

**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 02**

### **DEFINITIONS**

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) "Academic Year" means a period of nearly twelve months spread over two semesters/three trimesters, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (4) "Board of Study" means the Board of Study of a Department / School of Studies/Institute of the University.
- (5) "Convocation" means the convocation of the University.
- (6) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and/or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (7) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (8) "Employee" means any person working as regular staff & on the payroll of the University.
- (9) "Executive Committee" means Executive Committee of the Sponsoring Body.
- (10) "School" means School of the University listed in Statute No. -15.
- (11) "Regular Education" means and includes delivering instruction, teaching, learning, education, training and related activities directly by the teacher or through the University synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (12) "Regulation" means regulation of the University.
- (13) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (14) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.

- (15) "Seal" means the common seal of the University.
- (16) "Subject" means the basic unit(s) of instruction; learning; teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- (17) The terms "he", "him" and "his" include the feminine gender also.
- (18) The "Regulatory Commission" means the Commission constituted under clause 36 of the Act.
- (19) The "University" means "ITM University, Gwalior" established under The Madhya Pradesh Niji Vishwavidyalaya (Staphana Avam Sanchalan) Adhiniyam, 2007 Act of Madhya Pradesh State no.17, of 2007.

### **STATUTE NUMBER 03**

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

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

### **STATUTE NUMBER 04**

#### **OBJECTIVES OF THE UNIVERSITY**

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives;

- (1) To collaborate with other Universities, Research Institutions, Industries, Governments and Non-Government Organizations towards fulfillment of objectives of the University.

## **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 Statutes 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 adhiniyam/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 form 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 14**

### **EXAMINATION COMMITTEE**

- (1) The Board of Examination of each Subject shall consist of the following members :
  - (i) Head of the Department - Chairman.
  - (ii) Two senior most teachers of the Department (other than the Head of the Department).
  - (iii) One nominee of the Vice-Chancellor.
- (2) The functions of Examination Committee shall be defined by regulations.

## **STATUTE NUMBER 15**

### **FACULTY/SCHOOLS**

- (1) The University shall include the following faculty:
  - (i) School of Sciences
  - (ii) School of Engineering and Technology
  - (iii) School of Education
  - (iv) School of Governance and Political Science
  - (v) School of Management
  - (vi) School of Social Science
  - (vii) School of Arts & Design
  - (viii) School of Humanities and Literary Studies
  - (ix) School of Commerce and Financial Studies
  - (x) School of Architecture

- (xi) School of Medical and Paramedical Science
- (xii) School of Ancient Wisdom and Ideology
- (xiii) School of Agriculture and Veterinary Science
- (xiv) School of Sports Education
- (xv) School of Nursing
- (xvi) School of Life Sciences

Such other faculty as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

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

## **STATUTE NUMBER 16**

### **DEANS OF FACULTY/SCHOOL**

There shall be a Dean for each School nominated by the Vice Chancellor.

Ordinarily, a Professor within the School shall, by rotation according to seniority, act as Dean of the School for a period of three years.

Provided that:-

- (1) If there is no Professor, a Reader/an Associate Professor, by rotation according to seniority, shall act as Dean. In the absence of any eligible teacher who can qualify to become Dean, a Dean/Professor/Associate Professor/Reader of an allied discipline can be nominated as Incharge Dean. Moreover, Professor Emeritus/Visiting Professor can be nominated as Dean in the Faculty of Fine Arts.
- (2) The Dean shall be the Chairman of the School and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the School.

- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching, evaluation and research work in the Departments comprising the School.
- (4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Board of Management or the Vice-Chancellor or the ordinance.
- (5) Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the School.

### **STATUTE NUMBER 17**

#### **CONSTITUTION OF FACULTY/SCHOOL**

Each School shall consist of the following members, namely:

- (1) The Dean of the School who shall be the Chairman.
- (2) The Heads of Departments in the School.
- (3) All Professors in the School.
- (4) One Associate Professor/Reader and one Asst. Professor/Lecturer, by rotation according to seniority, from each Department in School.

### **STATUTE NUMBER 18**

#### **POWER OF THE FACULTY/SCHOOL**

- (1) The School shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, recommend such Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

## **STATUTE NUMBER 19**

### **BOARD OF STUDIES**

- (1) There shall be a Board of Study for each Subject comprising of :-
  - (i) All the teachers of the concerned subject.
  - (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries/research organizations, after approval of Vice-Chancellor from a panel of five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided:
  - (i) That the term of the chairman shall be three years, and after expiry of the term, the next/ senior most Professor/Associate Professor/Reader shall be Chairman.
  - (ii) That if there are more than one Professor in the department, the senior most Professor/Associate Professor/ Reader shall be the chairman for Board of Studies of that subject: in accordance with subsection 1.
- (3) The term of the Co-opted members of the board of studies shall be three years.
- (4) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detailed syllabus of the different courses of the department shall be prepared by the Board of Study and be submitted to the Academic Council for its approval and publication.
- (6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time but not later than three years and be submitted to the Academic Council for its approval.
- (7) Board of studies meeting shall be arranged at least twice a year.

## **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.

- (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
- (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.
- (v) The recommendation of the Governing Body will be presented to the Chancellor by the Vice-Chancellor. The Chancellor shall take the final decision on such matter.

## **STATUTE NUMBER 25**

### **PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- (1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;
- i. Prospectus/ Registration form
  - ii. Admission fees (Where applicable)
  - iii. Tuition fees for the course
  - iv. Examination fees
  - v. Library fees
  - vi. Development/amalgamated fund
  - vii. Laboratory fees
  - viii. Caution money
  - ix. Activities Fee
  - x. Cultural/Annual Function Fee
  - xi. Hostel fee
  - xii. Security fee
  - xiii. Industry visit/Excursion Fee
  - xiv. Training/Augmentation/Placement Fees.

The University can introduce other heads of fees from time to time.

- (2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- (4) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerned session.
- (5) Fee shall be subject to the approval of the Regulatory Body (defined in section 2(i) of the Act 2007).

## **STATUTE NUMBER 26**

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

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4)
  - (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
  - (ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

## **STATUTE NUMBER 27**

### **CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

## **STATUTE NUMBER 28**

### **ADMISSION OF STUDENTS**

- (1) Admission to various courses shall be governed as prescribed in the ordinances framed for the concerned subjects.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/tests conducted by different State/ National / Professional Bodies.

## **STATUTE NUMBER 29**

### **ANNUAL REPORT**

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

## **STATUTE NUMBER 30**

### **RESIGNATION**

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

## **STATUTE NUMBER 31**

### **ACTION AGAINST TEACHERS**

Where there is an allegation of misconduct or prejudice or bias or subjectivity in evaluation against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, However, for taking actions to the extent of termination of the teacher concerned, the Vice chancellor shall report the matter to the Governing Body, whose decision ordinarily will be final subject to the provision of the appeal to the Chancellor.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the decision of the Chancellor shall be final.

## **STATUTE NUMBER 32**

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

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose, pending which the employee may be suspended from the service.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including termination depending on the severity of the misconduct.

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor who shall take appropriate decisions..

- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order, whose decision shall be final.

## **STATUTE NUMBER 33**

### **APPOINTMENT OF EXAMINERS**

1. In this Statute:
  - (i) "Internal Examiner" means:
    - (a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
    - (b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.
  - (ii) "External examiner" means an examiner other than an internal examiner.
  - (iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.
2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -
  - (a) The academic qualifications and teaching experience at degree and post graduate levels.
  - (b) The field of specialization.

- (c) The examination of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.
5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
- (i) A panel of three names for the appointment of the paper setter of each written paper.
- (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent excess of the number to the appointment.
- (iii) A list of names of persons for appointment as examiners in each Practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.
7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as follows, namely:



<u>Examination:</u>	<u>Qualifications:</u>
(i) Post graduate examination in all faculties other than law/MBA	(i) Experience of teaching the subject at the post graduate level for at least five years .  OR Experience of teaching the subject at the post graduate level of a least three years together with research experience/ total teaching experience at the degree and / or post graduate level for at least seven years.
(ii) LL.M	(ii) Master's degree or higher degree in law and teaching experience at L.L.M level for at least five years  OR Experience as High Court Judge.  OR Standing of at least ten years at the bar.
(iii) For M.B.A	(iii) A person with three years experience of teaching the subject concerned at the post-graduates level
(iv) Degree examination in all faculties other than Engg. Technology, Law, Medicine and Ayurveda and journalism and Mass Communication formatting part of Arts Faculty.	(iv) Teaching the subject at Degree and/ or post graduate level for atleast seven years.

<p>(v) Degree Examination in Engineering/Technology.</p> <p>(vi) Degree examination in the faculty of ayurveda.</p> <p>(vii) LL.B.</p> <p>(viii) Diploma examination in all faculties other than those in the faculty of Medicine and Postgraduate Diploma examination in Business Administration.</p> <p>(ix) Diploma examination in the Faculty of Medicine.</p> <p>(x) Post graduate Degree/Diploma in Business Administration</p>	<p>(v) Teaching experience in the subject at the degree and/or post-graduate level for at least five years.</p> <p>(vi) Teaching experience in the subject at the degree and/or post-graduate level for at least five years</p> <p>(vii) Teaching experience of LL.B. and/or LL.M classes for at least seven years.</p> <p style="text-align: center;">OR</p> <p>Judicial experience as District Judge for atleast five years</p> <p style="text-align: center;">OR</p> <p>Standing of at least ten years at the bar.</p> <p>(viii) Teaching experience of atleast three years of Degree and five years of Diploma classes.</p> <p style="text-align: center;">OR</p> <p>Ten years professional experience.</p> <p>(ix) A Doctor's or Master's Degree of a post graduate Diploma of a recognized University or an equivalent qualification in the subject and at least five years teaching experience in the subject in any University of college recognized by the Medical Council of India.</p> <p>(x) At least seven years teaching experience at the degree level of at least five years teaching experience of post graduates/Degree/Diploma classes in the subject.</p>
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## (B) Co-examiners

The qualifications shall be same as for paper setters but the minimum teaching/ professional experience required shall be less by two years than that prescribed in case of the paper setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies /Department the University with at least three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

- 9
- (1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.
  - (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.
  - (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
  - (4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
  - (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department of this University.
10. Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.

11. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory. An examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or (ii) he or she is found by the governing body to have delayed the work without good cause or (iii) there is an adverse report from the head Examiner ; of (iv) in the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.
12. (1) In paper for which there is only one examiner, he shall set the paper and value the answer books received by him.
- (2) In a paper for which more than one examiner has been appointed, the head examiner shall:-
- (i) Set the paper.
  - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
  - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
  - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
  - (v) Assign duties to the Deputy Head Examiners, if there be any.
  - (vi) Value such number of answer books as may be allotted to him.
  - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
  - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.
13. A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.

14. (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara 12(ii) above.
  - (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
  - (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
  - (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
  - (v) In case the co-examiner does not receive the memorandum of instructions from the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examinations. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examinations.
15. Notwithstanding the provision of sub Paras (ii) to (v) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and instalments market answer books between the paper setter and other examiners.
  16. If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.
  17. Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
  18. In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.

19. In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of at least two examiners.
20. In the case of a subject for M.A, M.sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
21. (i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.  
(ii) No person shall act as a moderator or tabulator for any examination if any office relations are appearing/has appeared at that examination.

### **STATUTE NUMBER 34**

#### **THE PROCTORIAL BOARD**

1. There shall be a Proctorial Board to maintain to maintain the discipline amongst the student of the University. It shall consist of the following members:
  - (i) A teacher preferably a Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convener)
  - (iii) Dean Students Welfare.
  - (iv) All Proctor (s)
  - (v) All Wardens of the Hostels
  - (vi) One of the two students nominated by the Vice-Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct, also taking in view the decisions and judgments of Apex Court and NHRC etc., to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teachers of the University; the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.

5. The Chief Proctor and Proctors so appointed by the Vice Chancellor for the period not exceeding three years.

Provided that Vice-Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.

6. The Power and duties of Chief Proctor:

- (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office.
- (ii) He/she will issue Identity Card to each student under his/her seal and signature.
- (iii) He/She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the university
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.