

Summary Sheet

Criteria 6	Governance, Leadership and Management
Key Indicator 6.2	Strategy Development and Deployment
Matrix 6.2.1	The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc



UNIVERSITY
GWALIOR • MP • INDIA

“ CELEBRATING DREAMS ”

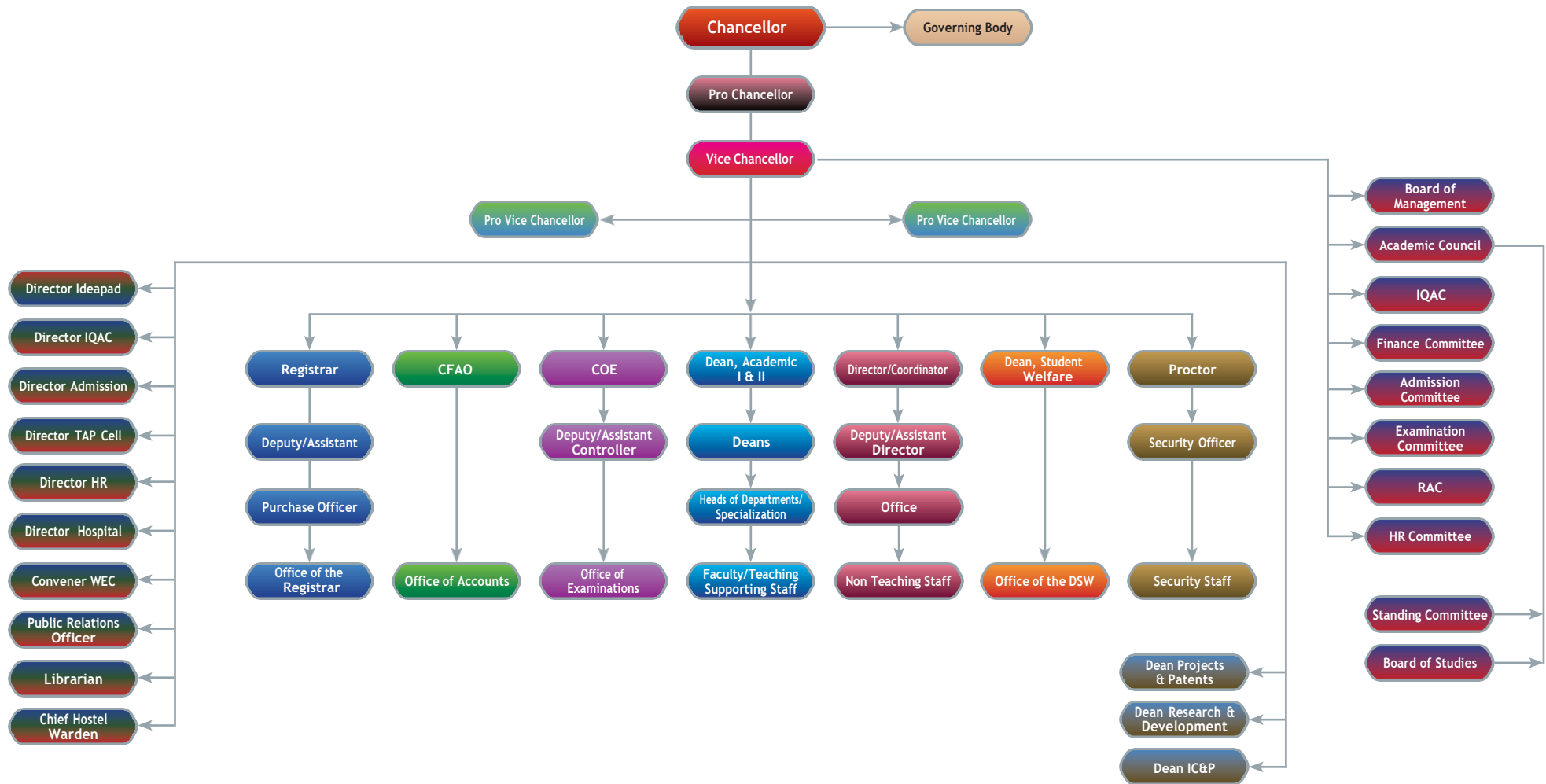
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ITM UNIVERSITY GWALIOR - ORGANOGRAM



"CELEBRATING DREAMS"



Dean: School of Sciences • School of Engineering and Technology • School of Management • School of Agriculture
 School of Sports Education • School of Nursing • School of Pharmacy

Administrative Setup of ITM University Gwalior

ITM University Gwalior functions under a well-defined administrative structure, ensuring effective governance and academic quality. Here's a breakdown of the key positions:

1. Chancellor:

- The head of the university, holding the highest ceremonial position.
- Sets the overall direction and vision for the university.
- Appoints the Vice-Chancellor with the approval of the Board of Governors.

2. Pro-Chancellor:

- Acts as a powerful delegate of the Chancellor, overseeing university operations.
- Exercises powers delegated by the Chancellor, excluding those reserved for the Chancellor by the governing Act.
- Ensures adherence to governing documents like the Act, Rules, Statutes, Ordinances, and Regulations.

3. Board of Governors (BOG):

- The supreme decision-making body of the university.
- Comprises eminent educationists, industrialists, and social workers.
- Oversees the strategic direction, financial management, and long-term growth of the university.
- Approves the appointment of the Vice-Chancellor.

4. Board of Management (BOM):

- Provides executive leadership for the university's day-to-day operations.
- Comprises members nominated by the BOG and representatives from the university administration.
- Oversees academic programs, faculty recruitment, infrastructure development, and financial budgeting.

5. Academic Council:

- The highest academic body responsible for maintaining academic standards and quality.
- Comprises senior faculty members, deans of schools, and external academic experts.
- Approves new academic programs, curriculum revisions, and teaching methodologies.
- Ensures the university's programs align with national and international accreditation standards.

6. Vice-Chancellor (VC):

- The chief academic and administrative officer of the university.
- Responsible for implementing the decisions of the BOG and BOM.
- Oversees all academic and administrative departments.
- Provides leadership and direction to faculty and staff.

7. Pro-Vice Chancellor (Pro-VC):

- Assists the Vice-Chancellor in managing the university's affairs.
- May handle specific areas of responsibility delegated by the VC, such as academics, research, or administration.

8. Deans of Schools:

- Head their respective academic schools (e.g., Engineering, Management, Sciences).
- Oversee curriculum development, faculty performance, and student progress within their schools.
- Report to the Vice-Chancellor on the academic activities of their schools.

9. Heads of Departments:

- Lead individual academic departments within each school.
- Responsible for faculty coordination, curriculum execution, and student learning within their departments.
- Report to the Dean of their respective school.

This administrative structure ensures clear lines of authority, effective decision-making, and a focus on academic excellence at ITM University Gwalior.

Functioning of the Institutional bodies

ITM University ensures the efficient operation of its institutional bodies through well-defined policies, administrative structures, appointment procedures, and established protocols.

1. Academic Affairs

- **Policies:** Clear policies on curriculum development, program approval, and faculty workload ensure quality control and consistency across academic programs.
- **Administrative Setup:** Departments, committees (like curriculum committees), and deans oversee program development, review, and implementation.
- **Appointment & Service Rules:** Faculty appointments consider qualifications and teaching experience. Ongoing professional development is encouraged.
- **Procedures:** Established procedures for curriculum updates, course approvals, and innovative teaching methods ensure efficient program management.

2. Research and Development

- **Policies:** Defined policies on research ethics, intellectual property management, and funding allocation promote a responsible and productive research environment.
- **Administrative Setup:** Research centers, dedicated funding committees, and ethics committees provide support and oversight for research activities.
- **Appointment & Service Rules:** Appointments for research positions consider research experience and expertise in specific fields.
- **Procedures:** Streamlined procedures for grant applications, ethical review of research proposals, and research project approvals expedite progress.

3. Student Services

- **Policies:** Policies on student support services, grievance redressal procedures, and diversity & inclusion initiatives foster a supportive and inclusive environment.
- **Administrative Setup:** Dedicated offices (e.g., academic advising, career counseling) and student support staff provide well-rounded services.
- **Appointment & Service Rules:** Staff appointments prioritize qualifications relevant to student support services (e.g., academic advisors, counselors).
- **Procedures:** Clear procedures guide students in accessing support services, resolving grievances, and participating in co-curricular activities.

4. Community Engagement and Outreach

- **Policies:** Institutional policies encourage service-learning opportunities, community partnerships, and public outreach initiatives.

- **Administrative Setup:** Dedicated offices or committees coordinate community engagement activities, fostering collaboration with external stakeholders.
- **Appointment & Service Rules:** Staff with expertise in community engagement or relevant fields can be recruited to spearhead outreach initiatives.
- **Procedures:** Established procedures for planning, implementing, and evaluating outreach programs ensure effective community engagement and impact.

5. International Relations

- **Policies:** Policies on international student admissions, faculty exchange programs, and international collaborations promote global exposure and knowledge sharing.
- **Administrative Setup:** International offices or committees manage internationalization efforts, facilitating partnerships and student/faculty exchange programs.
- **Appointment & Service Rules:** Recruiting staff with international experience or language skills can further enhance collaborations and student support.
- **Procedures:** Standardized procedures for international exchange programs, student visa applications, and collaboration agreements streamline interactions with global partners.

6. Administration

- **Policies:** Clear policies on budgeting, resource allocation, procurement, and human resource management ensure efficient and accountable operations.
- **Administrative Setup:** Dedicated departments (e.g., finance, human resources) manage administrative functions and provide support to other institutional bodies.
- **Appointment & Service Rules:** Appointments in administration prioritize relevant qualifications and experience in areas like finance, human resources, or facilities management.
- **Procedures:** Established procedures for financial transactions, procurement processes, and personnel management ensure efficient and transparent operations.

भाग ४ (ग)**अन्तिम नियम**

उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 1st February 2012

No.-R-587-cc-2011-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first Statute of the ITM University, Campus N. H.-75, Jhansi Road Gwalior, (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statute of the University shall come in to force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,
C. B. PADWAR, Dy. Secy.

STATUTE NUMBER 01**SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of **ITM University, Gwalior Madhya Pradesh**.
- (2) These Statutes shall come into force with effect from the date of their publication in the official Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Amendment to the Statutes shall be made as per provisions of the Section 27 of the Act as amended.

STATUTE NUMBER 05

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/Vice-President/President of the Sponsoring Body shall send the name, along with Biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act. Notwithstanding, the Chancellor shall also exercise such powers as laid down in the Statues of the University.
- (3) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause (1) of this statute.

Provided that the chancellor shall notwithstanding the expiring his term, continue to hold his office until either he/she is reappointed or his/her successor enter upon his office.

- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice Chancellor shall perform his/her duties till the duly approved Chancellor reassumes his/her office or the new Chancellor is appointed. However this period will not exceed six months.
- (5) The Chancellor shall exercise general control over the affairs of the University and ensure that the Act, Rules, Statutes, Ordinances and Regulations are faithfully observed by the University. He can call any information/record and direct any officer of the University to reconsider his/her decision/s.
- (6) The Chancellor shall be entitled to receive honorarium, expenses, allowances and other statutory benefits as may be decided by the Governing Body.
- (7) The Chancellor may by writing under his/her hand addressed to the Visitor, resign his/her office. The Chairman of the Sponsoring Body shall forward his/her resignation to the visitor and after Visitor's approval, shall accept his/her resignation and propose a new name to the visitor as per clause (1) of this Statute.
- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence" motion against the Chancellor and if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.

STATUTE NUMBER 06

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE CHANCELLOR

- (1) The Vice-Chancellor shall be appointed by the Chancellor by the procedure laid down in Section 17 of the act.
- (2) The Vice Chancellor shall be the whole-time salaried officer of the University.
- (3). Subject to the provisions of section 17 of the Act, the Vice-Chancellor shall, hold office for a term of four years.

Provided that the Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor joins. In any case however, this period shall not exceed 6 months.

Provided further that, on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice Chancellor will be reappointed by the Chancellor for another term.

- (4) Apart from exercising all such powers as described in section 17 of the Act, the Vice Chancellor shall also exercise such other powers as prescribed in the Statutes and Ordinances.
- (5) The emoluments and other conditions of services of the Vice Chancellor at the time of appointment shall be such as decided by the Governing Body and as amended from time to time, in conformity with the guidelines of UGC.
- (6) The Vice Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University with the approval of the Chancellor.

- (7) It shall be the duty of the Vice-Chancellor to ensure that the Act or the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (8) The Vice-Chancellor shall have power to constitute such committees as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the adhinyam/statues but not contrary to the committee/s appointed by Chancellor.
- (9) To exercise such powers as may be necessary or expedient to carry out the orders of the Chancellor.
- (10) The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign from his office.

STATUTE NUMBER 07

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- (1) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor and Chancellor.
- (2) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
 - (I) Vice Chancellor - (Chairman)
 - (II) Nominee of the Chancellor
 - (III) Nominee of the Sponsoring Body
 - (III) Two expert members approved by the Governing Body
 - (IV) One observer nominated by the Chairman of the Regulatory Commission.

(3) Procedure for Selection of Registrar :

The University shall follow the following procedure for the selection of the Registrar:

- (i) The University shall invite applications for the post through the process of an advertisement in important News papers having wider circulation in important News papers/e-newspaper/e-sites and job portals having wider circulation.
 - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff of the University approved by the Governing Body for the purpose.
 - (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
 - (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (4) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) If at any time, upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor's decision shall be final in the matter.
- Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
 - (7) The age of retirement of Registrar shall be sixty five years.

(8) Duties of the Registrar shall include :

- (i) To be the custodian of the records, the common seal and such other movable and immovable properties of the University, as the Governing Body shall commit to his charge;
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member - Secretary but he/she shall not have a right to vote.
- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting of which he is to act as Secretary, and also perform other duties assigned by the Governing Body / Board of Management from time to time.
- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and the Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
- (v) To keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Academic planning and Evaluation Board and any bodies or committees of the University appointed under the Adhinyam of which he is to act as Secretary.
- (vi) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor and the Vice Chancellor or various authorities or bodies of the University of which he is the Secretary;
- (vii) To discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same.
- (viii) To perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and
- (ix) To render such assistance as may be desired by the Vice Chancellor in the performance of his official duties.

- (x) Subject to the control of the Vice Chancellor, the Registrar shall have power to appoint the Class III and Class IV staff of the University and likewise shall exercise disciplinary control over them.
- (9) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (10) An appeal can be made to the Vice-Chancellor against any order of the Registrar. The Vice-Chancellor will be the final authority to take decision on the appeal.
- (11) The Registrar may be writing under his hand addressed to the Vice-Chancellor, resign from his office.

STATUTE NUMBER 08

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

- (1) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice Chancellor.
- (2) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.
The committee shall consist of:-
- (i) Vice Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Nominee of the Sponsoring Body
- (iv) Two expert member approved by the Governing Body out of which one must be Chartered Accountant or Expert on financial matters.
- (v) One observer nominated by the Chairman, Regulatory Commission.

(3) Selection of CAFO

The University will follow the following procedure for the selection of the CAFO.

- (i) The University would invite applications for the post through the process of an advertisement in important News papers/e-newspaper/e-sites and job portals having wider circulation.
 - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff of the University approved by the Governing Body for the purpose.
 - (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
 - (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (4) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
- (6) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (7) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (8) The age of retirement of CFAO shall be sixty five years.

(9) Duties of the CFAO shall include :

- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited. The Chief Finance & Accounts Officer shall be responsible for preparation of the Annual and the Supplementary Budget of the University for presentation before the Board of Management, timely payments of loans of the University & disbursement of salary of the staff of the University.
- ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
- iv. He shall discharge all such functions as assigned to him by the Chancellor of the University including duties as specified in the appointment letter.
- v. The Chief Finance & Accounts Officer shall be responsible for ensuring that the University adheres to the all financial rules and regulations of statutory authorities and departments of State Government.

STATUTE NUMBER 09

GOVERNING BODY

- (1) Formation and functioning of the Governing Body shall be as laid down under section 22 of the act.
- (2) The term of the nominated members of the Governing Body will be of three years.
- (3) Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act. The Governing Body of the University shall have the following powers and duties.
 - i. To make, review and approve, from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the university.

- ii. To make recommendation on any matter referred to it by the Chancellor.
- iii. To make recommendation to the Sponsoring Body for the creation of new posts of officers of the University.
- iv. To approve the annual budget and supplementary budget.
- v. The Governing Body may delegate any of its functions/powers to any authority/officers/body of the University. The powers/functions so exercised should be reported to Governing Body in its subsequent meeting.
- vi. Such other powers and duties as may be prescribed by the Chancellor.

STATUTE NUMBER 10

BOARD OF MANAGEMENT

- (1) Formation and functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The term of the nominated members of the Board of Management will be of three years.
- (3) The Board of Management shall ordinarily meet once in every two months.
- (4) Powers and Functions of the Board of Management shall be:
 - (i) To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
 - (ii) To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - (iii) To follow the Budget for Expenditure as approved by the Governing body.
 - (iv) To recommend to Governing Body for creating the post of teachers, other officers, ministerial and technical staff of other officers of the university.
 - (vi) Save as otherwise provided by the Act, or the Statutes, to appoint the officers, teachers of the University other than the Vice-Chancellor, the Registrar and the Chief Finance and Account Officer; to define their duties and the conditions of

their service, and to provide for the filling of vacancies in their posts and to institute adjunct professorship/visiting professorship.

- (vi) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the university.
- (vii) To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the university.
- (viii) Subject to the overall ceiling in the annual budget the Board of Management may approve reappropriation of finances from one head of expenditure to another.
- (ix) To perform any other functions this may be assigned by the Governing Body/Chairman of the Board of Management / Statutes of the University.

STATUTE NUMBER 11

FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL

- (1) The Academic Council shall consist of the following members:
 - i. Vice Chancellor (Chairman)
 - ii. Pro Vice Chancellors
 - iii. The Deans.
 - iv. The Heads of the Departments.
 - v. Three Professors of the University Teaching Departments.
 - vi. Three Professors from State/Central Govt. Universities nominated by the Chancellor. Chancellor may also consider the names of eminent retired professors for such nominations.
 - vii. Two representatives from amongst the Scientists/ Educationists/ Technologists/ Industry representatives nominated by the Chancellor.
 - viii. One representative nominated by Chairman, Regulatory Commission.
- (2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, the senior most Pro-Vice-Chancellor will preside.

- (3) The Registrar shall be the Member- Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the vice Chancellor shall act as the Secretary.
- (4) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily seven days notice shall be given for all meetings of the Academic council.
- (5) The term of the nominated members of the Academic Council will be three years.
- (6) Subject to the provisions of the Act, the Academic council shall have the following powers, duties and functions, namely,
 - (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
 - (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
 - (iii) To promote research and related activities in the University.
 - (iv) To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
 - (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
 - (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a school or the Board of Management to take appropriate action thereon.

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- (vii) To make proposals to the Board of Management for allocating departments to a faculty/school.
 - (viii) To make proposal to the Board of Management for the institution of professor emeritus, adjunct professor, visiting professor, fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
 - (ix) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
 - (x) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to report to Board of Management as to the expediency of abolition, reconstitution or division of any school of the University.
 - (xi) To recognize diplomas and degree of other universities and institutions and to determine their equivalence.
 - (xii) To make special arrangements, if any, for the teaching of women/disabled students and for prescribing for them special courses of study.
 - (xiii) To consider academic related proposals submitted by the faculties/ departments of the University.
 - (xiv) To approve the syllabus of the different courses/ subject submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
 - (xv) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
 - (xvi) To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.

- (xvii) To appoint committee for admission of students in different faculty of the University.
- (7) To recommend to the Board of Management the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic council.
- (9) To report and to make recommendation on any matter referred to it by the Chancellor or the Governing Body, as the case may be.
- (10) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time.

STATUTE NUMBER 12

FINANCE COMMITTEE

- (1) The Finance Committee shall consist of the following persons, namely:-

(i)	The nominee of the Chancellor	:	Chairman
(ii)	The Vice Chancellor	:	Member
(iii)	The Pro Vice-Chancellor	:	Member
(iv)	The Registrar	:	Member
(v)	One member of the Governing Body to be nominated by the Chancellor	:	Member
(vi)	One person of the Board of Management to be nominated by the Sponsoring Body	:	Member
(vii)	One Dean nominated by the Chancellor	:	Member
(viii)	Chief Finance and Accounts Officer	:	Member Secretary

- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (3) The finance committee shall meet at least thrice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members at least five days in advance of the meeting.
- (4) Three members of the finance committee, including Chairman, shall constitute the quorum at the meetings.

(5) Functions and powers of the Finance Committee shall be as follows:

- (i) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.
- (ii) The Finance Committee shall consider the annual accounts of the University prepared by the Board of Management and its recommendation thereon along with the annual budget, and shall put it up to the Governing Body for its consideration and approval.
- (iii) The Finance Committee may make its recommendations to the Board of Management to accept bequests, and donations of property to the University on such terms as it deems proper.
- (iv) The Finance Committee may recommend mechanisms, ways and means to generate and save resources for the University.
- (v) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (vi) The Finance Committee shall advise the Governing Body on any question affecting its finances. The Committee shall also be responsible for regular Audit process.
- (vii) The Finance Committee shall be responsible for the observance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.
- (viii) The Finance Committee shall recommend course of action on the regular reports of external and internal auditors.

STATUTE NUMBER 13

STANDING COMMITTEE

- (1) Standing Committee of the University shall be constituted as under:
 - (i) Vice Chancellor as the Chairman of the Committee
 - (ii) Pro Vice Chancellor
 - (iii) Registrar
 - (iv) CFAO
 - (v) Deans of all faculty of the University.
 - (vi) Three senior Heads of Departments of the University by rotation (their term being three years).
 - (vii) One nominee of the Chancellor.

The Chair-person can invite additional members to the standing committee as and when required. The Standing Committee shall perform such tasks as assigned to it by Board of Management from time-to-time.

- (2) The Registrar shall act as the Secretary of the Standing Committee.
- (3) Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice Chancellor by the Registrar of the University. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 2 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Chancellor/Vice Chancellor, as and when required, with six hours notice.

STATUTE NUMBER 20

STUDENTS COUNCIL

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/School who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. Vice-Chancellor will ensure that adequate representation is given to all sections in the Students' Council.

STATUTE NUMBER 21

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the Professors, Associate Professor, and Asst. Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments/schools/faculty of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (shall be advertised in the national daily / News Papers of wide circulation or on the website of the University clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee constituted by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection. This list may be allowed to be uploaded on the website of the University.

- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
- (i) The Vice-Chancellor - Chairman
 - (ii) One observer, to be nominated by the Chairman, Regulatory Commission.
 - (iii) Three subject experts not connected with the University in any manner whatsoever, nominated by the Vice Chancellor from a panel of five experts approved by the Chancellor.
 - (iv) Dean of the concerned School Of Studies.

- (7) The Selection Committee shall recommend to the Governing Body, names arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts are present in the Selection Committee meeting.

- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage Adjunct Professors/Visiting Professors teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

- (10) Provisions for teachers (appointed by the Sponsoring Body/Institute/College) and already working:
- (i) Teachers (professors/Readers/Lectures) who are already working and who were appointed on regular basis, following due procedure in the same institution, before notification of the University, and who have now become constituent unit of the University, shall be examined by a screening committee constituted as per the provisions of section 06 of this Statute.
 - (ii) Observing the norms laid down by the UGC/ AICTE or any other relevant regulatory Body, the screening committee shall recommend names of suitable teachers to the University.
 - (iii) The teachers found suitable for appointment in the University Teaching Departments may be absorbed as regular teachers of the University after approval of the Governing Body.

STATUTE NUMBER 22

CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University:
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be one or of two years as decided by the Registrar.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

STATUTE NUMBER 23

OTHER OFFICERS OF THE UNIVERSITY

- (i) Pro-Vice-Chancellor;
 - (a) Chancellor shall have the powers to appoint Pro-Vice-Chancellor who will be full-time officer of the University. Pro-Vice-Chancellor will report to the Vice-Chancellor. The number of Pro-Vice-Chancellors shall not exceed more than three and will come from different Schools.
 - (b) Vice-Chancellor will assign duties to Pro Vice-Chancellor.
- (ii) Controller of Examination:
 - (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.

- (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the Vice Chancellor may temporarily appoint a person to perform the duties of the office.
- (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

(iii) Librarian:

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (10) for the teachers.

(iv) Dean Student Welfare (DSW):

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

- (1) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

STATUTE NUMBER 24

CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any School Member and Head of the Department will forward it to the Vice Chancellor.
- (ii) On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, and the person on whom conferment of such honorary degree is under consideration is a person of eminence, shall call a special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.