

In exercise of power conferred upon the Governing Board of Seacom Skills University (hereinafter referred to as University for brevity) by Sections 13 (3) (b) and 28 (2) of the Seacom Skills University Act, 2014 (hereinafter referred to as Act for brevity), the Governing Board of the of University, hereby cause the Seacom Skills University First Statutes, 2018 (hereinafter referred to as First Statutes for brevity) to be as follows:-

Chapter 1

Preliminary:-

1. These statutes may be called the Seacom Skills University First Statutes, 2018. These statutes shall come into force from the date of their approval by the State Government.

2. Definitions:-

- 1) In these statutes, unless the context otherwise require:-
 - a) “**Act**” means the SEACOM SKILLS UNIVERSITY ACT 2014(West Ben. Act VI of 2014).
 - b) “**Statute**” means a statute of the first statutes.
 - c) “**Clause**” means a particular stipulation of a section of the Act.

- d) “**Section**” means a section of the Act.
- e) “**Authority**” means authorities specified in the Act and includes authorities incorporated by these Statutes ;
- f) “ **Board**” shall mean the Governing Board of the University,
- g) “**Academic Council**” means the Academic Council of the University.
- h) “ **Board of Studies**” means the Board of Studies of the Department or Faculties or Institutions or Centres or Schools of the University.
- i) “ **Convocation**” means the Convocation of the university
- j) “ **Course**” means prescribed areas of study of programme and of any other component leading to the conferment or award of a degree, diploma ,certificate or any other academic distinction or title of the University;
- k) “**Institution**” means an institution situated as a constituent of and maintained by the University under the provisions of these Statutes;
- l) “**employee**” means any person appointed by the University and includes teachers and other staff of the University;

- m) “**Faculty Councils**” means faculty councils of various fields of study of the University listed in the Statutes or created by the University from time to time;
- n) “**Head of the Department**” means the Head of any academic Department or Head of any other Department or constituent Institutions;
- o) “**Open and Distance Learning**” means the programmes offered under Open, Distance and on-line modes;
- p) “**Principal and Director**” means the head of a constituent College or Institute and includes persons duly appointed to act as Principal or Director;
- q) “**Scheme and Curriculum**” means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details by whatever name they may be called for the concerned course of the University;
- r) “**Seal**” means the common seal of the University as may be decided and designed by the University subject to further change as deemed necessary from time to time;
- s) “**Teachers** means Professors, Associate Professors, Assistant Professors of the teaching and research departments of the University or of any constituent College or Institution maintained by the University ,and such other persons

as may be appointed for imparting instructions or conducting research, with the approval of the Chancellor of the University ;

2. Words and expressions used but not defined in these Statutes shall have the same meaning as assigned to them in the act.

Chapter II

Authorities of the University

3. Governing Board:-

Save as otherwise provided in Section 13 of the Act, the Governing Board shall exercise the following powers and perform the following functions:-

- 1) To fix the number of Faculty Members in the various disciplines of faculty of the University and fix their salaries, service benefits and emoluments as shall be fixed and revised from time to time by University's regulations which shall be in conformity with the rules and regulations of higher education regulatory bodies.
- 2) To fix the number of non-teaching posts in the various disciplines of faculty of the University and fix their salaries, service benefits and

emoluments as shall be fixed and revised from time to time by University's regulations which shall be in conformity with the rules and regulations of higher education regulatory bodies.

- 3) To grant in accordance with the regulations leave of absence, other than casual leave, to any officer of the University and to make necessary arrangements for the discharge of the functions of such officer during his absence.
- 4) To remove faculty members or non-teaching employees of the University if he or she has become incapable of performing his or her duties or has been convicted by a court of an offence which, in the opinion of the Governing Board, involves moral turpitude, after serving a show cause notice upon him or her with a mandatory fifteen days time to reply. The reply, if given has to be placed before the Governing body and for the process of removal from the University two third members of the Governing Board present shall make a resolution to that effect. All such reply and/or resolution duly signed and sealed along with the minutes of the proceedings must be preserved by the Secretary of the Governing Board for at-least three years.

- 5) To provide buildings, premises, furniture and apparatus and other means needed for carrying the work of the University.
- 6) To give directions to the Controller of Examinations and to appoint examiners and moderators as may be required by the University for the conduct of examinations and to fix their fees, emoluments and travelling and other allowances after consulting the academic council.
- 7) To fix the expenses and emoluments for teachers, students, research scholars and non-teaching employees of the University travelling for the purpose of seminars, workshops and/or any other official purpose. All such expenses and emoluments shall be fixed by the University from time to time which shall be at par with travelling norms set by higher education regulatory bodies of India.
- 8) To approve of the recommendations of the Academic Council regarding existing courses and new courses along with creation of new schools, departments and board of studies.
- 9) To fix the fee structures in different courses of the University.

- 10) To confirm the decision of the Vice Chancellor as approved by the Academic Council regarding acceptance or rejection of any thesis for the award of Doctoral Degree.
- 11) To approve and/or issue directions in regard to the budget, annual accounts and audit reports formulated in its meetings.

4. Academic Council:-

Save as otherwise provided in Sections 16 and 17 of the Act, the Academic Council shall have the following composition, powers and functions:-

- 1) The Vice Chancellor of the University shall be the Chairman of the Academic Council.
- 2) The Academic Council shall consist of the Vice Chancellor, renowned academicians from outside the University as experts of relevant disciplines, the professors of the University and the Registrar of the University who shall act as the secretary of the Academic Council.
- 3) The quorum for meetings of Academic Council shall be six.

- 4) All members of the Academic Council of the University shall be nominated by the sponsoring trust for a term of five years which shall be renewable for one more term only by a resolution to that effect by the Governing Board.
- 5) The academic council must at-least meet thrice a year. A written notice along with the agenda shall be circulated to the members of the Academic Councils by the Secretary at least five days prior to the date of meeting.
- 6) Allowances, sitting charges, travelling expenses and boarding expenses incurred by the members of the Academic Council for the purpose of attending meetings of the Academic Council shall be decided by a resolution to that effect by the Governing Board from time to time.
- 7) The minutes of the proceedings of the meetings of the Academic Council and/or dissents put by the members of the Academic Council must be preserved by the Registrar for at-least three years.
- 8) The Academic Council shall create the annual accounts report of the University and place before the Governing Board for perusal and

approval whereupon the Public Information Officer of the University shall upload and publish the same on the University's Website to maintain transparency and accountability.

- 9) The Academic Council shall be responsible for the preparation of the list of students on whom degrees, diplomas and certificates of the University shall be conferred.
- 10) The Academic Council may consider any matter pertaining the academic functioning of the University referred to it by the Governing Board and make necessary recommendations.
- 11) The Academic Council shall be responsible for the creation of posts required for teaching in the University and shall recommend the Vice Chancellor regarding appointment of Visiting Professors, Emiritus Professors.
- 12) The Academic Council must coordinate between various faculty councils, departments, centers and institutions of eminence and establish such committees as may be necessary for the said purpose.

5. Faculty Councils of the University :-

- (1) There shall be as many Faculty Councils for post graduate and undergraduate studies corresponding to the following fields of study in the University:-

- (i) Faculty of Engineering;
- (ii) Faculty of Management;
- (iii) Faculty of Science;
- (iv) Faculty of Pharmacy;
- (v) Faculty of Arts;
- (vi) Faculty of Languages;
- (vii) Faculty of Creative Arts;
- (viii) Any other Faculty as may be created by the University.

- (2) Every Faculty Councils shall consist of the following, namely:-

- (a) the Vice –Chancellor-Chairman,
- (b) Dean of the Faculty Council concerned-Vice-Chairman,

(c) the Head or Heads of the Department or Departments concerned-
Members,

(d) the Professors and the Associate Professors of the Faculty
concerned- Members,

(e) the Librarian of the University and if the post of Librarian is
vacant then the person acting as Librarian of the University-
Member

(f) five teachers of the University, other than professors and
Associate Professors, to be nominated by the Chancellor-
Members,

(3) In addition to the powers conferred under the Act, the following shall also be
the powers and functions of a Faculty Council, namely:-

(i) to consider and recommend to the Academic Council courses of
study, curricula and procedure of examinations, as prepared by the
concerned Boards of Studies;

(ii) to report to the Governing Board through the Academic Council the
institution, composition or abolition of Board of Studies;

- (iii) to recommend to the Academic Council conditions for the award of Degrees, Diplomas and other academic distinctions;
- (iv) to consider any matter referred to it by the Governing Board or the Academic Council and recommend thereto;
- (v) to make recommendations to the Governing Board through Academic council regarding re-organization of teaching and research and examination process in the subjects concerned;
- (vi) to consider any report or recommendation referred to it by the Board of Studies and make recommendations thereto to the Academic Council.
- (vii) to refer any matter to the concerned Boards of studies attached to it; and
- (viii) any other function required to be performed under the Act, the Statutes, the Ordinances, the Regulations or the Rules of the University.

6. Finance Committee:-

Save as otherwise provided in Section 21 of the Act, the Finance Committee shall exercise the following powers and perform the following functions as

conferred by Clause (2) of the said section of the Act:-

- (a) The Chancellor of the University shall be the Chairman of the Finance Committee which shall consist of the Chief Finance Officer, the Registrar, and three other members who shall be nominated by the Governing Board. The Committee shall meet at least thrice a year with the Registrar presiding over the meetings of the Finance Committee. In case of difference of opinion among the members of the committee, the opinion of the majority of the members shall prevail. The dissenting views, if any, must be duly recorded, signed and preserved at least for three years along with the minutes of the meetings by the presiding officer.
 - (b) The nominated members of the Finance Committee shall hold office for a term of three years which shall be renewable for one more term only by a resolution to that effect by the Governing Board.
2. The powers, functions and Duties of Finance Committee shall be as follows:-
- (a) to examine and scrutinize the annual budget of the University and to make recommendations on matters as provided in Section 13 (2) (c) of the Act.

- (b) to consider all proposals for new expenditure and to make recommendations to the Governing Board.
- (c) to consider the periodical statements of account and to review the finances of the University from time to time, to consider re-appropriation statements and audit reports, and to make recommendations to the overning Board.
- (d) to give its views and to make recommendations to the governing board on any financial question affecting the university, either on its own initiative or on reference from the Governing Board or the Vice Chancellor or the Registrar.
- (e) For the afore-stated functions of the Finance Committee by virtue of Statute 15 (2) (a), (b), (c), and (d), the Chief Finance Officer shall work in close liaison with the Governing Board, the Chancellor, the Nominated Members of the Finance Committee and the Registrar of the University.

7. The Boards of Studies:-

- (1) There shall be a Board of Studies corresponding to a course of studies in a department under a Faculty Council.
- (2) The Board of Studies shall consist of the following :-

- (i) the Head of the department concerned –Chairman.
 - (ii) the teachers for the course/s of studies –Members,
 - (iii) two experts in the subject nominated by the Academic Council – Members.
 - (iv) one expert from the industry, nominated by the Vice-Chancellor-Member.
 - (v) one of the Associate or Assistant Professors of the Department, nominated by the Vice-Chancellor-Member Secretary.
- (3) The term of the nominated members of the Boards of Studies shall be of three years, and such members will be eligible for re-nomination. The quorum for a meeting of a Board of Studies shall be at least fifty percent of the total number of its members, rounded off to the next integer.
- (4) The Governing Board shall have the power, on the recommendation of the Academic Council or otherwise, to abolish any Board(s) of Studies.
- (5) The powers and functions of the Boards of Studies shall be:-
- (a) to prepare, update and recommend courses of studies, curricula and procedure of examinations for the respective course/s of study;

- (b) to recommended to the Academic Council on examination reform;
- (c) to prepare panel of proposed examiners for the University examinations and recommend the same to the Vice-Chancellor; and
- (d) to advise the Academic Council on any matter referred to them;
- (6) (a) The Boards of studies shall ordinarily meet at least twice a year and at such other times as may be fixed by the Vice-Chancellor.
- (b) The Vice-Chancellor may convene joint meetings of two or more Boards of Studies for the purpose of considering any matter of common interest to such Boards of Studies and shall preside over such a meeting . In the absence of the Vice-Chancellor

8. The Research Board:-

- (1) There shall be a Research Board consisting of the following:
 - (a) the Vice-Chancellor - Chairman,
 - (b) Deans of the Faculty Councils - Members,
 - (c) Professors and Associate Professors of the University - Members,
 - (d) three experts nominated by the Governing Board for a period of three years - Members,

- (e) One of the Professor-Members nominated by the Vice-Chancellor - Member Secretary.
- (2) The nominated members will be eligible for re-nomination;
- (3) The powers and functions of the Research Board shall be:-
 - (a) to recommend to the Academic Council the minimum qualifications for a Research Supervisor;
 - (b) to recommend to the Academic Council the names of University Professors and other teachers, for guiding research;
 - (c) to recommend the names of experts from outside the University to the Academic Council for guiding research;
 - (d) to consider the recommendations of the Departmental Research Committees for registration of candidates for Ph.D. degree;
 - (e) to consider the cases of registration for doctoral degree where there is a change of subject or of research topic;
 - (f) to review, if necessary, the evaluated progress report of a Research Supervisor regarding the work of a candidate for Ph.D. degree,

- (g) to examine the cases of difference of opinions, if any, between examiners' of a Ph. D thesis and forward the recommendation thereto to the Academic Council,
- (4) (a) The Research Board shall meet at least twice in art academic session
- (b) One-third of the total number of the members rounded off to the next integer, shall form the quorum for a meeting of the Research Board.
- 9. Examination Board:-** (1) There shall be an Examination Board consisting of the following:-
 - (a) the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty Council – Chairman;
 - (b) the Deans of the Faculty Councils - Members,
 - (c) Controller of Examinations – Member Secretary.
- (2) The Examination Board shall have the powers and function to –
 - (a) award general grace marks, if necessary, recording the basis and extent thereof, on the recommendation of the Grievance Redressal Committee for one or more papers of a University examination;

- (b) advise the Governing Board or the Vice-Chancellor on any matter relating to any University examination on its own or on reference to it by any authority of the University.
- (3)(a) The Examination Board- shall meet at least once a year or whenever required as may be decided by the Vice-Chancellor.
- (b) Three members; shall form the quorum of a meeting,

10. The Publication Board: – (1) The Publication Board shall consist of the following:-

- (a) the Vice-chancellor or his nominee not below the rank of the Dean of a Faculty Council -Chairman,
- (b) the Deans of Faculties-Members,
- (c) one nominee of the Governing Board - Member,
- (d) the Controller of Examinations - Member,
- (e) the University Librarian-Member Secretary,

- (2) The functions of the Publication Board shall be to undertake;-with the approval of the Governing Board, the publication of:-
- (a) the University-Journal,
 - (b) books, magazines, periodicals, case studies, and
 - (c) any other work, literary, scientific or technical considered appropriate by it.
- (3) (a) The Publication Board shall meet at least once a year or-whenever convened by the Chairman, with a notice of at least three days.
- (b) One-third of the total number of members, rounded, off to the next integer, shall form the quorum of a meeting.
11. **The Students Board:-** (1) The Students' Board shall be a students' body of the University,
- (2) The students' Board shall consist of the following:-
- (a) the Chancellor - Chief Patron:
 - (b) the Vice-Chancellor - Patron;

- (c) one teacher of the University nominated by the Chancellor – Chairman;
- (d)(i) one student representative from each class, course-wise and, Academic session-wise, of the teaching departments of the University, nominated by the Head of the Department concerned, on the basis of one's academic records, regularity in class attendance, attitude and potential for giving selfless service to others including one's colleagues, and one's capacity to work with a spirit of co-operation and in unison with other members of the University and a strong will to maintain and sustain a corporate life of the University – Executive Members;
- (ii) one research student, if any, from each, department, nominated, by the concerned Dean of the Faculty council in consultation with the Head of the Department to which the research students belongs, on the basis of the' criteria as mentioned in (i) above -Executive Members;
- (e)(i) one of the Executive Members other than a research, student representative, nominated by the Vice-Chancellor - Convener;

- (ii) Another Executive Member other than a research student representative, nominated by the Vice-Chancellor – Treasurer;
- (3) The functions of the Students' Board shall be to undertake, with the approval of the Governing Board, the following:-
 - (a) Dealing with the students' welfare issues like maintenance and improvement of academic standard in every teaching department, updating and continuous improvement of the syllabi, development and improvement of communication skills, written as well as oral; tutorial and compensatory classes; arranging seminars, conferences, sports and games and cultural functions including Annual Sports and Annual Cultural Events; arranging health check-up programs at least once a year and taking care of the general health of the- students; maintaining and improving a healthy and congenial living condition and a proper learning atmosphere ; wash rooms, common rooms, indoor games spaces, and maintaining the discipline in the University campus including the hostels; etc.
 - (b) Participating for enhancement the standard of education being imparted and the research facilities; and for enhancing the University

community as well as to the outside world; and to make the students in general conscious on this regards.

- (4) (a) The Students' Board or any of its Executive Members shall not collect any fund or any other facility either from the students of the University or from any outside sources.

12) Anti Ragging Board:-

As per University Grants Commission Regulations, 2009 having number F1-16/2007 (CPP II) April, 2009 on Curbing the Menace of Ragging in Higher Educational Institutions under paragraph 6.3 (a and c) there shall be an Anti-Ragging Board of the University constituted under Section 11 of the Act which shall have the following composition, powers and functions:-

- a) The Vice-Chancellor shall be the chairman of the Board with the Registrar, Deputy Registrar, Law Officer and Proctor as the Board members. The proctor shall preside over the board meetings and shall work with close liaison with other officers of the University for the prevention of ragging.

- b) Three other members shall be nominated by the Governing Board for a period which shall be fixed from time to time by a resolution to that effect by the said Board.
- c) The sole objective of this Board shall be to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students of the University whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student of the University, or indulging in rowdy or indiscipline activities by any student or students of the University which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student of the University or asking any student of the University to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student of the University, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in the University.

- d) For the said purpose of anti-ragging, the Board shall recommend all possible preventive mechanism to the Governing Board. Guidelines regarding Anti-Ragging should be prominently displayed at the University Campus and Hostel/s by the proctor or his or her assignees to create awareness amongst the students of the University along with emergency contact numbers. The Anti-Ragging Board must meet at least twice a year and the proctor must immediately inform and update other Board members in case of an emergency.
- e) If in the opinion of the Proctor of the University, any emergency has arisen, and such emergency requires that immediate action should be taken, the Proctor shall take such action as he or she deems necessary for the purpose of anti-ragging and shall report the same for confirmation to the next meeting of the Anti-Ragging Board of the University.
- f) The Anti-Ragging Board shall submit annual report to the Governing Board with a copy to the State Government.

13) Internal Complaints Committee

There shall be a Board for preventing sexual harassment to the female employees in workplace called as Internal Complaints Committee:-

- a) Internal Complaints Committee shall function under the Chairmanship of the Vice-Chancellor of the University. It shall consist of Registrar, Law Officer and seven other members, four of whom shall be women, who shall be nominated by the Governing Board for a term of three years.
- b) The sole objective of the Internal Complaints Committee of the University shall be to prevent, prohibit and redress sexual harassment of women at workplace. The committee shall be responsible for the application of procedural guidelines within the University, which shall be in conformity with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- c) Guidelines regarding prevention, prohibition and Redressal of sexual harassment of women at workplace should be prominently displayed at the University Campus and offices by the assignees of the Registrar to create awareness amongst the employees of the University along with emergency contact numbers. Other guidelines regarding the same, shall be such as may be provided by the University's regulations.

14. Committee on National Cadet Crops (NCC) and National Services Schemes (NSS):-

- (1) There shall be Committee in the University by name of the Committee on National Cadet Crops (NCC) and National Service Schemes (NSS) which shall be Chaired by the Vice-Chancellor or by the Pro-Vice Chancellor of the University together with the Sports Officer and Dean Of the students Welfare as members of such Committee.
- (2) The University shall compulsorily constitute the National Cadet crops from amongst its students with the assistance of Home Department of the State Government .
- (3) The University shall also provide contributions to the National Services Schemes voluntarily or as and when requisitioned in the interest of Public Service.
- (4) The functions of the Committee on National Cadet Crops(NCC) and National Services Schemes(NSS) shall be such as may be directed by the Governing Board.

15. Grievance Committee for the Students:-

In conformity with University Grants Commission Regulation, 2012, having number F.No.144/ 2012(CPPII) there shall be a Grievance Committee of the University constituted under Section 11 (e) of the Act, the procedural guidelines of which shall be as may be provided by the University Regulations.

16. Grievance Committee for the Employees of the University

There shall be a Grievance Committee of the University constituted under Section 11 (e) of the Act for the teaching and non-teaching employees of the University which shall have the following composition, power and functions:-

- a) The Committee shall function under the Chairmanship of the Registrar and must consist of the Proctor, Deputy-Registrar, Law officer and two other members, one teaching and one non-teaching, nominated by the Governing Board. The Law officer of the University must work in close liaison with other members of the committee for the said purpose.

- b) The committee shall meet thrice a month, if there are cases of grievances.
- c) In cases of grievances, the aggrieved employee must be given a fair chance to present his or her point of view in writing before the committee. The final reasoned-conclusion and/or recommendations of the committee must be communicated to the aggrieved employee within two months after the initiation of the complaint. All representations, petitions and rejoinders along with the detailed minutes of the proceedings of the committee shall be preserved by the University at least for five years from the date of initiation of the complaint by the aggrieved employee.

17. General provisions relating to the authorities:-

- (1) (a) Any authority of the University may appoint as many standing or special committees as it may deem fit and may include in such committees additional persons also as invites.
- (b) A committee appointed under clause (a) may deal with any matter not referred to it, subject to subsequent confirmation by the authority appointing it.

- (2) Where no provision is made for a Chairman to preside over a meeting of any authority of the University or any committee of such authority or when the Chairman so provided for, is absent, the members present shall elect one from amongst its members themselves in order of preference of Dean, Professor, Head of Department or Associate Professor to preside over at such a meeting.

Chapter - III

Officers of the University:-

18.The Chancellor :-

- (1) the Chancellor shall be appointed by the sponsoring trust by a resolution circulated to all trustees in a meeting held for this purpose .
- (2) In addition to the powers and functions provided under the Act, the Chancellor shall have the following powers and functions, namely;-
 - (a) to authorize and control all expenditure and payments made from out of the University funds;
 - (b) to act as Chairman of all Selections committees constituted for appointment against any post other than Group –D Staff;
 - (c) to cause an inspection to be made by such University Officer or person as he may direct, of the University, any of its Schools,

Departments, any examination matter, teaching and any other work conducted or done by the University and cause an enquiry to be made in a like manner in respect of any matter connected with the University;

- (e) to exercise any power, if he is of the opinion that immediate action is necessary in any matter, conferred by or under the Act or the Statues, on any authority of the University and report to the Governing Board at its next meeting the action taken by him in such matters;
- (f) to exercise such other powers as may be prescribed by the Act, the Statutes, the Ordinances, the Regulations or the Rules, and to such other matter if it is opinion of the Chancellor that such matter is required for the development of the University.

19.Vice Chancellor

- a) The Vice Chancellor, who is a Professor for at least for ten years, shall hold the office for a term of five years, which shall be renewable for one more term only by a resolution to that effect by the Governing Board. Upon the expiry of his or her term, he or she shall continue in office until his or her successor is appointed and enters upon office.

- b) Subject to specific and general directions of the Governing Board, the Vice Chancellor shall exercise all powers of the Governing Board for management and administration of the University.
- c) The Vice Chancellor shall ensure that the provisions of the Act, Statutes and/or regulations are duly observed and he or she shall have the powers as are necessary to that effect.
- d) If in the opinion of Vice Chancellor, any emergency has arisen, and such emergency requires that immediate action should be taken, he or she shall have take such action as he or she deems necessary and shall report the same for confirmation to the next meeting of the Authority, which in ordinary and usual course, would have dealt with the matter.
- e) If the situation so warrants and if, in the opinion of the Chancellor, the continuation of the Vice Chancellor is not in the interests of the University, the Chancellor may form an enquiry committee. On the recommendations of the enquiry committee, the Chancellor may, by an order in writing stating the reasons therein ask the Vice Chancellor to relinquish his office from such date as may be specified in the order.

- f) The Vice Chancellor may constitute various committees as he may consider necessary to assist him in the performance of his duty as the Academic Chief of the University.
- e) The Vice Chancellor must discharge any other duties or functions as assigned to him by the Chancellor of the University from time to time.

20. Pro-Vice-Chancellor :-

- (1) The Chancellor shall ,in consultation with the Vice-Chancellor, appoint persons having adequate administrative or related experience as Pro-Vice-Chancellor;
- (2) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be determined by the Governing Board from time to time.
- (3) The Pro-Vice-Chancellor shall have, under the general control and guidance of the Chancellor or the Vice-Chancellor, the following functions and duties to perform:-
 - (a) to look after the academic matters ,general administration, admission, training and placement of students of the University,
 - (b) to maintain overall discipline in the Campus,

- (c) to maintain discipline and order during examination days, and
- (d) to perform any other function or to discharge any other duties entrusted or delegated to him by the Chancellor or the Vice-Chancellor.

21. Dean:-

Save as otherwise provided in Section 18 of the Act, the Deans for each and every Faculty Council of the University shall be appointed by the Chancellor on recommendation of the Governing Board from amongst the existing professors of the University, whoever shall be the senior most professors in respective faculties. The Dean of Faculty Council shall assist the Vice Chancellor on any matter pertaining to the Faculty or in regard to University examinations and shall be responsible in framing the courses of study, procedure of examinations structuring the syllabi of different subjects of various departments.

22.Registrar :-

Save as otherwise provided in Section 19 of the Act, the Registrar who shall be appointed by the Chancellor on recommendation of the sponsoring trust, for a term not less than 5 years which shall be renewable for one more term only by a resolution to that effect by the sponsoring Trust, must have fifteen

years of administrative experience of which eight shall be as Deputy Registrar or equivalent post, shall exercise the following powers and perform the following duties as conferred by Clause (4) of the said section of the Act:-

- a) The Registrar shall represent the University in suits or proceedings by or against the University, sign powers of attorney, vakalatnama and affirm or verify complaints or deputize representatives for the purpose who shall be authorized by the Chancellor.
- b) The Registrar shall be the custodian of all records, common seal and other such property of the University as the Governing Board may commit to his or her charge. As custodian of the records of the University, the Registrar shall have the power to refuse general access to such records by any person, other than the Vice Chancellor and Public Information officer of the University upon being asked to do so through an application under Right to Information Act, 2005.
- c) The Registrar being the Member Secretary of the Governing Board and Academic Council shall issue all notices convening the meeting of Governing Board and Academic Council.

- d) The Registrar shall keep the minutes of all meetings of the Governing Board, Academic Council and Finance Committee and conduct the official correspondence between them.
- e) The Registrar shall supply the Chancellor the copies of the agenda of the meetings of the Governing Board, Academic Council and Finance Committee as soon as they are issued.
- f) The Registrar shall prepare and submit any information of the University sought by the State Government or other Higher Education Regulatory Authorities in consultation with the Vice Chancellor after arriving at concurrence with the Chancellor.
- g) The Registrar must prepare, preserve and maintain a record of all Degrees, Diplomas and Certificates conferred by the University.
- h) The Registrar shall perform all such duties as may be assigned to him from time to time by the Governing Board or the Vice Chancellor.

In the event of the post of the Registrar remaining vacant for any reason, it is incumbent on the Vice Chancellor to authorize any officer in the service of the University to exercise such powers, and perform such functions and duties of

the Registrar, as the Vice Chancellor deems fit. The time period of such appointment shall not exceed a period of 45 days.

23. Deputy Registrar:-

The Deputy Registrar, who shall be appointed by the Governing Board after consultation with the Registrar for a term not less than 5 years, must have five years of administrative experience as assistant registrar or in an equivalent post, shall work under the direct supervision of the Registrar and shall assist the Registrar in the performance of his or her functions and shall also perform such duties and other functions as may be assigned to him or her by the Registrar.

24. Controller of Examinations:-

The Controller of Examinations shall be appointed by the Chancellor on recommendation of the Governing Board for a term not less than 5 years, must have fifteen years of administrative experience of which eight shall be as Deputy Controller of Examination or in an equivalent post shall:-

- a) Act under the direct supervision of the Vice Chancellor for all academic

matters.

- b) Be responsible for administrative arrangements for the preparation, scheduling, marking and reporting of results, both post graduate and under graduate studies and publication of results for all such examinations and all other matters connected with such examinations.
- c) Perform such other functions as may be required by the Examination Board, The Registrar and the Vice Chancellor.

25. Chief Finance Officer:-

Save as otherwise provided in Section 20 of the Act, the Chief Finance Officer, who shall be appointed by the Chancellor, for a term not less than three years which shall not exceed two successive terms, must have Master's Degree in Business Administration or Economics and or commerce and must have relevant experience of not less than ten years in related fields, shall exercise the following powers and perform the following duties:-

- a) The Chief Finance Officer shall be responsible for the day to day maintenance of the accounts and internal audit.
- b) The Chief Finance Officer shall advice the Vice Chancellor for business affairs and finance with respect to the economical and efficient use of the University funds and resources of the University and the best utilization of

its assets. The Chief Finance shall work under direct supervision of the Vice Chancellor and must report to the latter in all matters for that purpose.

- c) Be one of the 3 signatories of the General Fund along with the Registrar and the Vice Chancellor.
- d) Prepare the annual accounts, audit, estimates and financial planning and cause the first two to be checked and certified by a Chartered Accountant who shall be nominated by the Governing Board for a period not exceeding three years.

26. Law Officer:-

- a) The Law Officer, who shall be a full time officer of the University, must have Graduate Degree of Law from an institution duly recognized by the Bar Council of India with minimum 5 years of working experience in the related fields, shall be appointed by the Chancellor on recommendation of the sponsoring trust for a term not less than 3 years.
- b) The Law Officer shall work under the direct supervision of the Registrar and must assist the Registrar in all legal and quasi legal matters pertaining to the University.
- c) The Law Officer must co-ordinate with the all Heads of Departments and all other Officers of the University with regard to Legal matters.

- d) The Law Officer must offer legal opinions to the officers of the University in respect of the legal matters and watch the performance of standing counsels and retained Advocates of the University in preparation of the plaint and all other aspects pertaining thereto.
- e) The Law Officer will assist the Vice Chancellor on preparation of Memorandum of the University and other documents leading to collaborations of the University with other Universities or institutions.

27. Librarian :-

- a) The Librarian, who shall hold a Master's Degree in Library Science or Library and Information Science and must have knowledge of handling library software, shall be appointed by the Governing Board after consultation with the sponsoring trust for a term not less than 5 years.
- b) The Librarian of the University shall be responsible for the selection, requisition and computerized cataloguing of books, dissertations, periodicals and publications. All requisitions of books and periodicals shall be forwarded to the Secretary of the respective Faculty Councils' for necessary procurement.

- c) The Librarian shall be responsible for developing the procedure to ensure effective use of library facilities and materials.

28. Medical Officer:-

- (1) There shall be a whole-time Medical Officer in the University to be appointed by the Chancellor on such terms and conditions as may be decided by the Chancellor.
- (2) The qualification for appointment of Medical Officer shall be at par with the qualifications for appointment of a doctor in Government Hospital,
- (3) The Medical Officer of the University may be appointed on Part-time basis from amongst a qualified medical practitioner subject to condition that the Medical Officer shall visit the University at least three days in a week or make him available in such convenient place as may be determined by the University, which could be easily accessible to the students' of the University by ordinary means of transport.

- 29. Sports Officer:-** (1) There shall be a whole-time Sport Officer in the University who shall, be appointed by the Chancellor on such terms and conditions as maybe determined by the Chancellor.

- (2) The qualification and ‘experience of the Sport Officer shall be such as may be prescribed by the regulatory authorities.
- (3) The Sport Officer shall discharge the duties as may be assigned to him by the Chancellor or the Vice Chancellor from time to time.

30. University Engineer:-

- (1) There shall be a University Engineer who shall be appointed by the University on such terms and conditions as may be determined by the Chancellor from time to time.
- (2) The qualifications for appointment of an Engineer shall be such as may be prescribed by the Regulatory Bodies.
- (3) In case of no full-time Engineer is available, an Engineering Firm may be engaged by the Chancellor in order to maintain the University’s Engineering works, including Civil, electrical and other necessary works.
- (4) The University Engineer shall have such other duties as may be assigned to him by the Chancellor or the Vice Chancellor, from time to time.

31. Teachers of the University –

- (1) The appointment of teachers of the University shall be made in accordance with the norms prescribed by the relevant regulatory bodies wherever required and on such terms and conditions as are prescribed in the Statutes, Ordinances, Rules and Regulations of the University.
- (2) Every teacher shall abide by the terms and conditions as per the Ordinances' of the University. Every day, a teacher needs to demonstrate that he is dedicated towards the career growth of the students.
- (3) Every teacher shall be appointed on a written contract, -and the copy of the contract shall be deposited with the Registrar.
- (4) A teacher shall have the following functions and duties, namely;—
 - (a) To make teaching purposeful and a mission of his career as a teacher.
Main tasks of the teachers will be to improve his teaching ability continuously
 - (b) The teacher must transfer knowledge in an interesting manner and continuously relating the topic taught with the actual use or utility of knowledge of the topic.
 - (c) He must participate in at least two faculty development programmes per semester.

- (d) He shall nurture the spirit of a corporate life and to work in unison with other teachers and members of the non-teaching staff of his department as well as other members of the University as a whole.
- (e) Shall give equal treatment to all the students irrespective of religion, race, caste, gender, place of birth, place of residence, language or any of them;
- (f) Shall assess students* performance objectively;
- (g) shall constantly monitor, and improve the performance of the students in the class room and examinations with a view to promote their self confidence and to keep records thereon. Teacher should keep In touch with the alumni members and should be up-to date about job requirements of existing students;
- (h) shall develop a sense of respect among students for Fundamental Duties as specified in the Constitution of India;
- (i) shall prevent the use of any uncivil language or act by- the students;
- (j) shall neither demand nor accept any kind of fee or any gratification, whatsoever, from any student and guardian for providing any

guidance to the students. Teacher needs to develop rapport with industry and their requirements;

- (k) shall deliver extension lectures at various academic centers as and when occasion arises within the knowledge of the University;

32. Secretary of the Faculty Councils for Under Graduate and Post Graduate Studies:-

The Secretary of the Faculty Councils for under Graduate and Post-graduate studies shall be appointed by the Vice Chancellor on the recommendation of the Academic Council for a term not less than five years, and shall work under the supervision of the Vice Chancellor. The Secretary of the Faculty Council shall arrange for classrooms and accommodation for the students, prepare schedules of work of the respective departments in consultation with the Heads of departments and perform such other functions as may be assigned to him or her, from time to time, by the Vice Chancellor.

33. Proctor :-

- a) The Proctor who must have a post graduate degree from a recognized university with adequate work experience, shall be appointed by the Governing Board after consultation with the Registrar and must work under the direct control and supervision of the Registrar.

- b) The Proctor shall be responsible to maintain discipline among University students and such functions shall be split into four parts namely:
 - i) Monitoring the disciplinary climate prevailing in the students community.
 - ii) Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
 - iii) The Proctor has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide or recommend the quantum of punishment to be imposed on the erring students after due consultation with the Registrar. Wherever considered necessary, the Proctor has to place the relevant information before the Registrar or the Discipline Committee for their decision.
- c) The Proctor shall maintain liaison with the District Administration in matters regarding the law and orders situation in the University campus.

34. Estate Officer:-

The Estate officer, who must be appointed by the sponsoring trust of the University, shall be:-

- a) under the direct control of the Registrar.
- b) Responsible for all lands, buildings and other properties of the University.
- c) Responsible for the management and administration of all such lands, buildings and other properties of the University.

35) Public Information Officer:-

In order to promote transparency and accountability in the working of the University, there shall be a Public Information Officer of the University within the meaning of The Right to Information Act, 2005, who shall be appointed by the sponsoring trust for a term not less than 5 years and perform all such information related duties as may be provided for by University's regulations. The Deputy Registrar shall be the Public Information Officer of the University and report to the Registrar. He shall be responsible for uploading and publishing all necessary information pertaining to the University on the University's Website. The Registrar would be the Chief Public Information Officer (CPIO).

Chapter IV

36. Arbitration Procedure :-

- 1) By virtue of Section 28 (f) of the Act, in cases of disputes between officers, teachers, employees and students of the University, at the request of the aggrieved person, the matter shall be referred to an Arbitral Tribunal within the meaning of The Arbitration and Conciliation Act, 1996 by the Registrar of the University within fifteen days of the receipt of such complaints.
- 2) The Arbitral tribunal shall comprise of three Arbitrators who shall be randomly chosen from the list of Arbitrators available on the University's Website by the Registrar in the presence of the aggrieved person by drawing lots.
- 3) From the first day of sitting, the arbitral award shall have to be awarded within 45 days.
- 4) The fees and emoluments of the Learned Arbitrators and other expenses as shall be incurred by the Tribunal for the process of arbitration shall be borne by the University which shall be fixed from time to time by the Governing Board.
- 5) All documents, proof of delivery and dispatch, attendance register, written statements, replies and/or representations along with the award shall have to be preserved for at-least three years by the Registrar of the University.

- 6) The Law Officer of the University shall maintain liaison between the Arbitrators, aggrieved person and the Register for the purpose of Arbitration.

37. Honorary Degrees

Upon the recommendation of the Academic Council, the Governing Board of the University, by virtue of Section 28 (g) of the Act, shall confer honorary degrees on persons of eminence for distinguished contribution in the fields of Arts, Humanities and Engineering Sciences. Any such recommendation to the Governing Board must have the approval of the two third members of the Academic Council. All such proceedings pertaining to the conferment of honorary degrees along with dissenting notes, if any shall have to be preserved by the Registrar for at-least three academic years.

38) Recalling Honorary Degrees

Academic Council of the University shall have the right to recall such honorary degrees in exceptional circumstances when in the opinion of the two third members of the Academic Council it is resolved that the recipient of such honorary degrees have violated the spirit of such conferment.

39) Number of Seats in Different Disciplines of the University

By virtue of Section 28 (1) (j) of the Act:-

- 1) There shall be not more than thirty seats in the disciplines of Humanities, Arts and Sciences of the University.
- 2) There shall be not more than sixty seats in the disciplines of Technology and Engineering of the University.
- 3) There shall be not more than sixty seats in all professional courses of the University provided it is in consonance with the Regulatory Committee within the meaning of Section 26 of the Act.

40. Policy of Admission and Reservation of Seats:-

The provisions regarding the policy of admission, including regulation of reservation of seats of the University shall be governed by Section 34 of the Act.