

### **EMERITUS PROFESSOR**

9. The Executive Council may, after the retirement confer the title of Professor Emeritus on a Professor of the University who has retired from this University after a total service of at least fifteen (15) years, including at least seven (7) years of service as Professor in the University.
10. The Vice-Chancellor may recommend to the Academic Council the conferment of the title of Professor Emeritus and on the recommendations of the Academic Council; the Executive Council may confer the title.
11. The title of Professor Emeritus will be conferred only on scholars who have made outstanding contribution to their subject by their published research work and teaching.
12. A Professor Emeritus may pursue academic work within the framework of the school to which he is attached. He will not be provided with any special facilities like a personal office or an independent laboratory nor will he be a member of any Committee of the School of the University.
13. Emeritus Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.
14. The conferment of the title of Professor Emeritus will be for life.

### **VISITING FACULTY**

15. A Visiting Faculty should be an eminent scholar in his field. Generally a person who has held or is holding the post of Assistant Professor or a person, who has achieved distinction outside the University sector, should be considered for appointment as Visiting Faculty.
16. The maximum tenure of appointment of a Visiting Faculty shall be three (3) years and the minimum – not less than six (6) months.
17. The University may appoint a person up to the age of 70 years as a Visiting Faculty.
18. A Professor should not be appointed as a Visiting Professor in the University in which he holds a post immediately before or after superannuation.
19. If a superannuated person is appointed as a Visiting Faculty or a person from outside the country is appointed as a Visiting Faculty, the honorarium shall be payable in accordance with the Rules of the University as issued and amended from time to time.
20. In case a person serving in an Indian University is appointed as Visiting Faculty, the honorarium payable in accordance with the Rules of the University as issued and amended from time to time.
21. It is expected that when a serving person is appointed as Visiting Faculty, the parent University would give him duty leave without pay.

22. If a person working abroad on a permanent basis is invited as a Visiting Faculty, the University may meet the cost of international air travel from its own resources. Visiting Faculty appointed may be paid travel expenses within India in accordance with the Rules of the University as issued and amended from time to time.
23. Accommodation will be provided free of charge by the University, but food charges would be paid by the Visiting Faculty.

## **STATUTE-45**

### **APPOINTMENT OF ADJUNCT FACULTY MEMBERS AND SCHOLARS-IN-RESIDENCE**

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed research institutions/organizations (AEC, ICSSR, CSIR, ICAR, etc.).
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Faculty/Centre/Department and may also include professionals and specialists from PSUs and business corporations.
3. The adjunct faculty member will be appointed on a tenure appointment for one (1) academic year, or for two (2) semesters.
4. They will be offered a token honorarium in accordance with the Rules of the University per teaching hour/session.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in each School of the University.

### **SCHOLARS-IN-RESIDENCE**

7. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Faculty/Centre/Department.
8. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.
9. The Scholar-in-residence will be appointed on a tenure appointment ranging between six (6) and thirty six (36) months and will be offered a consolidated monthly remuneration and annual contingency grant in accordance with the Rules of the University.
10. Besides, the host University will provide them suitable office-space and residential accommodation.
11. There will not be more than 2 such members at any given time in each School of the University.
12. Anything not covered in the above Rules will be governed by the UGC-ENCORE Scheme as issued and amended from time to time.

## STATUTE- 46

### PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF

#### 1. Vacancies

- a. The Registrar shall update the faculty positions in the various Schools/Faculties/Centers/Departments in a prescribed Performa with all necessary details.
- b. The Registrar shall also maintain a Register of Roster so as to ensure reservation of posts in accordance with the Reservation Policy of the Government/University.
- c. The Dean of the Faculty will intimate to the Registrar through the Director of the School, the occurrence of a vacancy in the prescribed Performa along with such other particulars like the specialization, etc., which may be needed for making selections for such positions with reference to the structure of the School/Faculty/Centre/Department approved by the University.

#### 2. Mode of Advertisement

- a. Suitable advertisement shall be prepared from time to time on the basis of the information provided by the Registrar and approved by the Vice-Chancellor.
- b. The advertisement shall clearly state the essential and desirable qualifications, requirement of experience, last date of receipt of applications etc.
- c. Advertisement shall appear in at least two newspapers. It shall also appear in the website of the University. On-line applications may also be invited;

*Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, the advertisement may be limited to the papers in that region or regions, only after recording the reasons for doing so in writing and with the prior approval of the Vice-Chancellor.*

- d. The closing date of receipt of applications shall be at least one (1) week from the date of appearance of the advertisement in the newspapers.

*Provided that in emergent circumstances the notice may be reduced to two (2) days for reasons to be recorded in writing.*

- e. No application will be entertained after the closing date unless the delay is condoned by the Vice-Chancellor.

#### 3. Personal Contact Candidates

A process of personal contact may also be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities,

in response to such a request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

4. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.

5. **Procedure of Scrutiny**

- a. The applications forms received shall be scrutinized by the Director of School/Directorate concerned.
- b. The procedure for scrutiny of applications shall be as follows.
  - i. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. shall be scrutinized. Academic qualifications and experience shall be considered next. Separate merit lists of eligible candidates shall be prepared for reserved and unreserved posts with reference to the area of specializations. In case a candidate is found ineligible, the Remarks column in the list must specify the reason.
  - ii. Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and four per post, if the vacancies are more; A suitable screening criterion, as approved by the Vice-Chancellor, may be used for short-listing, on the basis of merit, to recommend the required number of candidates for interview.

*Provided that the Director of School/Directorate concerned for reasons to be given in writing may exceed the above number;*

- iii. Ordinarily, for the posts of Assistant Professors or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weightage. A shortlisting of candidates, in the order of merit, for the post of Assistant Professor shall be prepared by the Director of School/Directorate concerned on the basis of screening criteria.
- iv. In the case of the posts of Associate Professor and Professor and their equivalent, the weightage for the teaching, co-curricular and extracurricular activities and research records shall be given as stipulated in the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) of the UGC Regulations. Merit list of candidates for these posts and their equivalent shall be drawn on the basis of the Performa.
- v. The Director of the Directorate or the Director of the School, as the case may be, will forward the applications with his recommendations to the Vice-Chancellor for final selection of

candidates for interview for the posts. The Vice-Chancellor may vary the list suitably at his discretion to ensure sufficient number of candidates for interview.

**6. Re-advertisement**

If the number of recommended eligible candidates is less than two (2) per vacancy or its multiple for more than one vacancy, the post shall be re-advertised with the stipulation that candidates who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three after the process of second advertisement and personal contact, the interviews shall be held in accordance with the provisions of this Statute.

**7. Information to Candidates**

The candidates will be informed through registered post/speed post and/or email/telephones of the venue, date and time of interview at least three (3) days ahead of the scheduled date of interview.

8. The Registrar shall issue to each member of the Board of Appointment a Notice, not less than seven (7) days before the meeting, stating the time and venue of the meeting. Meeting of the Board of Appointment shall be fixed after prior consultation with, and subject to the convenience of Academic Council's nominee and of the experts nominated by the Chancellor.
9. The Chairperson of the Board of Appointment shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
10. The recommendations of the Board of Appointment shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council.
11. The terms and conditions with regard to the minimum qualifications and other terms and conditions, as prescribed by the University from time to time, shall be followed.
  - a. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Director of the School and Director of the Directorate, to the Academic Council such specification or any other conditions as required for the post to be filled up.
12. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him for being called for interview.
13. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Director of the School or Director of the Directorate, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
14. It would be open to the Executive Council to offer appointment to suitable persons, who may not have applied with prior approval of the Chancellor.

15. In case of selection of two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
16. No recommendations should be made with a condition attached to the occurrence of the future events.
17. The Board of Appointment, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he will be suitable choice for the next lower post, can make such recommendation.
18. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them.
19. If any candidate is recommended by the Board of Appointment for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
20. Number of posts advertised may be treated as tentative. The Chancellor shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
21. Canvassing in any form on behalf of any candidate will disqualify such candidate.
22. The Chairperson of the Board of Appointment shall have the power to lay down the procedure in respect of any matter not mentioned in the Act/Statute/Regulation regarding appointment of teaching staff.
23. The Board of Appointment's recommendations, when approved by the Executive Council, shall remain valid for a period of one (1) year from the date of such approval.
24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The regular in-service candidates need not pay the application Fee.
25. In case of any dispute any suits or legal proceedings against the University, the jurisdiction shall be restricted to the Tripura High Court at Agartala.

## STATUTE-47

### MANNER OF APPOINTMENT AND MINIMUM PRESCRIBED QUALIFICATION FOR STATUTORY OFFICER AND NON-TEACHING STAFF OF THE UNIVERSITY

1. Subject to revision by the University as and when necessary, following shall be the details of qualification, experience, age limit, etc. for various other than teacher positions in the University.

S. No.	Designation	Minimum Qualifications
<b>STATUTORY OFFICER</b>		
1.	<b>REGISTRAR</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. <b>and</b></li> <li>✓ At least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor, along with experience in educational administration.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Comparable experience in a research establishment and/ or other institution of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</li> </ul>
2.	<b>FINANCE OFFICER</b>	<ul style="list-style-type: none"> <li>✓ A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale <b>and</b></li> <li>✓ 15 years of appropriate experience of financial management of which 8 years as Deputy Registrar/ Deputy Finance Officer or an equivalent post of a University/ Affiliated College/ Public Sector Undertaking/ Autonomous Organization/ Multinational Organization/ Government.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Comparable experience in a research establishment and/ or other institutions of higher</li> </ul>

		<p>education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</p> <p><b>OR</b></p> <p>✓ With an overall service of 15 years as Deputy Finance Officer including 8 years in post of Assistant Registrar/ Assistant Finance Officer.</p>
3.	<b>CONTROLLER OF EXAMINATION</b>	<p>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale <b>and</b></p> <p>✓ At least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor, along with experience in educational administration.</p> <p><b>OR</b></p> <p>✓ Comparable experience in a research establishment and/ or other institution of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</p> <p><b>OR</b></p> <p>✓ 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.</p>
<b>GROUP – A</b>		
4.	<b>DIRECTOR</b>	<p>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. <b>and</b></p> <p>✓ At least 10 years of experience as Assistant Professor or with 7 years of service as Associate Professor, along with experience in educational administration.</p> <p><b>OR</b></p> <p>✓ Comparable experience in a research establishment or other institution of higher education / Public Sector Undertaking /</p>

		<p>Autonomous organization / Multinational organization / Government.</p> <p><b>OR</b></p> <p>✓ 10 years of administrative experience of which 5 years as Deputy Director or an equivalent post.</p>
5.	<b>LIBRARIAN</b>	<p>✓ Master's Degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale and consistently good academic record. <b>and</b></p> <p>✓ At least thirteen (13) years' experience as Deputy Librarian in University Library or any other library of Statutory Organisation or eighteen (18) years' experience as a College Librarian.</p> <p>✓ Consolidated APIs score of 400 points.</p> <p>✓ Evidence of innovative Library service and organization of published work.</p> <p><b>Desirable:</b> M.Phil./ Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and manuscript keeping.</p>
6.	<b>DEPUTY REGISTRAR</b>	<p>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale. <b>and</b></p> <p>✓ Nine (9) years of experience as Assistant Professor with experience in educational administration / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</p> <p><b>OR</b></p> <p>✓ Comparable experience in research establishment and/ or other institutions of higher education.</p> <p><b>OR</b></p> <p>✓ 5 years of administrative experience as Assistant Registrar or on an equivalent post.</p>

7.	<b>DEPUTY FINANCE OFFICER</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.</li> <li><b>OR</b></li> <li>✓ Nine (9) years of experience as Assistant Professor with experience in educational administration.</li> <li><b>OR</b></li> <li>✓ Comparable experience in research establishment and/ or other institutions of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</li> <li><b>OR</b></li> <li>✓ 5 years of administrative experience as Assistant Registrar or in an equivalent post.</li> </ul> <p><b>Desirable:</b> Preference will be given to candidates with M.Com./ MBA (Finance)/ ICWA/ CA/ SAS.</p>
8.	<b>DEPUTY LIBRARIAN</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree in Library Science/ Information Science Documentation with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale <b>and</b></li> <li>✓ Five (5) years' experience as an Assistant University Librarian/ College Librarian.</li> <li><b>OR</b></li> <li>✓ Evidence of innovative Library services, published work and professional commitment.</li> <li>✓ Consolidated score of 300 points.</li> </ul> <p><b>Desirable:</b> M. Phil / Ph. D Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-keeping, Computerization of Library.</p>
9.	<b>DEPUTY CONTROLLER OF EXAMINATION</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale. <b>and</b></li> </ul>

		<ul style="list-style-type: none"> <li>✓ Nine (9) years of experience as Assistant Professor with experience in educational administration.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Comparable experience in research establishment and/ or other institutions of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ 5 years of administrative experience as Assistant Registrar or on an equivalent post.</li> </ul> <p><b>Desirable:</b> Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.</p>
10.	<b>EXECUTIVE ENGINEER</b>	<ul style="list-style-type: none"> <li>✓ A Bachelor's Degree in Civil Engineering with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same.</li> </ul> <p><b>Desirable:</b> Post-Graduate Degree in Structures.</p>
11.	<b>INTERNAL AUDIT OFFICER</b>	<ul style="list-style-type: none"> <li>✓ All India organized Audit and Accounts Services Officers holding analogous posts with at least 3 years' experience in similar capacity.</li> <li>✓ Officer qualified in SAS or its equivalent Accounts Service Examination of Central/ State Government, holding analogous post and with 9 years' service in the immediate lower cadre.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Officers with at least 9 years' service in the cadre of Assistant Registrar/ Accounts Officer with experience in Audit, Accounts and Works Departments of various organizations/ Central Universities etc.</li> </ul>
12.	<b>ASSISTANT REGISTRAR AND</b>	<ul style="list-style-type: none"> <li>✓ Good academic record plus Master's Degree with at least 55% of the marks or its</li> </ul>

	<b>ITS EQUIVALENT POSTS</b>	<p>equivalent grade of 'B' in UGC seven-point scale.</p> <p><b>Desirable:</b> Three (3) years of experience as a Section Officer/ Superintendent in Central/ State University offices.</p> <p style="text-align: center;"><b>OR</b></p> <p>✓ Five (5) years of experience as Assistant Professor/ Lecturer in a college or a University or an autonomous institution with experience in educational administration.</p>
13.	<b>ASSISTANT FINANCE OFFICER</b>	<p>✓ Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.</p> <p>✓ Five (5) years of experience as a Section Officer/ Superintendent in Central/ State University offices / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</p> <p><b>Desirable:</b> Preference will be given to candidates with M.Com. / M.B.A. (Finance)/ ICWA/ CA/ SAS.</p>
14.	<b>ASSISTANT CONTROLLER OF EXAMINATION</b>	<p>✓ Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.</p> <p>✓ Five (5) years of experience as a Section Officer/ Superintendent in Central/ State University offices / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</p> <p><b>Desirable:</b> Adequate experience in the conduct of University examinations or some other comparable examinations.</p>
15.	<b>PUBLIC RELATIONS OFFICER</b>	<p>✓ Master's Degree in Communication and Journalism in First or Higher II Class from any Indian University or Corresponding degree from a foreign University.</p> <p style="text-align: center;"><b>OR</b></p>

		<ul style="list-style-type: none"> <li>✓ Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism.</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>✓ Six (6) years of experience in the editorial Department/ Centre of any established English/ Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent knowledge of speaking English and Hindi.</li> </ul> <p><b>Desirable:</b> Knowledge of Two or more Indian Languages</p>
16.	<b>MEDICAL OFFICER</b>	<ul style="list-style-type: none"> <li>✓ Medical Graduate (Allopathic) with 5 years' experience as General Duty Officer in a residential teaching institution or a hospital of repute.</li> <li>✓ Candidate with post-graduate qualifications will be preferred.</li> </ul>
17.	<b>INFORMATION SCIENTIST</b>	<ul style="list-style-type: none"> <li>✓ B.E. (Computer Science)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Master's Degree in Computer Application (MCA)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Master's Degree in Library and Information Science (M. Lib or M. Lib. Sc.) and Post Graduate Diploma in Computer Application (PGDCA).</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Bachelor's Degree in Library and Information Science (B. Lib or B.Lib.Sc.) with at least three (3) years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA).</li> <li>✓ All the Degrees/ Diplomas shall be from a recognized University/ Institution with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</li> </ul>

18.	<b>DEPUTY DIRECTOR</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. <b>and</b></li> <li>✓ At least 8 years of experience as Assistant Professor or with 3 years of service as Associate Professor, along with experience in educational administration.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Comparable experience in a research establishment or other institution of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ 8 years of administrative experience of which 3 years as Deputy Director or an equivalent post.</li> </ul>
19.	<b>SYSTEM ADMINISTRATOR / SYSTEM ANALYST</b>	<p>Any of the following qualifications with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale:</p> <ul style="list-style-type: none"> <li>✓ B.Tech. (CSE) / B.Tech. (Non-CSE) with experience in Computing</li> <li>✓ M.Sc. (Physical Sciences) with 2 years' experience in Computing</li> <li>✓ M.Sc. (Physical Sciences) with PGDCA</li> <li>✓ M.C.A.</li> </ul>
20.	<b>ASSISTANT LIBRARIAN</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale plus a consistently good academic record, computerization of library with five (5) years' experience.</li> </ul> <p><b>Essential:</b> Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p>

21.	<b>DOCUMENTATION OFFICER</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</li> <li>✓ Degree in Library Science or its equivalent from a recognized University with at least five (5) years' experience in documentation.</li> </ul> <p><b>Desirable:</b> Experience in Museology/ Archeology.</p>
22.	<b>ASSISTANT DIRECTOR</b>	<ul style="list-style-type: none"> <li>✓ Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. <b>and</b></li> <li>✓ At least 5 years of experience as Assistant Professor or with 2 years of service as Associate Professor, along with experience in educational administration.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Comparable experience in a research establishment or other institution of higher education / Public Sector Undertaking / Autonomous organization / Multinational organization / Government.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ 5 years of administrative experience of which 2 years as Section Officer / Superintendent/ Sr. Assistant or an equivalent post.</li> </ul>
<b>GROUP – B</b>		
23.	<b>SECTION OFFICER</b>	<ul style="list-style-type: none"> <li>✓ Graduate in any discipline.</li> <li>✓ Knowledge of Computer Application.</li> <li>✓ 5 years' experience as Superintendent/ Sr. Assistant in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organization/ Multinational organization/ Government.</li> </ul>
24.	<b>PERSONAL ASSISTANT</b>	<ul style="list-style-type: none"> <li>✓ Graduate in any discipline.</li> <li>✓ Typing speed 40 wpm.</li> <li>✓ Proficiency in Stenography.</li> </ul>

		<ul style="list-style-type: none"> <li>✓ A good knowledge of computers.</li> <li>✓ Experience as Stenographer / LDC of not less than 3 years in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.</li> <li>✓ Preference will be given to those qualified in the Stenographers examination held by a State/ Central Board or its equivalent examination.</li> </ul>
25.	<b>PRIVATE SECRETARY</b>	<ul style="list-style-type: none"> <li>✓ Graduate in any discipline.</li> <li>✓ Typing speed 40 wpm.</li> <li>✓ Proficiency in Stenography.</li> <li>✓ A good knowledge of computers.</li> <li>✓ Experience as Personal Assistant of not less than 3 years in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.</li> </ul>
26. 2	<b>STATISTICAL OFFICER</b>	<ul style="list-style-type: none"> <li>✓ Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</li> <li>✓ 5 years of experience as Sr. Assistant/ Assistant in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.</li> </ul>
27.	<b>ACCOUNTS OFFICER</b>	<ul style="list-style-type: none"> <li>✓ Graduate with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</li> <li>✓ 5 years of experience as Sr. Assistant/ Assistant in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous Organisation/ Multinational Organisation/ Government.</li> </ul>

		✓ Adequate knowledge of Accounts.
28.	<b>ASSISTANT ENGINEER</b>	✓ A degree in Civil Engineering with 5 years' experience supervising Civil works in any State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous Organisation/ Multinational Organisation/ Government or as a Govt. approved Contractor.
29.	<b>SEMI PROFESSIONAL ASSISTANT</b>	<ul style="list-style-type: none"> <li>✓ B.E./ B.Tech. / MCA / B.Sc. with specialization in Computer Applications or equivalent with atleast 50% marks from a recognized University.</li> <li>✓ Three (3) years' experience in Web Designing and Maintenance, Software Development, Programming, Networking etc.</li> </ul>
<b>GROUP – C</b>		
30.	<b>COMPUTER OPERATOR</b>	<ul style="list-style-type: none"> <li>✓ A Graduate in Sciences along with a Certificate course in Computer Operations.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Diploma in Computer Programming with three (3) years of experience as Computer/ Data Entry Operator in a State/ Central/ Deemed University/ Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous Organisation/ Multinational Organisation/ Government.</li> </ul>
31.	<b>ASSISTANT</b>	<ul style="list-style-type: none"> <li>✓ A Bachelor's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</li> <li>✓ 3 years' Experience as UDC/ in a State/ Central/ University/ Affiliated College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.</li> </ul>
32.	<b>JUNIOR ENGINEER</b>	✓ A Degree in Civil/ Electrical Engineering with at least one (1) year experience or a Diploma in Civil/ Electrical Engineering with at least three

		(3) years' experience in supervision of erection/maintenance of Civil/ Electrical works.
33.	<b>GUEST HOUSE MANAGER</b>	<ul style="list-style-type: none"> <li>✓ 10+2 or its equivalent with 5 years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or Institution of higher learning.</li> </ul>
34.	<b>TECHNICAL ASSISTANT</b>	<ul style="list-style-type: none"> <li>✓ Diploma in Laboratory Technology or its equivalent from a recognized institution.</li> <li>✓ Two (2) years' experience as Laboratory Technician with familiarity in handling sophisticated equipment.</li> </ul>
35.	<b>STENOGRAPHER</b>	<ul style="list-style-type: none"> <li>✓ Graduate in any discipline.</li> <li>✓ Qualified in the Stenographers examination held by a State/ Central Board or its equivalent examination.</li> <li>✓ Typing speed 40 wpm.</li> <li>✓ Proficiency in Stenography.</li> <li>✓ At least two (2) years' experience in Stenography with good knowledge of computer operations in a State/ Central/ University/ Affiliated College/ Public Sector Undertaking/ Autonomous organization/ Multinational organisation/ Government.</li> </ul>
36.	<b>SENIOR OFFICE EXECUTIVE</b>	<ul style="list-style-type: none"> <li>✓ A Graduate or its equivalent with at least 3 years' experience as Lower Division Clerk or equivalent in a State/ Central/ University/ Deemed Affiliated or Autonomous College/ Public Sector Undertaking/ Autonomous organisation/ Multinational organisation/ Government.</li> </ul>
37.	<b>LIBRARY ASSISTANT</b>	<ul style="list-style-type: none"> <li>✓ D. Lib. Information Science.</li> </ul> <p><b>Desirable:</b> Experience and practice of Typing/Data Entry Operation or experience of working in a computerized library.</p>
38.	<b>LAB ASSISTANT</b>	<ul style="list-style-type: none"> <li>✓ B.Sc. with Chemistry/Computer Science/ relevant subject/ BCA</li> </ul>

		<p><b>OR</b></p> <ul style="list-style-type: none"> <li>✓ Diploma of 3 years in the relevant field.</li> </ul> <p><b>Desirable:</b> Certificate course in instrumentation or experience of handling sophisticated instruments or good knowledge of computer maintenance.</p>
39.	<b>OFFICE EXECUTIVE</b>	<ul style="list-style-type: none"> <li>✓ A Graduate with good academic record.</li> <li>✓ A Typing speed of 40 w.p.m. in English.</li> </ul> <p><b>Desirable:</b> Good Knowledge of computer applications.</p>
40.	<b>DATA ENTRY OPERATOR</b>	<ul style="list-style-type: none"> <li>✓ A Graduate with good academic record along with a Certificate course in Computer Operations.</li> <li>✓ A Typing speed of 40 w.p.m. in English.</li> </ul>
<b>GROUP – D</b>		
41.	<b>CARETAKER</b>	<ul style="list-style-type: none"> <li>✓ 10+2 or equivalent qualification from a recognised Board.</li> <li>✓ Experience of maintenance including sanitation, upkeep &amp; security.</li> </ul> <p><b>Age:</b> Not more than 45 years.</p>
42.	<b>DRIVER</b>	<ul style="list-style-type: none"> <li>✓ Secondary or equivalent examination from a recognized Board.</li> <li>✓ Valid Driving License for Light/ Medium Vehicles.</li> <li>✓ Should have at least 3 years' experience of driving and maintenance of vehicles.</li> </ul> <p><b>Age:</b> Not more than 45 years.</p>
43.	<b>ELECTRICIAN</b>	<ul style="list-style-type: none"> <li>✓ Secondary or equivalent examination from a recognized Board along with Industrial Training Institute Certificate in Electrician Trade with at least 60% marks.</li> <li>✓ Two (2) years' experience as Electrician in a reputed organization.</li> </ul> <p><b>Age:</b> Not more than 45 years.</p>

44.	<b>COOK</b>	<p>✓ At least 10<sup>th</sup> standard pass with experience of at least 3 years in the Kitchen of a Hostel/ Canteen/ Guest House/ Hotel.</p> <p><b>Age:</b> Not more than 45 years.</p>
45.	<b>COOK-CUM-ATTENDANT</b>	<p>✓ Candidate possessing at least 10<sup>th</sup> standard pass and having experience of at least 3 years in the Kitchen of Hostel/ Canteen/ Guest House.</p> <p><b>Age:</b> Not more than 45 years.</p>
46.	<b>LIBRARY ATTENDANT</b>	<p>✓ 10+2 or its equivalent examination from a recognized Board with certificate course in Library Science from a recognized Institution.</p> <p><b>Age:</b> Not more than 45 years.</p>
47.	<b>LAB ATTENDANT</b>	<p>✓ 10+2 or its equivalent examination with Science subjects from a recognized Board.</p> <p><b>Desirable:</b> Experience of working in a science laboratory.</p> <p><b>Age:</b> Not more than 45 years.</p>
48.	<b>PEON/OFFICE ATTENDANT</b>	<p>✓ At least 10<sup>th</sup> standard pass.</p> <p><b>Age:</b> Not more than 45 years.</p>
49.	<b>KITCHEN ATTENDANT / CLEANER</b>	<p>✓ At least VIII standard pass with experience of working in a Hostels/ Canteen/ Hotel or any large eating – houses.</p> <p><b>Age:</b> Not more than 45 years.</p>
50.	<b>HOSTEL ATTENDANT</b>	<p>✓ At least 10<sup>th</sup> standard pass.</p> <p><b>Age:</b> Not more than 45 years.</p>

2. The University shall have the following methods of recruitment to the non-teaching posts:-
- a. by direct recruitment;
  - b. by promotion;
  - c. by deputation of employees, whose services are borrowed from other organizations;

- d. by short term contract; and
  - e. by re-employment of persons retired from service.
3. Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving on posts in the immediately preceding lower cadre in service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
  4. Every appointment by promotion shall be made on the basis of suitability, past performance and conduct, as evident from the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Promotion Committee, constituted for the purpose from time to time:

*Provided that separate Selection Committees shall be constituted for the promotion of each group.*

5. **SELECTION PROCESS**

- a. The candidates for the posts of Group A & B will be selected by Board of Appointment, Constituted in accordance through personal interview.
  - b. University may conduct competitive written test/trade test/technical test for the selection of such other posts as may be prescribed in the Rules of the University.
  - c. The candidates will be picked up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 6:1 of the vacancies to be filled-up.
6. The Chairperson will be entitled to vote at the Board of Appointment meeting and shall have a casting vote in case of a tie.
  7. The recommendations of the Board of Appointment in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Chancellor.
  8. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Board of Appointment to the posts of Groups C & D with the prior approval of the Chancellor.
  9. The Rules and procedures prescribed by the University in respect of the Reserved categories shall be followed and as prescribed by the Government from time to time.
  10. The Rules of the University in regard to Pay & Allowances, Leave and P.F. shall be followed subject to amendments if any, from time to time.
  11. The Board of Appointment may evaluating the performance of the candidates are based on Academic Record / Entrance Test (40%), Relevant Experience (30%) and Interview (30%).
  12. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
  13. No recommendation should be made with a condition attached to it.

14. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the Board of Appointment.
15. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per Rules of GOI.
16. If any candidate is recommended by the Board of Appointment for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
17. When the Board of Appointment considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons therefore.
18. Number of posts advertised may be treated as tentative. The Chancellor shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
19. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (6:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. A suitable screening criterion, as approved by the Vice-Chancellor, may be used for short-listing, on the basis of merit, to recommend the required number of candidates for interview.
20. The in-service candidates should apply through proper channel. The conditions of age and experience will be relaxed for in-service candidates, on the recommendations of the Board of Appointment.
21. The Chairperson shall have the power to lay down the procedure in respect of any matter not mentioned in the Act/ Statute/ Regulation.
22. Canvassing in any form on behalf of any candidate will disqualify such candidate.
23. The Board of Appointment's recommendations, when approved shall remain valid for a period of one (1) year from the date of such approval.
24. The application forms will be sold and the application fee collected as prescribed by the University from time to time. The in-service candidates of TAIU need not pay application fee / Entrance Test fee.
25. In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Tripura High Court at Agartala.
26. Subject to revision by the University as and when necessary, following shall be the details of qualifications, experience, age limit, etc. for various posts other than faculty positions in the University.
27. Details of qualifications, experience and age, etc. for selection to the Statutory, Non-Teaching posts are same as prescribed by UGC from time to time. The

other conditions of service for non-teaching staff will be as per university Rules and Regulations and as amended from time to time.

## **STATUTE-48**

### **DISCIPLINARY ACTION AGAINST TEACHERS OF THE UNIVERSITY**

1. A University teacher is required to uphold the highest standards of integrity and responsibility at all times. They also have to adhere to the Code of Professional Ethics, which is a component of the contract they sign when they are appointed.
2. Misconduct will be defined as violating any of the rules of the Code of Professional Ethics established by the University, the University Grants Commission, or another regulating body.
3. One or more of the following reasons may result in the removal or termination of a University teacher's employment:
  - a. Wilful disregard of duty;
  - b. misconduct;
  - c. violation of any provision of the service agreement
  - d. dishonestly related to an exam in University;
  - e. scandalous behavior or being found guilty of a crime involving moral turpitude;
  - f. physical or mental unfitness;
  - g. incompetence;
4. To dismiss, remove, or terminate a teacher's services, except for moral turpitude or abolition of their post, a charge sheet must be served, clearly stating the grounds for the action, and giving the teacher an opportunity to respond.
  - a. make a written defense in writing;
  - b. present his case in person; and
  - c. presenting a witness or witnesses in his defense as he sees fit, provided that the Executive Council or an Officer designated by it to carry out the investigation may, for good reason to be documented in writing, decline to call a witness or witnesses;provided moreover that the investigation process should be concluded within a period of three weeks.
5. In cases when an employee is accused of misconduct, the Vice Chancellor will form a Fact Finding Committee and, should the committee's findings warrant it, will designate a Regular Enquiry Committee. The Vice Chancellor may choose the course of action based on the Fact Finding Committee/Enquiry Committee report, taking into account the seriousness and severity of the

misbehavior. An update on the activity will be sent to the Executive Council. The Executive Council or the committee it created must give its prior permission before any services may be terminated or someone dismissed.

An appeal against any action taken by the Vice Chancellor can be made to the Chancellor within thirty days from the date of receiving the communication of the action taken.

6. The concerned teacher will immediately be informed of the decision.
7. The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Executive Council, shall be reported to the Executive Council in its next meeting for ratification.
8. The date of conviction will be considered as the teacher's suspension period, effective immediately;
  - a. If convicted to more than 48 hours of incarceration and not expelled from service,
  - b. If detained in custody, whether the detention is for any criminal charge or otherwise.

## **STATUTE-49**

### **DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEES**

1. If an employee of the University below the rank of deputy registrar is accused of misbehavior, the registrar may, if required, suspend the employee by a written order and initiate an investigation into the alleged accusation or charges.
2. Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.
3. Until the employee has been given a reasonable chance of appealing the proposed action against him, no disciplinary action or sanctions may be implemented against him.
4. The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
5. An appeal against the order of the Registrar shall lie with the Vice Chancellor
6. The Vice-Chancellor's consent shall be required before instituting any disciplinary action against staff members who hold the position of Deputy Registrar or higher, including Directors, Joint Registrars, OSDs, and OSD level Officers;
7. Provided that an appeal against the order of the Vice-Chancellor shall lie with the Executive Council.
8. Notwithstanding everything stated in his employment agreement, a non-teaching staff member of the University below the position of Deputy Registrar, the Registrar has the authority to terminate the employee's employment;
  - a. is of unsound mind and an undercharged insolvent.
  - b. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
  - c. is otherwise guilty of misconduct;
9. With the understanding that the Vice-Chancellor's prior approval would be required before taking any action against personnel at the Deputy Registrar and higher levels;
10. With the additional proviso that no University employee may be fired or removed from their position before being given a fair chance to defend themselves.

## STATUTE-50

### NORMS FOR GRANTING RECOGNITION TO INSTITUTE OF HIGHER LEARNING AND RESEARCH AS A CENTRE OF EXCELLENCE OR RESEARCH CENTRE

1. Section 7 (xxiv) of the ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Tripura Act 3 of 2023) empowers the University to establish or recognize "Centre of Excellence" and "Research Centre" for conducting Professional Education and Research Degree Programme through any mode of education. Besides, the Section 8(xxxviii) & 8(xlvii) of the Act also empowers the University to admit to its privileges institutions not maintained by the University.
2. The Management of the institution actively conducting research or specialized studies for a period of not less than three (3) years desirous of seeking recognition shall apply to the Director, Directorate of Outreach of THE ARYAVART INTERNATIONAL UNIVERSITY in the prescribed form along with such fees as may be prescribed by the Vice- Chancellor from time to time. Every Management of the institution seeking recognition, as Centre of Excellence or Research Centre shall be registered as a Society under the Societies Registration Act or as a Trust Registered under the Indian Trusts Act or as a Company registered under Section 25 of the Companies Act.
3. **The Applicant Institution shall furnish the detailed information regarding :**
  - a. The constitution and the personnel in the management.
  - b. The subjects and courses of studies for which recognition is sought.
  - c. Infrastructure including accommodation, equipment and number of students for whom the provision has been made.
  - d. The manpower in terms of permanent staff, visiting or honorary staff including those recognized for guiding research by the University along with their teaching/research experience, evidence of research work carried out at the institution, publications made and books published.
4. If the application is in order, The Director, Directorate of Outreach shall forward the application to the Vice-Chancellor to constitute inspection committee to assess their infrastructure. It shall inspect the Institute and submit its report of inspection to the Executive Council for its consideration, within the time limit fixed.
5. The Vice-Chancellor may call for such additional information as may be deemed necessary.
6. The institution desirous of getting recognition as a Centre of Excellence or Research Centre shall fulfill the following conditions:
  - a. **Physical Facilities:** The applicant Institution shall have suitable building for administrative office, rooms for instruction, seminar and spacious accommodation for Scientists / Supervisors.

- b. **Laboratory:** The Institution shall have a well-equipped Laboratory with all relevant advanced equipment/apparatus including tools required for conducting research/practical as per requirement of the field of specialization/research.
  - c. **Library:** The Institution Library shall have requisite number of books in the field(s) of specialization and shall also be a regular subscriber of national and international journals for the particular subject(s) / field(s) of specialization. It shall have Reading Room facilities for staff and the students with proper furniture and other associated Infrastructural facilities.
  - d. **Staff:** The Institution shall have adequate specialized academic, technical and non-teaching staff. It shall have at least three (3) full times Professor/Associate Professor/Assistant Professor per subject of specialization. It should have guide(s) to supervise the research carried out in the field(s) of specialization. In addition, there may be visiting/honorary staff as per Rules
 

*In case of non-teaching Institutions/Laboratories, the personnel structure with the corresponding academic qualifications and teaching/research experience shall be computed so that recognition in terms of Adjunct Professor/Associate Professor/Assistant Professor could be given by the University as the case may be. Such a recognized guide shall also be guiding such number of candidates as may be fixed by the University from time to time.*
  - e. **Financial Status:** The Institution shall have sufficient financial resources, so as to meet all the requirements for its continued maintenance including futuristic expansions.
7. The management applying for recognition as a Centre of Excellence or Research Centre shall give an undertaking on prescribed format that they shall abide by all the Directions / orders issued by the University, in exercise of the powers conferred on them under the appropriate provisions of the Act, Statutes, Rules and Regulations made there under.
  8. The Inspection Committee may be constituted by the Vice- Chancellor to visit the Centre of Excellence or Research Centre on a scheduled day and submit its report to the Director, Directorate of Outreach including its recommendation in regard to grant of recognition as Adjunct Professor/Associate Professor/Assistant Professor as provided in the statute to the staff in the non- teaching Institution/Laboratory, if any. The Executive Council then shall consider the report and place its recommendation thereon for the consideration and approval. Recognition so granted by the Executive Council in any case shall not exceed a period of five (5) years.
  9. **Duration of Recognition:** In the beginning, the recognition is for a period of one (1) year. On satisfactory performance and favorable recommendations of the inspecting person and the conduct of the Centre of Excellence or Research Centre as regards the facilities available, infrastructure, academic environment, number of students admitted, number of students appearing in the examinations, examination results, etc. The qualifying Centre of

Excellence or Research Centre may have its recognition continued on payment of yearly Renewal Fees. The Centre of Excellence or Research Centre is permitted to admit students every year unless otherwise prohibited. If there is no specific action against the Centre of Excellence or Research Centre, it will be deemed to be enjoying continued recognition subject to the payment of University dues and Renewal Fees. Any Centre of Excellence or Research Centre which has not paid its Renewal Fees will be deemed to have lost its recognition.

10. **Authority Competent to Grant Recognition:**
  - a. The Vice- Chancellor will be empowered to sanction recognition of a Centre of Excellence or Research Centre up to five (5) years on the recommendation of Inspection Committee.
  - b. The Director - Directorate of Outreach may sanction provisional recognition of a Centre of Excellence or Research Centre for one (1) year on the basis of Self-Assessment Form and documents and presentation submitted by Applicant. At the end of the period the provisional recognition or approval it shall cease automatically. It shall be competent for the Vice-Chancellor to grant such extension of time.
  - c. An appeal will lie to the Academic Council of the University against the order of the Vice-Chancellor sanctioning or rejecting recognition of a Centre of Excellence or Research Centre.
  - d. An appeal against an order of the Director - Directorate of Outreach will lie to the Vice-Chancellor.
11. **Franchising/Sub-Letting Prohibited:** The University does not permit its recognized Centre of Excellence or Research Centre to do franchising or sub-letting of its programs to other Institutes. At any point of time if it is proved that the Centre of Excellence or Research Centre is conducting the University programs through franchising or subletting, the Recognized shall summarily be rejected / withdrawn.
12. **Penalties on the Centre of Excellence or Research Centre:** If any Centre of Excellence or Research Centre so recognized is found guilty of violation of the Statutes, Rules and Regulations, the University may take such action as it may deem fit, including that of imposing of fine and or suspension/ cancellation/ withdrawal of registration.
13. **Approval Fee:** The University shall be notifying approval fee for Centre of Excellence and Research Centre from time to time.
14. **Security Deposit:** The University shall be notifying interest free security deposit for Centre of Excellence and Research Centre from time to time. The Security deposit shall remain with the University for a period of six (6) months from the date of completion of approval to the best of satisfaction of the University.
15. **Withdrawal of Registration:** Approval of Centre of Excellence and Research Centre, Provisional or permanent, may be withdrawn in part or in full, suspended or modified, if the Centre of Excellence and Research Centre, on

due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes and Regulations or any other direction or instruction of the University / Statutory / Regulatory body or failed to observe any of the conditions of approval, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.

16. If a Centre of Excellence and Research Centre ceases to function or is shifted to a different location or is transferred to a different Society, Trust, Individual or a group of individuals without the prior approval of the University, the approval granted to the Centre of Excellence and Research Centre shall lapse automatically on such ceases, shifting or transfer, as the case may be, and it shall be treated as a new Centre of Excellence and Research Centre for the purposes of future approval. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
17. If the University decides to withdraw the approval of the Centre of Excellence and Research Centre, or the registration stands terminated by the order of the University, provisional or permanently, such decision shall not affect interests of the students of the Centre of Excellence and Research Centre who were on its rolls at the time of issue of the order till they pass out the normal duration of programs to which they are approval at that time. The University / Government shall have the duty to alleviate the education future of the effected students in an appropriate manner as per the decision, so taken.

## STATUTE-51

### GRANTING STATUS TO SERVICE PROVIDER AS A LEARNING RESOURCE PROVIDER OR SKILL KNOWLEDGE PROVIDER OR NATIONAL COORDINATOR OR REGIONAL COORDINATOR OR CONSULTANT

1. THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Tripura Act 3 of 2023) empowers the University to designate Learning Resource Provider, Skill Knowledge Provider and Regional Centre in and outside the country for the purpose of promoting university and delivering educational resources with collaboration of Industry or Institution or NGO's in allotted region. The University may outsource above services in the interest of economy and efficiency. The detailed procedure to be followed shall be as under:
  - a. **Identification of Prospective Service Provider:** The Directorate / office concerned shall prepare a list of prospective service provider on the basis of formal or informal enquiries from other organizations involved in similar activities, scrutiny of newspapers / trade journals and web sites.
  - b. THE ARYAVART INTERNATIONAL UNIVERSITY seeks to procure the services of an external agency for the high quality services for which requisite expertise may not be available within the university. Service Provider must be registered as a Society under the Societies Registration Act or as a Trust Registered under the Indian Trusts Act or as a Company registered under Companies Act. The Service Provider may be hired on the terms and conditions as may be mutually agreed upon.
  - c. **Preparation of scope of service:** The Directorate / office concerned shall prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the service provider should also be clearly identified and prescribed.
  - d. **Estimating reasonable expenditure:** The Directorate / office proposing to engage Service Provider should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organisations.
  - e. **Preparation and Issue of Request for Proposal (RFP):** RFP is the document to be used by the Directorate /office for obtaining offers from the service provider for the required service. The RFP should be issued to the short listed service provider to seek their technical and financial proposals.
  - f. Service Provider must apply in the prescribed "Expression of Interest", which can be obtained from the Directorate of Outreach of TAIU against payment prescribed by University from time to time. The proposal must demonstrate the Service Provider's practical knowledge in line with the key area as defined by University in the Scope of Services and Request for proposal.

- g. The Service Provider must implement the most cost-effective process to render the contracted service(s). The prospective Service Provider will be expected to possess the skills and competencies prescribed in the Scope of Services and Request for proposal.
- h. The Service Provider may comprise a team, managed by a single Lead Provider. The members of the team will have both the skill and experience necessary to undertake task(s) set out in this and Request for proposal. Each individual on the team must be personally available to do the work as and when required. The Lead Provider will be held accountable, in terms of the Contract, for ensuring project deliverables, and the professional conduct and integrity of the team.

## **2. Monitoring of Service Provider**

- a. The Vice-Chancellor will appoint the Service Provider on the basis of recommendation of the Evaluation Committee. A Project Officer will be appointed to take full responsibility for managing the service provider's work and for ensuring delivery on the project.
- b. The Project Officer will establish a Project Management Team, to regularly engage with the Service Provider for efficiently completing the various delivery items. The Project Management Team will meet as determined in the project plan and the Service Provider will report progress to these meetings, as instructed by the Project Officer.
- c. The Project Officer should actively involve himself through out in the conduct of the service provider, preferably by taking a task force approach and continuously monitoring the performance of the Service Provider(s) so that the output of the service provider is in line with the objective of the university in hiring the said service provider.
- d. The Project Officer will confirm that the Service Provider has satisfactorily completed each deliverable by the Service Provider before invoices can be submitted to the directorate / office for payment.

## **3. Evaluation Committee**

- a. An Evaluation Committee will be established by the Vice-Chancellor. The committee will evaluate all proposal received by the deadline, according to the criteria indicated in the Request for proposal. It will make a recommendation to the Evaluation Committee for appointment of the preferred Service Provider.
- b. The Evaluation Committee reserves the right to call Service Provider to complete any outstanding elements of their proposal, make presentations of their proposal, and/or present Best and Final Offers, if required.
- c. The decision of the Evaluation Committee will be final. Any Service Provider, which fails to submit any element of the proposal Submission Requirements set out in Request for proposal, may, at the discretion of the Evaluation Panel, be rejected as unsuitable for evaluation and will therefore not be further considered.

4. The University will be entitled to terminate such appointment or temporarily defer the work, or any part thereof, at any stage of completion should the University decide not to proceed with the project. The University also reserves the right to appoint any other person to undertake any part of the task.
5. The contract between the University and the Service Provider will be terminated by either party due to reasons not attributable to the Service Provider, the Service Provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee by the Service Provider for the appropriate phase of the project during which the appointment was terminated.
6. **Service Provider by Choice/ Nomination:** Under some special circumstances, it may become necessary to select a particular Service Provider where adequate justification is available for such single source selection in the context of the overall interest of the University. Full justification for single source selection specifying therein the circumstances and the special interest or purpose it may serve, should be recorded in the file and approval of the Vice-Chancellor through Finance Officer should be obtained before resorting to such single source selection by choice/nomination.
7. **Penalties on the Service Provider:** If any Service Provider so approved is found guilty of violation of the Statutes, Rules and Regulations, the University may take such action as it may deem fit, including that of imposing of fine and or suspension / cancellation of contract.
8. The Rules governing the procurement of goods and services shall be mutatis and mutandis followed wherever applicable.
9. **Registration Fee:** The University shall be notifying Registration Fee for Service Provider from time to time.
10. **Performance Security Deposit:** The University shall be notifying interest free performance security deposit for Service Provider from time to time. The Performance Security deposit shall remain with the University valid for a period of six (6) months from the date of completion of contract to the best of satisfaction of the University.

## STATUTE-52

### REGISTRATION OF COMMUNITY COLLEGES

Section 8(lvii) of THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2009 (Tripura Act 3 of 2023) empowers the University to set-up Community Colleges in and outside the country for providing as an alternative education system of vocational education, which aims to empower individuals through appropriate skills leading to gainful employment and self-employability. The University grants registration to the Community Colleges under the above-mentioned provisions. THE ARYAVART INTERNATIONAL UNIVERSITY Statutes prescribed manner and conditions for granting recognition to institute or organization as a Community College as under:

1. Any Educational Agency applying to Director, Directorate of Professional Community Colleges, THE ARYAVART INTERNATIONAL UNIVERSITY (TAIU) for registration as a Community College along with such fees as may be prescribed by the Vice-Chancellor from time to time. Every Educational Agency seeking registration, as Community College shall be registered as a Society under the Societies Registration Act or as a Trust Registered under the Indian Trusts Act or as a corporate body registered under any law.
2. **Registration Procedure:** Educational Agency must apply in the prescribed "Expression of Interest", which can be obtained from the Directorate of Professional Community Colleges of TAIU against payment prescribed by University from time to time. While submitting the "Expression of Interest", the Educational Agency (registered society/Trust or corporate body) will specify the Programme Sectors and levels (Certificate/Diploma/ UG Degree); it wishes to offer through the Community College.
3. Prior to apply for registration, the educational agency should have done a need analysis of the local job requirements and opportunities and incorporate these findings into the Expression of Interest. It should have active linkages with rural, agricultural, industrial and commercial organizations of the locality for empanelling part-time instructors providing on the job training to students and provide job placement to successful students.
4. The Directorate of Professional Community Colleges while considering an application for Registration of Community College may call for any further materials or information, which it may deem necessary before taking a decision in the matter. If the information called for is not conducive then the Director may stipulated the time to recheck the application.
5. If the application is in order, Directorate of Professional Community Colleges will scrutinize its feasibility and constitute an expert committee with prior approval of the Vice-Chancellor to assess their infrastructure and commitment before a decision is taken about their suitability for being registered with the University. It shall inspect the Community College and submit its report of inspection to the Community College Development Council for its consideration, within the time limit fixed.
6. The Community College Development Council may, after considering the report of the inspection committee and further materials as it may deem fit

and with further enquires, if necessary, grant or refuse registration or approval as case may be.

*Provided that if the Community College Development Council propose to refuse the Community College's registration or approval as the case may be, it shall give a reasonable opportunity to the Community College for making further references, if any, and shall consider the report before taking final decision.*

7. Preference will be given to those Educational Agency, which are already running some educational or training programmes with approval of state government, or UGC approved University. Educational Agency offering Degree or Diploma or Certificate courses of any other University/ Institute will not be permitted to run the same courses of THE ARYAVART INTERNATIONAL UNIVERSITY.
8. The Expression of Interest will have to be submitted in TWO identical copies, accompanied by building maps (certified by Municipal Engineer or Architect), depicting actual dimensions and proposed uses as per the required norms for various rooms. Photographs of proposed Classrooms, Computer lab, Library, Principal and Faculty rooms and Common facilities, should also accompany the application form.
9. The Expression of Interest must be supported by authentic information and attested copies of required documents and requisite fees. The University may ask for verification of these documents with the original ones at any time.
10. Submission of Expression of Interest and requisite fees for registration will not entitle the applicant for registration of the Community College.
11. Expression of Interest not meeting the minimum requirements or lacking supporting documents, fees may be rejected outright. In such a case, the registration fees for the Educational Agency is refunded.
12. The Application and Inspection fee once paid are not refundable. If Registration is granted to Community College, then Registration Fees is neither refunded nor adjustable under any circumstances. Government Colleges and agencies are exempted from the payment of Registration and Application Fee only.
13. The University pays T.A., D.A. and local transport charges and inspection fees to its inspectors and the Institutes are not expected to pay any amount or meet any expenses in case of inspectors.
14. The decision taken by the University in either case is communicated to the Educational Agency. In case an Educational Agency is rejected and it desires to apply for re-inspection it should apply for the same along with re-inspection charges. The University may conduct the re-inspection in the same session or the next session. The University may also turn down the application for re-inspection for reasons to be recorded in writing. The re-inspection charges will be sent back to the Educational Agency in such a case.
15. Once the University registered an Educational Agency as Community College to conduct the skill development training, vocational certificate, Diploma and

professional degree program as per University norms. The Institutes themselves are required to arrange for admissions, as per the guidelines laid down by the University. The Educational Agency is responsible for teaching of the courses as prescribed by the University in respect of both theory and practical. The Educational Agency, thus, prepares the students for the examination which is conducted by the University at suitable places.

16. **Duration of Registration:** In the beginning, the registration is for a period of one (1) year. On satisfactory performance and favourable recommendations of the inspecting person and the conduct of the Community College as regards the facilities available, infrastructure, academic environment, number of students admitted, number of students appearing in the examinations, examination results, etc. the qualifying Community College may have its registration continued on payment of yearly Renewal Fees. The Community College is permitted to admit students every year unless otherwise prohibited. If there is no specific action against the Community College, it will be deemed to be enjoying continued registration subject to the payment of University dues and Renewal Fees. Any Community College which has not paid its Renewal Fees will be deemed to have lost its registration.
17. The University conducts regular inspection of the Community College either by giving intimation to them or by surprise. The University may also conduct special inspection of a particular institute on the basis of a complaint received against such institute or on its own motion. Besides bearing the normal inspection charges, the institute may have to share the cost of inspection under special circumstances.
18. Memorandum of Understanding approved by the Executive Council from time to time shall be executed with the Educational Agency by Director - Directorate of Professional Community Colleges of TAIU.
19. Provisional registration may be granted by the Director, subject to fulfil all the conditions prescribed by Directorate of Professional Community Colleges for one (1) year. At the end of the period the provisional registration or approval it shall cease automatically. It shall be competent for the Vice-Chancellor to grant such extension of time.
20. Temporary registration shall be for a period of two (2) years. At the end of the period the temporary registration or approval it shall be ceased automatically. It shall be competent for the Vice-Chancellor to grant such extension of time.
21. List of places where Community College opened will be posted on the University's Website from time to time.
22. **Authority Competent to Grant Registration:**
  - a. The Vice-Chancellor will be empowered to sanction registration of a Community College with approval of the Executive Council up to five (5) years.

- b. The Director - Directorate Community Colleges may sanction registration of a Community College on the recommendation of Community College Development Council for three (3) years.
- c. The Director - Directorate Community Colleges may sanction provisional registration of a Community College on the basis of the Expression of Interest and presentation submitted by Educational Agency for one (1) year.
- d. An appeal will lie to the Academic Council of the University against the order of the Vice-Chancellor sanctioning or rejecting registration of a Community College.
- e. An appeal against an order of the Director -Directorate of Professional Community Colleges will lie to the Vice-Chancellor.

23. **Courses Offered:** One of the most important activities of a Community College is registration of students to various need based as well as skill based academic programmes as under:

Program	Duration Minimum	Duration Maximum	Credits	Eligibility	Registration
Certificate	1 Semester	1 Year	20	10th or Equivalent	Bi-Annually
Diploma	2 Semesters	2 Years	40	10+2 or Equivalent	Bi-Annually
Advance Diploma	4 Semesters	3 Years	80	10+2 or Equivalent	Bi-Annually
Bachelor Degree	6 Semesters	5 Years	120	10+2 or Equivalent	Bi-Annually
2nd Bachelor Degree	4 Semesters	2 Years	80	Bachelor Degree or Equivalent	Bi-Annually
Bachelor Degree (Professional)	8 Semesters	6 Years	160	Bachelor Degree or Equivalent	Bi-Annually
Master's Degree	4 Semesters	3 Years	120	Bachelor Degree or Equivalent	Bachelor Degree or Equivalent
Pre-University Certificate (Part-1 & 2)	2 Years	3 Years	40	10th or Equivalent	Bi-Annually
Pre-University Certificate (Foundation)	1 Year	2 Years	24	Pass 8th Class or 14 Years of Age	Annually

Research Programme	3 Years	6 Years	16	Master's Degree	Annually
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24. **Academic Assistance:** The University happily provides academic guidance to the Community Colleges through the Directorate of Community Colleges. The Community Colleges are also advised to seek clarification and assistance wherever they have any doubt in any course / program. The University always strives for professionalism for which updating is done in the programs at regular intervals. The Board of Studies comprising of subject experts and professionals of that field is doing these updating/ modifications in the syllabus. The University notifies the changes/ modifications in the syllabus and the Community Colleges are expected to go through them very cautiously to avoid any confusion. For any query and updating, the Directorate of Professional Community Colleges or the website should be consulted.
25. **Quality Control:** The Community College will have to follow the instructions issued from time to time regarding minimum number of hours for teaching and practical for a course, minimum attendance in a class, faculty attendance, etc. regarding the quality of education.
26. **Academic Audit:** The University may also carry out academic audit to examine the academic process. The audit shall include maintenance of attendance register, schedule of classes, list of faculty members and their bio-data, internal exam records, assignments, students feedback, library, monthly progress report, Instructional resources utilization. On the basis of such criterions, University may work out a grading system so that registered Community College could be classified on the basis of their contribution in academic excellence.
27. **Inter-Transferability of Students between Community Colleges:** A student will not move from one Community College to another without first obtaining No Objection Certificate (NOC) from both the Community College which he wants to leave and the Community College which he wants to join. The Community College should permit every student who wants to leave on valid grounds, viz. search of education of a higher quality, personal reasons including health factors, transfer of parents, etc. In case of there being a dispute between the Community College and the student asking for transfer, the matter should be referred to the Directorate of Professional Community Colleges for decision whose decision shall be binding to the Institute and the student both. Movement of students from one Community College to another should be in the beginning of the semesters. Transfers in mid semester will not be permitted. The University generally does not allow local transfer.

*Provided that where the University cancels registration of Community College, the students will be free to take admission in any other institute of their choice and for this the NOC of the cancelled institute will not be required.*

28. **Franchising/Sub-Letting Prohibited:** The University does not permit its registered community college to do franchising or sub-letting of its programs to other Institutes. At any point of time if it is proved that the Community

College is conducting the University programs through franchising or subletting, the Registration shall summarily be rejected / withdrawn.

29. **Penalties on the Community Colleges:** If any Community College so registered is found guilty of violation of the Statutes, Rules and Regulations, the University may take such action as it may deem fit, including that of imposing of fine and or suspension / cancellation of registration.
30. **Arbitration:** Every dispute, difference of question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out or in respect of this arrangement or the subject matter thereof (except in matters the decision whereof has been specifically provided above) shall be referred to the arbitration of an arbitrator appointed by the Vice-Chancellor of the University, whose decision shall be final and binding on both the parties. In case of the transfer or demise of the arbitrator, his successor in office shall continue the process from the point where his predecessor left it.
31. **Registration Fee:** The University shall be notifying Registration Fee for Community College from time to time.
32. **Security Deposit:** The University shall be notifying interest free security deposit for Community College from time to time. The Security Deposit shall remain with the University for a period of six (6) months from the date of completion of registration to the best of satisfaction of the University.
33. **Withdrawal of Registration:** Registration of Community Colleges, Provisional or permanent, may be withdrawn in part or in full, suspended or modified, if the Community College, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes and Regulations or any other direction or instruction of the University / Statutory / Regulatory body or failed to observe any of the conditions of registration, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
34. If a Community College ceases to function or is shifted to a different location or is transferred to a different Society, Trust, Individual or a group of individuals without the prior approval of the University, the registration granted to the Community College shall lapse automatically on such ceases, shifting or transfer, as the case may be, and it shall be treated as a new Community College for the purposes of future registration. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
35. If the University decides to withdraw the registration of the Community College, or the registration stands terminated by the order of the University, provisional or permanently, such decision shall not affect interests of the students of the Community College who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per the decisions, so taken.

## **STATUTE-53**

### **PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS**

1. In consonance with the provision under Section 8(xxxvii) of THE ARYAVART INTERNATIONAL UNIVERSITY Act 2023 (Tripura Act 3 of 2023), the University envisages to network and collaborate with other institutions of repute from India and abroad.
2. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
3. The objective of such networking and collaboration shall be to further teaching, research, transfer of credits, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
4. With the above in view, the University may enter into Memorandum of Understanding (MoU) with other institutions of national and international repute.
5. Any proposal received and/or initiated by the University to enter into an MoU with other institutions shall be examined by a Committee comprising the following:
  - a. The Pro-Vice-Chancellor (PVC) or One of Directors, to be nominated by the Chancellor, who shall be the Chairperson.
  - b. One members to be nominated by the Chancellor.
  - c. Director, Directorate of Outreach.
  - d. The Director of the Schools concerned or Subject expert nominated by Vice-Chancellor.
  - e. The Finance Officer.
  - f. The Registrar, who shall be the Member Secretary.
6. Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MoU.
7. Recommendations of the Committee together with the draft of the MoU shall be placed for the consideration and approval of the Executive Council of the University.
8. All MoUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.

## STATUTE-54

### NORMS FOR GRANTING AUTHORIZATION TO ORGANIZATIONS AS A VIRTUAL CAMPUS, STUDENT SUPPORT CENTRE, INDUSTRY INTEGRATED LEARNING CENTRE, TRAINING CENTRE, INFORMATION CENTRE AND EXECUTIVE EDUCATION CENTRE

1. THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Tripura Act 3 of 2023) empowers the University to establish or authorise Virtual Campus, Student Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre in and outside the country for promoting and delivering Professional Education and Skill Development Training Programme.
2. The Management of the organization desirous of seeking authorization shall apply to the Director, Directorate of Outreach of THE ARYAVART INTERNATIONAL UNIVERSITY in the prescribed form along with such fees as may be prescribed by the University from time to time. Every Management of the organization seeking authorization as Virtual Campus, Student Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre shall be registered as a Society under the Societies Registration Act or as a Trust Registered under the Indian Trusts Act or as a Company registered under Section 25 of the Companies Act.
3. The applicant Organization shall furnish information regarding:
  - i. The constitution and the personnel in the management.
  - ii. The subjects and courses of studies for which authorization is sought.
  - iii. Infrastructure including accommodation, equipment and number of students for whom the provision has been made.
4. If the application is in order, The Director, Directorate of Outreach shall forward the application to the Vice-Chancellor for consent to invite Management of the organization for presentation. Presentation report shall submit to the Vice-Chancellor for its consideration, within the time limit fixed.
5. The Presentation must be supported by authentic information and attested copies of required documents and requisite fees. The University may ask for verification of these documents with the original ones at any time.
6. The Vice-Chancellor may call for such additional information as may be deemed necessary.
7. The organization desirous of getting authorization as Virtual Campus, Student Support Centre, Industry Integrated Learning Centre, Training Centre and Executive Education Centre shall fulfil the following conditions:
  - a. **Physical Facilities:** The applicant organization shall have suitable building for administrative office, rooms for instruction, seminar and spacious accommodation.
  - b. **Laboratory:** The organization shall have a well-equipped Laboratory with all relevant advanced equipment / apparatus including tools

required for conducting practical as per requirement of the field of specialization.

- c. **Library:** The organization shall have Library with requisite number of books in the field(s) of specialization and shall also be a regular subscriber of national and international journals for the particular subject(s) / field(s) of specialization. It shall have Reading Room facilities for staff and the students with proper furniture and other associated Infrastructural facilities.
  - d. **Staff:** The organization shall have adequate specialized academic, technical and non-teaching staff. It shall have at least two fulltime Associate Professor / Assistant Professor per subject of specialization. In addition, there may be visiting/honorary staff as per Rules.
  - e. **Financial Status:** The organization shall have sufficient financial resources, so as to meet all the requirements for its continued maintenance including futuristic expansions.
7. Preference will be given to those Educational Agency, which are already running some educational or training programs with approval state government, or UGC approved University.
  8. The Self-Assessment Form will have to be submitted in TWO identical copies, accompanied by building maps (certified by Municipal Engineer or Architect), depicting actual dimensions and proposed uses as per the required norms for various rooms. Photographs of proposed Classrooms, Computer lab, Library, Principal and Faculty rooms and Common facilities, should also accompany the application form.
  9. The Presentation must be supported by authentic information and attested copies of required documents and requisite fees. The University may ask for verification of these documents with the original ones at any time.
  10. Submission of Self-Assessment Form and requisite fees for approval will not entitle the applicant for approval of the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre.
  11. Self-Assessment Form not meeting the minimum requirements or lacking supporting documents, fees may be rejected outright. In such a case the approval fees for the applicant is refunded.
  12. The Application Processing Fee and Inspection fee once paid are not refundable. If approval is granted to Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre, then Approval Fees is neither refunded nor adjustable under any circumstances. Government Colleges and agencies are exempted from the payment of Approval Fee only.
  13. The organization applying for authorization as Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre shall give an undertaking on prescribed format that they shall abide by all the Directions /

orders issued by the University, in exercise of the powers conferred on them under the appropriate provisions of the Act, Statutes, Rules and Regulations made there under.

14. The Inspection Committee may be constituted by the Vice-Chancellor shall visit the applicant organization on a scheduled day and submit its report to the Director, Directorate of Outreach including its recommendation in regard to grant of authorization. The Executive Council then shall consider the report and place its recommendation thereon for the consideration and approval. Authorization so granted by the Executive Council in any case shall not exceed a period of five (5) years.
15. **Duration of Authorization:** In the beginning, the authorization is for a period of one (1) year. On satisfactory performance and favorable recommendations of the inspecting person and the conduct of the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre as regards the facilities available, infrastructure, academic environment, number of students admitted, number of students appearing in the examinations, examination results, etc. the qualifying Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre and Executive Education Centre may have its authorization continued on payment of yearly Renewal Fees. The Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre and Executive Education Centre are permitted to admit students every year unless otherwise prohibited. If there is no specific action against the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre and Executive Education Centre, it will be deemed to be enjoying continued authorization subject to the payment of University dues and Renewal Fees. Any Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre which has not paid its Renewal Fees will be deemed to have lost its authorization automatically.
16. **Authority Competent to Grant authorization:**
  - a. The Vice-Chancellor will be empowered to sanction authorization of an Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre and Executive Education Centre up to five (5) years on the recommendation of Inspection Committee.
  - b. The Director - Directorate of Outreach may sanction provisional authorization of Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre for one (1) year on the basis of Self-Assessment Form and documents and presentation submitted by Applicant. At the end of the period the provisional authorization or approval it shall cease automatically. It shall be competent for the Vice-Chancellor to grant such extension of time.
  - c. An appeal will lie to the Academic Council of the University against the order of the Vice-Chancellor sanctioning or rejecting authorization of an

Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre.

- d. An appeal against an order of the Director - Directorate of Outreach will lie to the Vice-Chancellor.
17. **Franchising/Sub-Letting Prohibited:** The University does not permit its authorized Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre and Executive Education Centre to do franchising or sub-letting of its programs to other Institutes. At any point of time if it is proved that the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre is conducting the University programs through franchising or subletting, the authorization shall summarily be rejected / withdrawn.
18. **Penalties:** If Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre so authorized is found guilty of violation of the Statutes, Rules and Regulations, the University may take such action as it may deem fit, including that of imposing of fine and or suspension / cancellation/ withdrawal of registration.
19. **Authorization Fee:** The University shall be notifying authorization fee for Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre from time to time.
20. **Security Deposit:** The University shall be notifying interest free security deposit for Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre from time to time. The Security shall remain with the University for a period of six (6) months from the date of completion of approval to the best of satisfaction of the University.
21. **Withdrawal of Authorization:** Authorization of Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre and Executive Education Centre, Provisional or permanent, may be withdrawn in part or in full, suspended or modified, if the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes and Regulations or any other direction or instruction of the University / Statutory / Regulatory body or failed to observe any of the conditions of Authorization, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
22. If an Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre ceases to function or is shifted to a different location or is transferred to a different Society, Trust, Individual or a group of

individuals without the prior Authorization of the University, the Authorization granted to the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre shall lapse automatically on such ceases, shifting or transfer, as the case may be, and it shall be treated as a new Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre for the purposes of future Authorization. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

23. If the University decides to withdraw the Authorization of the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre, or the registration stands terminated by the order of the University, provisional or permanently, such decision shall not affect interests of the students of the Virtual Campus, Support Centre, Industry Integrated Learning Centre, Training Centre, Information Centre (Application Collection Centre) and Executive Education Centre who were on its rolls at the time of issue of the order till they pass out the normal duration of programs to which they are Authorization at that time. The University / Government shall have the duty to alleviate the education future of the effected students in an appropriate manner as per the decision, so taken.

## **STATUTE-55**

### **FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES**

1. The Chairperson may receive a recommendation from the Academic Council to begin awarding fellowships and scholarships with a fixed compensation upon the Chancellor's approval.
2. Fellowships are initially only valid for a single academic year, although they may occasionally be renewed for an additional year under certain circumstances. The fellowship will be extended in accordance with the standards established by the University.
3. The Executive Council may, upon the advice of the Academic Council, institute medals, certificates, or cash rewards for academic distinction awarded to students in a class or program as well as to teachers or other University employees.
4. Any individual, organization, or trust may suggest instituting a medal or monetary award for a certain course or program. The proposal will be reviewed by the faculty and board of studies before being decided upon by the academic council. The Executive Council must accept this suggestion from the Academic Council.
5. The Academic Council may suggest to the Executive Council that medals and prizes be given to students, teachers, and staff members for their exceptional performance in extracurricular activities, sports, debates, seminars, and other events.

## **STATUTE-56**

### **HONORARY DEGREES**

The Academic Council will make any recommendation for awarding honorary degrees to the Court and Executive Council. If the Court approves the proposal, it will need confirmation from the Chancellor.

## **STATUTE-57**

### **CONVOCATION OF THE UNIVERSITY FOR CONFERRING OF DEGREES OR FOR OTHER PURPOSES**

1. Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

*Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year on their respective degrees in-absentia and authorize the Registrar to issue the degree certificates on payment of the prescribed fee.*

2. Special Convocation for conferring degrees may be held on such date as may be fixed by the Chancellor, on the recommendation of the Vice-Chancellor.
3. At the Annual Convocation the Vice-Chancellor shall present a report of the year's work in the University.
4. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.
5. In the absence of the Chancellor, the Vice-Chancellor shall fix the date and preside over the Convocations.
6. The Rules and procedure to be followed at the Convocation shall be laid down by the Academic Council from time to time.

## **STATUTE-58**

### **WITHDRAWAL OF DEGREES**

The Academic Council has the authority to revoke any degree, academic distinction, certificate, or diploma awarded by the University to an individual, through a special resolution passed by a majority of not less than two-thirds of the members present and voting, for valid and significant reasons.

Provided that before passing any resolution, a written notice must be given to the person, asking them to provide reasons within a specified timeframe as to why the resolution should not be passed. The objections, if any, and any evidence presented by the person should be considered by the Academic Council before passing the resolution.

## **STATUTE-59**

### **EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE**

1. The University shall constitute a mechanism for the Redressal of the grievances of Employees and Students of the University. To this effect the University shall constitute the following three Grievance Redressal Committees:

- a. Students' Grievance Redressal Committee
- b. Teachers' Grievance Redressal Committee
- c. Non-Teaching Staff Grievance Redressal Committee

### **2. STUDENTS' GRIEVANCE REDRESSAL COMMITTEE**

a. The Students' Grievance Redressal Committee shall comprise the following:

- i. The Chief Proctor or such other person to be nominated by the Vice-Chancellor, who shall be the Chairman & Convener;
- ii. Director of the School concerned; and
- iii. Two persons nominated by the Chancellor.

b. Powers and Functions of the Students' Grievance Redressal Committee shall be:

- i. to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- ii. to enquire into the grievances, and make recommendations and report to the concerned authorities for Redressal or suitable action; and
- iii. to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

### **3. TEACHERS' GRIEVANCE REDRESSAL COMMITTEE**

a. The Teachers' Grievance Redressal Committee shall comprise the following:

- i. Chief Rector or one of the Director to be nominated by the Vice-Chancellor, who shall be the Chairman & Convener;
- ii. Three faculty members, not below the rank of Associate Professor to be nominated by the Vice-Chancellor;
- iii. Five teachers representing women, minority, SC, OBC, to be nominated by the Vice-Chancellor; and
- iv. Director of the School concerned.

- b. The Powers and Functions of the Teachers' Grievance Redressal Committee shall be:
  - i. to accept and consider written and signed complaints and petitions of teachers and other academic staff in respect of matters directly affecting them individually or as a group;
  - ii. to enquire into the grievances, and make recommendations and report to the concerned authorities for Redressal or suitable action; and
  - iii. to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

#### **4. NON-TEACHING STAFF GRIEVANCE REDRESSAL COMMITTEE**

- a. The Non-Teaching Staff Grievance Redressal Committee shall comprise the following:
    - i. Registrar, who shall be the Chairman & Convener;
    - ii. Five persons from the non-teaching staff representing women, minority, SC, ST, OBC, to be nominated by the Vice-Chancellor; and
    - iii. Head of the Section concerned.
  - b. Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be:
    - i. to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
    - ii. to enquire into the grievances, and make recommendations and report to the concerned authorities for Redressal or suitable action; and
    - iii. to recommend appropriate action against complainant(s), if allegations made are found to be baseless.
5. Grievances pertaining to the Students shall be received in the office of the Chief Proctor and shall be referred to the Students' Grievance Redressal Committee.
  6. Grievances pertaining to the teachers and other academic staff shall be received in the office of the Chairman & Convener of the Teachers' Grievance Redressal Committee and shall be referred to the Teachers' Grievance Redressal Committee.
  7. Grievances pertaining to the non-teaching and other non-academic staff shall be received in the office of the Registrar and shall be referred to the Non-Teaching Staff Grievance Redressal Committees.

8. The Grievance Redressal Committees, in their respective areas of jurisdiction, shall observe the following general principles:
  - a. Create awareness among the students, staff and teachers about the grievance Redressal mechanism;
  - b. Register and acknowledge grievances received and referred to them;
  - c. To the extent possible, all grievances received shall be settled within a fortnight by arriving at a final decision;
  - d. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he can expect a final reply;
  - e. As a matter of general Rules, no grievances should remain pending beyond the limit of three (3) months;
  - f. The Chairman & Convener of the respective Grievance Redressal Committees should make himself freely available to hear the grievances personally.
9. Aggrieved parties who are not satisfied with Redressal by the Grievance Redressal Committee, may appeal to the Vice-Chancellor for a reconsideration and review.

## STATUTE-60

### APPOINTMENT ON CONTRACT BASIS OR EQUIVALENT

1. **Full time/ Part time:** Appointment on contract may be made on full time or part time basis. However in case of full time appointment, a regular sanctioned post must exist and this should be kept vacant till the contract appointment continues. In case of part time appointment, the condition of availability or regular sanctioned post may not be applicable.
2. **Designation:** The designation at senior level could be Visiting Professor/ Professor Emeritus/ Visiting Faculty/ Consultant/ Advisor/ Adjunct Faculty/ Director (such as Director (Curriculum Development)/ Director (Quality Assurance), etc.)

At other levels it could be done of the usual designations of the University.

3. **Appointment Authority:** The appointment authority for all such contract appointments will be the Vice-Chancellor. However, the appointment for full time teachers on contract should be reported to Executive Council within a year of appointment. Further, if a full-time appointment is equivalent to or higher than Lecturer/ Assistant Registrar and if such an appointment is made for more than two (2) years the appointment will require the approval of the Executive Council.
4. **Pay:** The person appointed on contract shall be paid a consolidated salary which shall be fixed appropriately taking into consideration the status of the person so appointed, the emoluments drawn by him before this appointment, wherever applicable, etc. provided further the amount could be revised every two (2) years. Further, the amount will not exceed the emoluments at the maximum of the scale of the post against which appointed. Also in case of a retired officer it will not be more than the emoluments last drawn before retirement.

In case of contract appointment on part time basis, the consolidated salary shall not exceed half the emoluments as per above guidelines.

5. **Age Limit:** The age limit for full time appointment against the posts of Lecturers / Assistant Registrar and above all the 60 years extendable of 2 years with the approval of Executive Council in respect of teaching posts only. In respect of posts below the level of Lecturers/ Assistant Registrar, the age limit at the time of first appointment will be 45 years. However, it will not be applicable at the time of renewal of contract.
6. All such appointment will be recommended by a Board of Appointment.
7. The above committee will also recommend the emoluments in each case with following conditions:
  - a) Total leave admissible of all kinds shall not exceed 30 days in a calendar year.
  - b) DA/ CCA/ HRA or any other relief is not admissible.

- c) Travel Allowance/ Telephone/ Conveyance charges and other facilities may be allowed as per Rules applicable to any serving officer of equivalent grade.
- d) Health Insurance Premium Reimbursement facility may be provided if he is not covered under any medical scheme from the previous employer.
- e) Person appointed on contract basis can be assigned, in addition to the specific task for which appointed, any other duties by the Vice-Chancellor.
- f) The appointment can be discontinued with one (1) month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment.
- g) No PF benefit on account of the said appointment shall be admissible.

## **STATUTE –61**

### **ACADEMIC CALENDAR**

1. The Academic Council prescribing Academic Calendar of the University in terms of Guidelines duly notified by the University Grant Commission (UGC), New Delhi from time to time.
2. The Academic Calendar shall be notified by the Registrar of the University at least 30 days before the commencement of the academic year for the information of all concerned in a Performa prescribed by Court from time to time.
3. The Academic Calendar shall specifically include;
  - a. Date of commencement of the academic year.
  - b. Last date for admissions to various programs.
  - c. Last date of registration of students admitted to various programme.
  - d. Terms of Vacation.
  - e. Schedule of examination for winter examination and summer examination in terms of:
    - i. Commencement of the Examination.
    - ii. Last date for receipt of examination forms.
  - f. Probable date of declaration of results.
  - g. Date of end of the Academic Year.
4. The particulars governing the aforesaid events shall be incorporated separately for "Annual Pattern" and for that of "Semester Pattern" separately.
5. The said Notification shall include the specific instructions to the effect that:
  - a) All the Director of the School / Heads of the institutions / Centers / Community College should communicate the list of students admitted in their School / Community Colleges/ Centre / institutions to the university within 15 days from the last date of admission as notified by the academic calendar.
  - b) Students admitted after the last date as specified above shall not be considered for his registration in the university and therefore, shall not be permitted to appear at the university examinations.
6. In term of the computation of the events quoted herein above the number of working days, number of actual days of instructions, holidays other than Sundays and the extent of vacation in the concerned academic year staff by such, so as to ensure that the number of actual teaching days cumulatively in the two academic terms in concerned academic year in any case shall not be less than 180.
7. In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances.

## **STATUTE – 62**

### **RULES OF THE UNIVERSITY**

1. For implementing the provisions of the Act, Statutes and Regulations and for other purposes not contained therein, the Executive Council shall prescribe the Rules, guidelines and prepare manuals which shall be communicated and followed by the employees, associates and students from time to time.
2. The Court may direct to alter, amend and frame new Rules, Guidelines and Manuals which are not inconsistent with the provisions of the Act, Statutes and Regulations for the purpose of conducting the activities of the University for which it is established.
3. The Executive Council shall also have power to adopt any amendments proposed by itself or the Academic Council or Chancellor of the University.
4. The Court shall have right the annulment of any such Rules and Guidelines.
5. Every new Rule or addition to the Rules or any amendment or repeal of a Rule shall require the assent of the Chancellor who may assent thereto or withhold assent or remit to the Court or Executive Council for re-consideration.
6. A new Rule or a Rule amending or repealing an existing Rule shall have no validity unless it has been assented to by the Chancellor.

## STATUTE-63

### MISCELLANEOUS

1. **Residuary Powers:** In the event of the University being required to exercise any such powers or perform any such functions not falling within the purview of the Act, these Statutes, Rules, Regulations, Guidelines or Policies of the University; the Vice-Chancellor shall exercise such aforesaid powers and perform such aforesaid functions upon consultation with the Chancellor.
2. **Legal Adviser and Standing Counsel:** It shall be competent for the Executive Council to appoint a Legal Adviser/Standing Counsel for the University for such period and on such terms as it may decide, to perform such duties as it may assign from time to time.
3. **Student's hostels cafeteria and other accommodations:** The University shall provide to the students, to the extent possible, hostel accommodation and other housing facilities or permit to stay with guardian. The University shall, for the benefit of the students, provide and operate cafeteria, health, recreational, shopping and other ancillary facilities as may be deemed fit. The Academic Council in this regard shall make the Rules.
4. **Removal of difficulties:** In case any difficulty arises in giving effect to the provisions of the Statutes, the Chancellor may pass such order as necessary for the purpose of removing the difficulty, provided such an order is not repugnant to the provisions of the Act.
5. **Power to add or to amend:** The Court along with Executive Council shall be competent to alter or to add or to amend or to cancel any of the above Statutes, from time to time subject to the provisions contained in Section 30 of the Act.
6. **Interpretation:** On all question of interpretation of these Statutes the decision of the Court of the University shall be final. On matters not specifically covered in the Service Statutes of the University employees, such Rules governing the employees of Government of Tripura shall apply unless otherwise decided by the Court.
7. **Savings:** Such other Rules as are considered necessary to carry out the functions of the University will be framed by the Court as and when necessary, under the respective headings.

**By Order of the Hon'ble Chancellor**

**of**

**The Aryavart International University, North Tripura**

**Registrar**