



# NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR

( A Unit of Sitwanto Devi Mabila Kalyan Sansthan )

Estd. Under Jharkhand State Private University Act, 2018

Approved by AICTE, PCI, BCI & NCTE

Ref. No. : NSU/22A2/2019

Date : 05/02/2019

To,

Deputy Secretary  
Higher Education  
Government of Jharkhand  
Ranchi

Subject : Request for approval of First Statute of Netaji Subhas University Jamshedpur

Respected Sir,

We are pleased to inform you that Netaji Subhas University Jamshedpur has been established as per Netaji Subhas University Act , 2018 Jharkhand Act, 11 of 2018 as private University.

As per Gazzate notification by Jharkhand Government, we are attaching first statute of Netaji Subhas University for your kind approval.

Please acknowledge and approve the First statute Netaji Subhas University for the same.

Mr. Nagendra Kumar

Registrar, NSU

Registrar

Netaji Subhas University

Jamshedpur, Jharkhand

# FIRST STATUTE NETAJI SUBHAS UNIVERSITY

ESTABLISHED UNDER  
JHARKHAND STATE PRIVATE UNIVERSITY ACT 2018 (ACT, 11, 2018)



FIRST STATUTE  
**NETAJI SUBHAS UNIVERSITY**

ESTABLISHED UNDER  
JHARKHAND STATE PRIVATE UNIVERSITY ACT 2018 (Act, 11, 2018)



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Pokhari, P.S.: MGM, P.O.: Bhialai Pahari,  
Jamshedpur - 831 012, Dist: East Singhbhum, Jharkhand

# FIRST STATUTE OF NETAJI SUBHAS UNIVERSITY, JAMSHEDPUR

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# FIRST STATUTE OF NETAJI SUBHAS UNIVERSITY, JAMSHEDPUR

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**STATUTE OF NETAJI SUBHASH UNIVERSITY**  
**JAMSHEDPUR, JHARKHAND**  
STATUTE NO: 01 TO 11

**PRELIMINARY**

An Act to provide for the establishment and incorporation of the NETAJI SUBHAS UNIVERSITY in the State of Jharkhand,

WHEREAS it is expedient to provide for the establishment and incorporation of the NETAJI SUBHAS UNIVERSITY at Pokhari, East Singhbhum, Jamshedpur, Jharkhand promoted by Sitwanto Devi Mahila Kalyan Sansthan, Suraj Path, Baridih, East Singhbhum, Pokhari, Jamshedpur and registered under Patna Society Registration Act, 21, 1860 (Registration No. 209/1996-97 dated 11.12.1996) and to confer the status of a Private University thereon and for the matters connected therewith and incidental thereto;

It is hereby enacted in the Sixty-Ninth year of the Republic of India, by the Legislature of Jharkhand, as follows:

STATUTE NO: 01

**1. SHORT TITLE, SCOPE AND COMMENCEMENT**

- (i) These Statutes may be called Statutes of the University framed under the JHARKHAND STATE PRIVATE UNIVERSITY ACT 2018 (Jharkhand Act, 11, 2018).
- (ii) These Statutes shall come in force with effect from the date of notification in the official Gazette either by displaying it on University website or through newspapers or by both and will supersede the existing Statutes.
- (iii) The statutes are in conjunction with the provision of the JHARKHAND STATE PRIVATE UNIVERSITY ACT 2018 (Jharkhand Act, 11, 2018). If there be any difference in the provision of the Act or Rules and the Statutes, the provisions of the Act or the Rules shall prevail.

- (iv) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.
- (v) It shall extend to the whole of the State of Jharkhand.
- (vi) The University shall offer all regular courses (UG level, PG level, Doctoral and Post Doctoral) / Post Graduate Diploma / Diploma / Certificate in different streams with the approval and affiliation of relevant regulatory bodies.

**STATUTE NO: 02**

**2. DEFINITIONS: Unless defined otherwise, the;**

- (i) "Act" means the Jharkhand State Private University Act 2018 (Jharkhand Act, 11, 2018).
- (ii) "Academic Council" means the Academic Council of the University;
- (iii) "Board" means the Board of Management, Faculty Board, the Board of Studies, the Planning Board, or any other Board of the University;
- (iv) "Board of Trustees/society" means the Sitwanto Devi Mahila Kalyan Sansthan, Suraj Path, Baridih, East Singbhum, Pokhari, Jamshedpur and registered under Patna Society Registration Act, 21, 1860 (Registration No. 209/1996-97 dated 11.12.1996)
- (v) "Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" means respectively the "Chancellor", the "Pro-Chancellor, the "Vice-Chancellor" and the "Pro-Vice-Chancellor" of the University appointed under this Act;
- (vi) "Controller of Examinations", means a person appointed / deputed for the conduct University examination(s) and all the related issues under the Act.
- (vii) "Department" means a Department of Different Studies and includes a Centre of Studies and Research;
- (viii) "School" means a School of Study created through a resolution of the Board of Management to undertake teaching

and research in a particular field of specialisation and is synonymous with "Faculty" wherever used in the Act;

- (ix) "State Government" means the Government of Jharkhand.
- (x) "Constituent College" means a college or an Institution maintained by the University;
- (xi) The Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Jharkhand state Private University Act, 2018;
- (xii) The powers conferred on the University under the Act shall be exercised by the Officers and the Authorities of the University, as laid down in the Act, the Statutes and the Ordinances of the University.
- (xiii) "Governing Body" means the Governing Body of the University constituted under this Act
- (xiv) "Annual Report" means the Annual report of the University as referred under this Act;
- (xv) "Board of Management" means the Board of Management of the University as constituted under this Act.
- (xvi) "Campus" means the area of the University in which it is established under this Act;
- (xvii) "The Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer" of the University appointed under this Act;
- (xviii) "Controller of Examinations" means the Controller of Examinations of the University appointed under this Act;
- (xix) "Constituent College" means a college or an institution maintained by the University;
- (xx) "Employee" means employee appointed by the University; and includes teachers and others staff of the University or of a constituent college under this Act;
- (xxi) "Endowment fund" means the endowment fund of the University established under this Act
- (xxii) "Faculty" means group of Academic Departments of similar disciplines;
- (xxiii) "Fee" means collection made by the University from the students for the purpose of any course of study and incidental

thereto, in the University;

(xxiv) "General Fund" means the General fund of the University established under this Act;

(xxv) "Governing Body" means the Governing Body of the University constituted under this Act;

(xxvi) "National Assessment and Accreditation Council" means National Assessment and Accreditation Council, Bangalore (an autonomous institution of the University Grants Commission).

(xxvii) "Prescribed" means prescribed by the Statutes and the rules made under this Act;

(xxviii) "Registrar" means the Registrar of the University appointed under this Act..

(xxix) "Regulatory Body" means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Nursing Council, Indian Council of Agriculture Research, Council of Scientific and Industrial Research, Paramedical Council etc. and includes the Government or any such body constituted by the Government of India or the State Government;

(xxx) "Rules" means the rule of the University made under this Act;

Estd. Under Jharkhand State Private University Act, 2018

(xxxii) "Schedule" means schedule appended to this Act;

(xxxii) "Sponsoring Body" in relation to the University means (i) a society registered under Societies Registration Act 1860, or (ii) a public trust registered under Indian Trust Act 1882, or (iii) a society or trust registered under the law of any other State time being in force;

(xxxiii) "State Government" means the State Government of Jharkhand;

(xxxiv) "Statutes", " Ordinances", and "Regulations" mean respectively, the Statutes, Ordinances and Regulations of



the University made under this Act;

(xxxv) "Student of the University" means a person enrolled in the University for taking a course of study for a Degree (UG,PG, Doctoral, Post Doctoral), Diploma/Distance courses, or other academic distinction duly instituted by the University, including a research degree;

(xxxvi) "Teacher" means a Professor, Associate Professor, Assistant Professor or such of the other person as may be appointed for imparting instruction or conducting research in the University or in a Constituent College or Institution and includes the Principal of a Constituent College or institution, in conformity with the norms prescribed by the University Grants Commission New Delhi;

a. "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956;

b. "University" means the NETAJI SUBHAS UNIVERSITY, Jamshedpur, Jharkhand established as per the Act of Jharkhand State Private University 2018 (Jharkhand Act, 11, 2018).

**STATUTE NO: 03**

**3. SEAL, FLAG AND ANTHEM OF THE UNIVERSITY**

i. 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 approved by the Board of Management constituted under the Act.

ii. The University may decide to make and use such Flag, Anthem, and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted or prohibited by the State or the Central Government.

**STATUTE NO: 04**

**4. ACADEMIC CALENDAR OF THE UNIVERSITY.**

i. The University shall publish its Academic Calendar on its website.

- ii. In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances.

**STATUTE NO: 05**

**5. ESTABLISHMENT OF UNIVERSITY.**

(I) There shall be establishment of the University by the name '**NETAJI SUBHAS UNIVERSITY, Jamshedpur, Jharkhand**'

(ii) The headquarters of the University shall be within the State of Jharkhand and shall be situated at Pokhari, East Singhbhum, Jamshedpur.

(iii) The University shall start operation only after the State Government issues the letter of authorization.

(iv) The University shall meet the conditions mentioned in the Act within the stipulated time.

(v) The Governing Body, the Board of Management, the Academic Council, the Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor, the Registrar, the Teachers, the Chief Finance and Accounts Officer and such other officers or members or authorities so long as they continue to hold such office or membership of the University hereby constitute a body corporate by the name of the University.

(vi) The University shall function as non-affiliating University and they shall not affiliate any other college or institute for the conferment of degree, diploma and for grant of certificate to the students admitted therein.

Estd. Under Jharkhand State Private University Act, 2018  
(vii) The constituent colleges and institutions of the Sponsoring Body affiliated to and enjoying the privileges of any University immediately before the commencement of this Act shall cease to be affiliated from that University and shall be deemed to be withdrawn from such privileges from the date of commencement of this Act and shall be deemed to be admitted to the privileges of **NETAJI SUBHAS UNIVERSITY** of the Sponsoring Body and all such colleges and institutions shall be the constituent colleges and institutions of **NETAJI SUBHAS UNIVERSITY, JHARKHAND.**

- (viii) The University shall be a body corporate by the name '**NETAJI SUBHAS UNIVERSITY, JHARKHAND**' and will have perpetual succession subject to the provisions of this Act, to acquire and hold property, to contract and shall, by the said name, sue or be sued.
- (ix) The University shall not receive any grant-in-aid or other financial assistance from the State Government or the Central Government. Provided that, the State Government or the Central Government may provide financial support, including through grants or otherwise for research, development and other activities for which other State Government organizations are provided financial assistance, or For any specific research or programme based activity.

**STATUTE NO: 06**

**6. PROPERTIES OF THE UNIVERSITY AND ITS APPLICATION.**

- (i) On the establishment of the University the land and other movable and immovable properties acquired, created, arranged, or built by the University for the purpose of the University in the State of Jharkhand shall vest in the University.
- (ii) The land, building and other properties acquired for the University shall not be used for any purpose other than that for which the same is acquired.
- (iii) The properties, movable or immovable, of the University shall be administered by the Governing Body in such manner as may be provided for by the regulations.
- (iv) The properties in the name of the University under subsection (1) shall be applied for meeting the liabilities of the University in the event of dissolution or winding up of the University in such manner as may be prescribed in the rules.

**STATUTE NO: 07**

**7. RESTRICTIONS AND OBLIGATIONS OF THE UNIVERSITY.**

- (i) The fees for all courses (UG, PG, Doctoral and post-doctoral) such as Engineering & Technology, Pharmacy,

Management ,Law, Education etc., in the University shall be determined by the University under the supervision of the regulatory body notified by the State Government from time to time.

- (ii) Admission in the University shall be strictly on the basis of merit. Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at State level either by the University or an association of the Universities conducting similar courses or by any agency of the State Government Provided that the admission in professional educational colleges or institutions of the University shall be governed under the provisions of the Regulatory Bodies.
- (iii) The University shall allow merit scholarship to at least five percent of the total strength, to the students belonging to poor and economically backward classes. The relevant criteria for determining the poor and economically backward classes shall be such as may be determined by the State Government from time to time.
- (iv) The University shall compulsorily make provisions for reservation of seats for the students domiciled in the State of Jharkhand to the extent of at least twenty five percent of the total students in the University. The reservation of seats shall be regulated by the laws and orders of the State Government from time to time.
- (v) The University shall make provisions for reservation of non-teaching posts in the University for the persons domiciled in the State of Jharkhand to the extent of at least fifty percent of the total number of non-teaching posts of the University. The reservation of seats shall be regulated by the laws and orders of the State Government from time to time.
- (vi) The University shall appoint adequate number of teachers and officers in the University for maintaining the academic

standards specified and shall ensure that the qualifications of such teachers or officers of the University shall not be lower than prescribed by the relevant Regulatory Bodies i.e. UGC and others.

(vii) The University shall compulsorily place in the public domain every information in relation to the University which would be of interest to the students and other stakeholders *inter alia*, including the courses offered, number of seats under different categories, fees and other charges, facilities and amenities offered, faculty in place and such other relevant information.

(viii) The Convocations of the University may, for conferring degrees, diplomas or for any other purpose, be held in every Academic Year in the manner as may be prescribed by the Statutes.

(ix) The University shall obtain accreditation from the National Council of Assessment and Accreditation (NAAC) within five years of its establishment and such other regulating bodies of Government of India which are connected with the courses taken up by the University and inform the State Government about the grade provided to the University. The University shall get renewed such accreditation from time to time.

(x) Notwithstanding anything contained in this Act, the University shall be bound to comply the conditions mentioned in Schedule A of this Act, and all the rules, regulations, norms, etc. of the regulating bodies of Government of India and State Government and provide all such facilities and assistance to such bodies as are required by them to discharge their duties and carry out their functions.

**STATUTE NO: 08**

**8. OBJECTIVE OF THE UNIVERSITY.**

The objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem relevant; to make provisions for

integrated courses in technology, humanities, natural and physical sciences, social sciences, agricultural science and forestry and other allied disciplines in the educational programmes of the University; to take appropriate measures for promoting innovations in teaching –learning processes, inter-disciplinary studies and research; to educate and train manpower for the development of the state of Jharkhand; to pay special attention to the improvements of the social and economic conditions and welfare of the people of the State, their intellectual academic and cultural development; and to organize University activities with due regard to the objects specified in the First Schedule.

The University shall Endeavour to provide to students and teachers the necessary atmosphere and facilities for the promotion of:

- (a) Innovations in education leading to restructuring of courses, new methods of teaching, training, and learning including online learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality;
- (b) Studies in various disciplines;
- (c) Interdisciplinary studies;
- (d) National integration, secularism and social equity and International understanding and ethics.
- (e) To collaborate with other universities, Research institutions, Government and Non-Government Organization towards fulfillment of the University objectives.
- (f) To provide instructions, teaching and training in higher education, vocational and professional education and make provision for research, innovation advancement and dissemination of knowledge.
- (g) To create higher levels of intellectual and innovative abilities.
- (h) To establish state of art facilities of education, training and research.
- (I) To create of centers of excellence for research and development and for sharing knowledge and its application.
- (j) To provide consultancy to the industry and public organization.
- (k) To establish new institutions and courses as per the need of the

community.

- (l) To award degrees, diploma, certificate and other academic distinctions on the basis of examination or any other method of evaluation.
- (m) To maintain standard of the degrees, diploma, certificates and other distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- (n) To collaborate with other Universities, Research Institutions Government and Non-Government organization towards fulfillment of objectives of University.
- (o) To pursue any other objectives as may be approved by the Sponsoring Body registered under Patna Society Registration Act, 21, 1860 (Registration No. 209/1996-97 dated 11.12.1996)
- (p) To ensure that academic distinction are not lower than those laid down by the All India Statutory Bodies.
- (q) Other Objectives as mentioned in the Original Draft.

**STATUTE NO: 09**

**9. UNIVERSITY OPEN TO ALL IRRESPECTIVE OF SEX, RELIGION, CLASS, COLOUR, CREED, OR OPINION.**

No person shall be discriminated against or be excluded from any office of the University or from membership of any of its authorities or from admission to any course of study leading to a degree, diploma or other academic distinction on the grounds of sex, race, creed, class, caste, place of birth and religious belief or political or other opinion. All directions of UGC in this concern shall be mandatory provision to obey by the University.

Estd. Under Jharkhand State Private University Act, 2018

**STATUTE NO: 10**

**10. POWERS AND FUNCTIONS OF THE UNIVERSITY: THE UNIVERSITY SHALL PERFORM THE FOLLOWING POWERS AND FUNCTIONS: -**

- (I) To administer and manage the University, establish, administer and manage its constituent colleges and centre's for research, education, training, extension and outreach including continuing education, distance learning and e-learning at its campus within the State of Jharkhand;
- (ii) To provide for research, higher education, professional

education, teaching training, extension and outreach including continuing education, distance learning and e-learning in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other allied fields;

- (iii) To conduct innovative experiments in educational technologies, teaching and learning methods, to collaborate with national and international institutions and to offer joint programmes with such institutes to constantly improve the delivery of education and to achieve international standards of education;
- (iv) To prescribe courses, curricula and methodologies including electronic and distance learning and provide for flexibility in the delivery of education.
- (v) To hold examination and confer degree, diploma or grant certificate and other academic distinctions or title on persons subject to such condition as the University may determine and to withdraw or cancel any such degree, diploma or certificates and other academic distinction or titles in the manner prescribed by the Regulations;
- (vi) To institute and award Fellowships, Scholarships, Medals and Prizes;
- (vii) To confer honorary degrees or other distinction on the manner prescribed by the Statutes;
- (viii) To establish schools, centre's, institutes, college and conduct the programme and courses of study as are in the opinion of the University, necessary for the furtherance of its objects;
- (ix) To declare as a constituent college any college, centre, institution imparting education as are in the opinion on the University necessary for the furtherance of its objects or to establish a new constituent college, centre, institution for the purpose;
- (x) To provide for printing, publication and reproduction of research, educational material and other works and to organize exhibitions, conferences, workshops and seminars;
- (xi) To establish knowledge resource centre;



- (xii) To collaborate or associate with any educational institution with like or similar objects;
- (xiii) To establish campuses including virtual campus for the purpose of achieving the objectives of the University;
- (xiv) To undertake research and to obtain registration in respect of such research in the nature of patents, design rights and such or similar rights with the competent authorities;
- (xv) To maintain linkages and collaborate with educational or other institutions in any part of the world having objects wholly or partially similar to those of the University, through exchange of students, researchers, faculty and staff and generally in such manner as may be conducive to their common objects;
- (xvi) To render services of research, training, consultancy and such other services as required for the purposes of the University;
- (xvii) To develop and maintain relationships with faculty, researchers, administrators and domain experts in Science, Technology, Humanities, Social Sciences, Education, Management, Law, Commerce, Pharmacy, Healthcare And Allied Area for achieving the objects of the University;
- (xviii) To make special arrangement in respect to women and other disadvantaged students as the University may consider desirable;
- (xix) To regulate the expenditure and to manage the finances and to maintain the accounts of the University;
- (xx) To receive funds, movable and immovable properties, equipments, software and other resources from business, industry, other sections of society, national and international organization or any other source by transfers or as gifts, donations, benefactions or bequests for the purposes and objects of the University;
- (xxi) To establish, maintain and manage halls, hostels for students and quarters for the residence of faculty and staff;
- (xxii) To construct, manage and maintain centres, complexes, auditorium, buildings, stadium for the advancement of sports, cultural, co-curricular and extra-curricular activities;
- (xxiii) To supervise and control the residence and regulate the

discipline of students, faculty and staff of the University and to make arrangements for promoting their health, general welfare, social and cultural activities;

(xxiv) To fix, demand and receive or recover fees and such other charges as may be prescribed by the Statutes;

(xxv) To institute and award fellowships, scholarships, prizes, medals and other awards;

(xxvi) To purchase or to take on lease or accept as gifts, bequests, legacies or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works;

(xxvii) To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and consistent with the interest, activities and objects of the University;

(xxviii) To draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques and other negotiable instruments;

(xxix) To raise and borrow money on bond, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to pay all expenses out of the funds of the University,

Estd. Under Jharkhand State Private University Act, 2018

**STATUTE NO: II**

**11. BAR TO AFFILIATION.**

(I) The University shall not admit any college or institution to the privilege of affiliation.

(ii) The University may open any off campus, offshore campus, and study centre, examination centre in or out of the State of Jharkhand only after the prior approval of University Grants Commission or such regulatory body established by the Government or State or Central Government, as the case may be, subject to approval of Board of Management of the

University.

**STATUTE NO: 12 TO 24  
OFFICERS OF THE UNIVERSITY**

The University shall have following Officers. All rules of UGC will become applicable in Qualification, Appointment and Others.

**STATUTE NO: 12**

**12. THE VISITOR.**

- (I) The Governor of Jharkhand (His /Her Excellency) shall be the Visitor of the University.
- (ii) The Visitor shall, when present, preside at the convocation of the University for Conferring Degrees, Diplomas, charters, Designation and certificates.
- (iii) The Visitor shall have the right to visit the University or any institution maintained by the University to ensure the standard of education, discipline, decorum and proper functioning of the University.
- (iv) To call for any paper or information relating to the affairs of the University; and
- (v) On the basis of the information received, if he satisfied that any order, proceedings, or decision taken by any authority of the University is not in conformity with the provisions of the Act, Statute, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

**STATUTE NO: 13**

**13. CHANCELLOR: Appointment, Powers and Functions**

- (I) A person of eminence shall be appointed as the Chancellor by the Governing Body for a period of five years.
- (ii) The Chancellor shall by virtue of his office, be the head of the University and shall preside over the meetings of the Governing Body and the Annual Convocation.
- (iii) The Chancellor shall be re appointed by the Governing Body, for a period of next five years, on the recommendation of the Trust; Provided that the trust may recommend to the Governing Body, the reappointment of the Chancellor for

second or successive terms. Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his/her office maximum for a period of one year until either he/she is reappointed or his/her successor, duly appointed by the chairperson of the Sponsoring Body, enters upon his/her office;

- (iv) Subject to the provisions of the Act, the Trust shall determine the salary and other allowances of the Chancellor.
- (v) The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act.
- (vi) The Chancellor shall have power to conduct inspection of a School of Study, a Hostel, an Office or any other department of the University, on his own or direct any Officer or Authority of the University do so on his behalf. He also shall have powers to order an inquiry in respect of any of these establishments or in any other matter connected with University administration and financial management.
- (vii) The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection/ inquiry, together with his views and advice to the Vice-Chancellor on the follow-up action. The Vice-Chancellor shall communicate forthwith to the authority concerned the result of the inspection/ inquiry, and the views/advice of the Chancellor thereon, and who shall take follow up action within a reasonable time.
- (viii) If Chancellor is of the opinion that the Vice-Chancellor willfully abuses the powers vested in him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may place the Vice-Chancellor under suspension.
- (ix) In such a situation the Pro-Vice-Chancellor or any other Professor may be assigned the officiating charge of the office of Vice-Chancellor by the Chancellor.

- (x) The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice-Chancellor from his/her office; Provided that the Vice-Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.
- (xi) If a vacancy arises in the office of the Vice-Chancellor and it is not possible to appoint a regular Vice-Chancellor by following the prescribed procedure of appointment, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six months, to be extended by another six months and any extension thereafter may be allowed only with the approval of the Governing Body.
- (xii) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out its business in accordance with the laid down in provisions of the Act and Statutes, when such Officer or Authority of the University is not available.
- (xiii) The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and may have the right to modify or recall his order of delegation of such power.
- (xiv) The decisions taken by the Chancellor may be placed before the Governing Body for information, in its next meeting.
- (xv) The Chancellor is authorized to issue such directions and/or advise to any Officer/ Authority of the University as deemed necessary, in the interest of the University.
- (xvi) The Chancellor may, by addressing in writing to the Governing Body, resign from his office. The authority of Governing Body shall, within a period of ten days from the date of receipt of such resignation, place this resignation before the Governing Body for decision.
- (xvii) If, at any point of time and upon receipt of a representation or otherwise, the Governing Body after making such inquiry as

deemed necessary, comes to the conclusion that the continuation of Chancellor is not in the interest of University, it may, based on a majority decision and by an order in writing stating the reasons thereof, ask the Chancellor to relinquish his office before expiration of his term from such date as may be specified in the order. In such a case, the Pro-Chancellor shall preside over the meeting of the Governing Body; Provided that before taking an action under this sub-section, the Chancellor shall be given an opportunity of being heard.

**STATUTE NO: 14**

**14. VICE-CHANCELLOR:**

**Appointment, Powers and Functions**

- (i) The Vice-Chancellor shall be the Principal Executive and Academic officer of the University and shall be a whole time salaried Officer of the University.
- (ii) The Vice-Chancellor shall be appointed by the Chancellor with the approval of the Governing Body, based on the recommendations of a Search Committee as per the qualifications prescribed by the University Grant Commission (UGC) for a term of five years or till the attainment of the age of 70 years; Provided that the Governing Body may consider re-appointment of a Vice-Chancellor for further term(s) as may be decided.

**Qualification and selection**

- (i) A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- (ii) The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a

combination thereof. The members of such Search-cum-Selection Committee shall be persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance.

- (iii) For the purpose of sub-section(1), the Chancellor shall appoint a Committee which shall consists of following members, namely
- a. One member nominated by Trust or Society;
  - b. One serving or retired Professor from outside the University, nominated by the Governing Body; and
  - c. One member nominated by the Chancellor, who shall act as the Convenor of the Committee.
  - d. The Chancellor shall appoint one of the three members of the committee as Chairman.
- (iv) The Search Committee shall recommend a panel of 3 -5 names, in alphabetical order, to the Governing Body within the period stipulated by the Chancellor in his order constituting the Search Committee.
- (v) The Governing Body after receipt of recommendations of the Search Committee shall approve the panel of names and submit it to the Chancellor, along with its recommendations. In case, none of the names so recommended is found suitable, the Chancellor may advise the search committee to draw a fresh panel of names.
- (vi) The Vice- Chancellor shall exercise general superintendence and control over the affairs of the University and execute the decisions of the Board of Management, other competent authorities/ bodies and the State Government.
- (vii) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows -
- a) The post of the Vice-Chancellor shall carry the scale of

pay fixed by the Sponsoring Body. The Vice-Chancellor shall be paid allowances as are applicable to other employees of the University. He shall also be entitled to the use of a furnished residence without payment of rent his term of office and no charge shall fall on him personally in respect of the maintenance of such residence;

b) The Vice-Chancellor shall not be entitled to the benefits of the University Provident Fund or to any other allowances: Provided that where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor;

c) The Vice-Chancellor shall be entitled to travelling allowances at such rates as may be fixed by the Governing Body;

d) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service;

e) The Vice-Chancellor shall also be entitled, on medical grounds or otherwise than on medical grounds, to leave without pay for a period not exceeding three months during the term of his office: Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under sub-clause (iv);

f) The Chancellor shall be competent authority to sanction leave to the Vice-Chancellor: Provided that if the office of the Chancellor is vacant the Governing Body shall be competent to sanction leave to the Vice-Chancellor;

(viii) The Vice-Chancellor, in addition to the powers vested in him by the Act, shall have the following additional powers and responsibilities:

a. Shall be head of the Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.

b. It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, Statutes, Ordinances and Regulations of



the University are duly followed.

c. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.

d. The Vice-Chancellor shall be entitled to be present at and to address any meeting of an Authority or any Body of the University.

e. The Vice-Chancellor shall have the power to grant Sabbatical leave, Study leave and Duty leave to the eligible Officers and Teachers and any other kind of leave beyond a period of 30 days, to the Officers, teachers and other employees of the University at the level of Deputy Registrar, equivalent and above, other than the Chancellor and Pro-Chancellor; provided that the Vice-Chancellor may delegate such powers to any other Officer of the University

f. Shall function under the policies lay down by the Governing Body and shall receive and respond to all directions from the Governing Body.

g. Shall ensure an integrated approach to key areas such as education policy, planning resource, mobilization and allocation, response to new academic and research opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.

h. In order to manage and administer the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, ordinances and Regulation, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.

i. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or officer of the University or Head of an Institution/Study centre on the other.

j. Shall regulate the use of the common seal of the University.

k. Shall control and administer the properties and fund of the

University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations borrow or lend funds with the prior approval of the Governing Body, etc and apply authorized agents for the same, if deemed necessary.

l. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University is the exercise or performance of the powers and duties assigned to it under the Act or the Statues and Ordinances.

m. Shall have the power to create or designate Departments of the University or Constituent colleges or institutions as laid down by the Statues/Ordinances.

n. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.

o. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University, Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.

p. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.

q. To prescribed remunerations, emoluments, travelling and other allowances etc of the examiners/invigilators and other employees appointed for examination related duties.

r. To ensure the maintenance of proper accounts of the properties and funds of the University.

s. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.

t. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.

- u. To follow and monitor the budget for expenditure as approved by the Governing Body.
- v. To recommend to Governing Body for creating the post of the officers of the University.
- w. To make regulations regarding administration and control of the institutions, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- x. To select the common seal of the University and to provide for its custody and use.
- y. To arrange for the conduct/defend of Litigation by or against the University.
- z. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals, and prizes on the recommendations of the Academic Council.
- aa. To recommend, confer Honorary Degree, title of the Professor Emeritus, medals and prizes on the recommendation of the Academic Council;
- bb. To recommend, enact, amend or repeal Statues.
- cc. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances or the Regulations.
- dd. The Vice Chancellor shall have the power to convene or cause to convene the meetings of various committees and sub-committees not specified in these Statutes.
- ee. The Vice-Chancellor may resign from his office after giving a three months' notice and shall cease to hold his office on the acceptance of his resignation by the Chancellor, or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Chancellor at his discretion.

**Removal of the Vice -Chancellor**

If at any time and after such inquiry as may be considered necessary, it appears to the Chancellor that the Vice-Chancellor:

- a. Has failed to discharge any duty imposed upon him by or

under this Act, the Statute, the Ordinances; or

b. has acted in a manner prejudicial to the interests of the University; or

c. is incapable of managing the affairs of the University, then the Chancellor may, notwithstanding the fact that the term of office of the Vice-Chancellor has not expired, require the Vice-Chancellor, by an order in writing stating the reason therefore, to resign his post from the date as may be specified in the order.

No orders shall be passed unless a notice stating the specific grounds on which such action is proposed, has been served and a reasonable opportunity to show cause against the proposed order has been given to the Vice-Chancellor.

JAI STATUTE NO: 15

#### 15. PRO-VICE-CHANCELLOR:

##### **Appointment, Powers and Functions**

(I) The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendations of Vice-Chancellor, from amongst the Professors of the University and shall discharge his duties in addition to his duties as a Professor of the University. Provided that in the interest of smooth discharge of the work assigned to the Vice-Chancellor, the Board of Management may consider appointing more than one Pro-Vice-chancellor.

(ii) The Pro-Vice Chancellor, if the Governing Body decides that there should be one, shall be appointed by the Chancellor on recommendation of the Vice-Chancellor and on such terms and conditions as may be laid down in the ordinances. The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor as per the UGC rule. Provided that where the recommendation of the Vice-Chancellor is not accepted by the Chancellor, the Chancellor who may either appoint other person or ask the Vice-Chancellor to recommend another person.

(iii) It shall be the prerogative of the Vice-Chancellor to

recommend a person to be the Pro-Vice-Chancellor to the Board of Management. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

(iv) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor nominated by the Vice-Chancellor shall discharge the day to day duties of the office of the Vice-Chancellor, unless otherwise directed by the Chancellor.

(v) If the Vice-Chancellor is of the opinion that the Pro-Vice-Chancellor wilfully abuses the powers delegated to him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, the Vice-Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry.

(vi) The matter shall be reported to the Board of Management in its next meeting and the Council, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.

(vii) The term of office of the Pro Vice-Chancellor shall ordinarily coterminous with the office of the Vice-Chancellor: Provided that, notwithstanding the expiry of the term of his office, the Pro Vice-Chancellor shall continue in office until his successor is appointed and enters upon his office.

(viii) On the expiry of the term of his office the Pro Vice-Chancellor shall be eligible for reappointment.

(ix) A person appointed as Pro Vice-Chancellor under these Statute shall retire from office, if, during the term of his office or any extension thereof, he completes the age of 65 years.

(x) The Pro Vice-Chancellor appointed under shall discharge his duties in addition to his duties as a Professor.

(xi) The Pro Vice-Chancellor shall get honorarium of such amount as may be determined by the Sponsoring Body.

**Powers and duties of Pro-Vice-Chancellor:**

(I) The Pro Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.

(ii) Where the Vice-Chancellor is the Chairman of any body or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice-Chancellor shall preside over such meeting.

(iii) The Pro Vice-Chancellor shall, on being authorised by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat: Provided that if the Pro Vice-Chancellor is a member of such authority, body or committee, such Pro Vice-Chancellor shall have all the rights and privileges of a member thereof.

**STATUTE NO: 16**

**16. REGISTRAR:**

**Appointment, Powers and Functions**

(I) The Registrar shall be a whole time salaried 'Officer of the University'.

(ii) The Registrar shall be appointed by the Board of Management, on recommendations of a duly constituted Selection Committee as per Law of Regulatory Body / Statutory Body.

(iii) The qualifications for recruitment to the post of Registrar shall be as prescribed by the University Grants Commission from time to time.

(iv) The Selection committee for the posts of Registrar shall be constituted as under:

- a) The Chancellor - Chairman;
- b) The Vice-Chancellor;
- c) One nominee of the Chancellor;
- d) One member of the Board of Management nominated by Chancellor;

- e) One outside expert nominated by the Vice-Chancellor; and
  - f) The Director/Head, Human Resource Department or his / her nominee shall be the convener of the Committee.
- (v) The term of office of the Registrar shall be for a period of three years, renewable for additional term(s) till the attainment of the age of superannuation, i.e. 65 years; Provided that in exceptional circumstances the Board of Management may extend the term of Registrar beyond 65 years and up to the age of 68 years.
- (vi) The Board of Management, in a case of misconduct, may place the Registrar under suspension suo-moto, or on the recommendations of the Vice-Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.
- (vii) If the Board of Management, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, it may, by an order in writing stating the reasons therefore, ask the Registrar to relinquish his office from such date as may be specified in the order; Provided that before taking an action under this sub-clause, the Registrar shall be given an opportunity of being heard.
- (viii) When the office of the Registrar is vacant or when the Registrar is unable to perform his duties by reason of illness, or any other cause, the Vice-Chancellor may assign the work of the Office of Registrar to a Joint Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back; Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other important matters shall be taken by the Vice-chancellor.
- (ix) The Registrar may resign his office after giving a three months' notice. He shall cease to hold his office from the

date of acceptance of his resignation by the Board of Management or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived by the Board of Management.

(x) The Registrar in addition to the duties and responsibilities laid down in the Act shall:

a) be the custodian of the records and the common seal and such other properties of the University, as placed by the Board of Management under his charge;

b) be the ex-officio member secretary of the Board of Management and the Planning Board and, non-member secretary of the Governing Body and the Academic Council; be to issue notices for convening the meetings of the Governing Body, Board of Management, Academic Council and the Planning Board and prepare and circulate their agenda and also issue the minutes of the meetings and their record keeping;

c) be to conduct the official correspondences of the Governing Body, the Board of Management, the Academic Council and the Planning Board;

d) be to issue offers of appointment letters for appointment of the Teachers and employees;

e) be to exercise powers to enter into agreements, sign documents and authenticate records on behalf of the University;

f) be to enter into agreements, sign documents and authenticate records on behalf of the University; and

g) be to represent the University in legal suits or proceedings by or against the University, sign powers of attorney and verify pleadings; Provided that the Registrar may delegate this authority to one of his immediate sub-ordinates or depute his representative for the purpose.



- (xi) The Registrar shall be assisted in his work by a number of other officials, including Joint Registrar, Deputy Registrar, Assistant Registrars and OSD level officers, whose work and conduct shall be supervised by him.
- (xii) The Registrar may also be assisted, in discharge of his duties and responsibilities, by such other officials as may be assigned to him by the Vice-Chancellor.
- (xiii) The Registrar shall be the custodian of all properties of the University unless otherwise provided for by the Board of Management.
- (xiv) The Registrar shall exercise such other powers as may be necessary or expedient for carrying out the decisions of University authorities or bodies of which he acts as a member or a non-member secretary.

**STATUTE NO: 17**

**17. DEAN :**

**Appointment, Powers and Functions**

(I) The Dean shall be appointed by the Board of Management from amongst the Professors of the School and as recommended by the Vice-Chancellor as per the minimum qualification prescribed by UGC time to time.

(ii) The Dean shall hold his office for a period three years or for a period as specified; Provided that when the office of the Dean is vacant or when the Dean, by reason of illness or absence or any other reason, is unable to perform his duties, the duties of the office of Dean may be performed by the Associate/Assistant Dean, and if there is no Associate/Assistant Dean by such other Dean or Professor, as the Vice-Chancellor may decide; Provided further that no person shall continue to be a Dean after he ceases to hold the post by virtue of which he was appointed to the office of Dean;

(iii) The Board of Management may remove a Dean from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Board of Management, and revert him to his substantive

post and/ or place him under suspension till completion of an inquiry.

(iv) The Dean shall have the right to be present and to speak at any of the meetings of the Board of Studies of a Department of his School.

(v) The Dean shall have the following powers, duties and responsibilities:

a) shall be the head of the faculty;

b) shall be responsible for maintenance of the standard of the teaching and research undertaken by the School;

c) shall preside over the meetings of Faculty Board and shall ensure that the decisions of the Board are implemented in letter and spirit, after their approval;

d) shall be responsible for bringing the academic, financial and other requirements of the school to the notice of the Vice- Chancellor; and

e) Shall take necessary measures for proper maintenance of libraries, laboratories and all other assets of the Departments comprising the school.

*Note:* In Schools having substantially higher number of students/ administrative load, the Vice-Chancellor, in consultation with the Dean of the School, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean, in addition to their existing duties as teacher of the University, to strengthen the academic administration of a School.

f) The Dean of the School shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body/ Chancellor/Pro Chancellor/Vice-Chancellor and the other terms and conditions shall be as may be laid down by the Statute from time to time.

#### **A. DEAN STUDENTS' WELFARE:**

##### **Appointment, Powers and Functions**

(I) Dean Students' Welfare shall be appointed by the Board of Management on the recommendation of

Chancellor/Vice-Chancellor, as per minimum qualification prescribed by UGC from time to time amongst the teachers of the University not below the rank of Associate Professor and possessing teaching experience of not less than 10 years.

(ii) The Vice-Chancellor may also appoint an Associate/Assistant Dean Students Welfare out of the Associate/Assistant Professors of the University to assist the Dean Students Welfare. Provided that one such Associate/Assistant Dean Student Welfare shall be from amongst the women teachers of the University in case the Dean is a male teacher, to specially look after the welfare of the girl students.

(iii) The Associate/Assistant Dean shall report to the Dean of Students' Welfare.

(iv) The term of office of the Dean as well as Associate/Assistant Dean Students' Welfare shall be for a period three years or as specified.

(v) The Dean Students' Welfare shall be responsible for:

a) organising co-curricular, cultural, social, recreational and sports activities at the University;

b) development of leadership skills in the students;

c) arranging medical assistance in case of emergency to students;

d) securing monetary assistance for needy students;

e) counselling and personality building;

f) maintenance of peace and harmony amongst various sections of students;

g) Any other activity related to students' welfare; and

h) Perform such other duties as may be assigned by the Vice-Chancellor.

(vi) The Dean as well as the Associate/Assistant Dean Students Welfare may communicate with the parents and guardians, as and when necessary.

- (vii) The Board of Management may remove the Dean Students Welfare from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Board of Management, and revert him to his substantive post and/or place him under suspension till completion of an inquiry; provided that the Vice-Chancellor shall be the competent to take similar action against an Associate/Assistant Dean Students Welfare.

**B. THE DEAN, ACADEMIC AFFAIRS:**

**Appointment and Functions**

(I) The Dean, Academic Affairs shall be appointed by the Board of Management, on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor as per minimum qualification prescribed by UGC from time to time and consisting of a Chancellor's nominee and three experts nominated by the Board of Management, from within or outside the University, for a period of three years or a period as may be specified; Provided that the Dean, Academic Affairs may be re-appointed for further term(s) as decided by the Board of Management.

(ii) A teacher having a minimum of 10 year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director or above, will be eligible for appointment as Dean, Academic Affairs.

(iii) The Dean, Academic Affairs shall:

- a) assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
- b) ensure that the decisions of the Academic Council are followed in letter and spirit
- c) advise the Vice-Chancellor on the updating of curriculum, in accordance with the demand of

industry and at par with the one being followed by institutions of repute; and

d) scrutinize the academic proposals emanating from the schools before these are forwarded for consideration of the Vice- Chancellor or the Academic Council.

(iv) The Dean, Academic Affairs may submit his resignation to the Vice- Chancellor and shall cease to hold his office on acceptance of his resignation.

(v) The Vice-Chancellor, based upon a complaint received against the Dean Academic Affairs or on his own, if arrives at a conclusion that continuance of the Dean Academic Affairs is detrimental to the interests of the University, may recommend to the Board of Management the removal of the Dean Academic Affairs from his office from such date as may be specified and after giving the Dean Academic Affairs an opportunity of being heard.

### **C. THE DEAN, RESEARCH AND DEVELOPMENT:**

#### **Appointment and Functions**

(I) The Dean, Research and Development shall be appointed by the Board of Management on the recommendations of a committee appointed under the chairmanship of the Vice-Chancellor as per minimum qualification prescribed by UGC from time to time and consisting of a Chancellor's nominee and three experts nominated by the Board of Management from within or outside the University, for a period of three years or a period as may be specified; Provided that the Dean, Research and Development shall be eligible for re-appointment for another term(s) as may be specified.

(ii) A teacher with requisite institutional commitment and having a minimum of 10 year experience as a Professor in a reputed University/Institute with sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at

the level of Dean/Director, will be eligible for as Dean, Research and Development.

(iii) The Dean, Research and Development shall:

*a)* be the ex-officio secretary of the Research Advisory Board and as such will give effect to its decisions;

*b)* be overall in-charge of the Ph.D. programme and shall ensure that the topic of research selected has relevance to the present contemporary requirement;

*c)* ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;

*d)* help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry; and

*e)* mobilise funds for research.

(iv) The Dean, Research and Development may submit his resignation to the Vice-Chancellor and shall cease to hold the office from the date of acceptance of such resignation.

(v) If the Vice-Chancellor, based upon a complaint received against the Dean Research and Development or on his own, arrives at a conclusion that continuance of the Dean research and Development is detrimental to the interests of the University, may recommend to the Board of Management the removal of the Dean research and Development from his office from such date as may be specified and after giving the Dean research and Development an opportunity of being heard.

STATUTE NO: 18

## 18. DIRECTOR/PRINCIPAL:

### Appointment, Powers and Functions

(I) There shall be a Director / Principal for each institute not below the rank of Professor in absence of Professor,

Associate Professor may be appointed by the Chancellor / Pro-Chancellor on the recommendation of Vice-Chancellor; Provided that the Director/Principal shall be responsible for the observance of the Statute, Ordinances and Regulations relating to the institute.

- (ii) The Director/Principal shall be responsible for overall administration and administrative control of the institute and the conduct of teaching and research work in the institute.
- (iii) The Director/Principal of the institute shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor / Vice-Chancellor.

#### 19. CONTROLLER OF EXAMINATIONS:

##### **Appointment, Powers and Functions**

- (i) The Controller of Examinations shall be a whole time salaried officer of the University having a teaching experience of at least 10 years., at a University/ Institution of repute
- (ii) The Controller of Examinations shall be appointed by the Board of Management on the recommendations of Chancellor and a duly constituted selection committee in accordance with the Statute for a period of three years or as decided; Provided that the Board of Management may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University for a term of three years or as decided by the Board of Management.
- (iii) The Selection committee for the selection of Controller of Examinations shall be constituted as under:
  - a. The Vice-Chancellor – Chairman
  - b. The Pro-Vice-Chancellor;
  - c. A nominee of the Chancellor;
  - d. One member of the Board of Management nominated

by the Chancellor;

*e.* One Dean/ Professor of the University nominated by the Vice- Chancellor; and

*f.* Registrar - Ex-Officio Secretary.

(I) The age of superannuation of the Controller of Examination shall be 65 years; Provided that in exceptional circumstances the Board of Management may extend the term of the Controller of Examination beyond 65 years, up to the age of 68 years;

(ii) The Controller of Examinations shall be the responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction and guidance of the Vice-Chancellor.

(iii) The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Board of Management and the Academic Council as and when a matter related to examinations is under consideration.

(iv) The Controller of Examinations with prior approval of the Vice- chancellor shall:

*a)* prepare and announce the calendar the examinations; get the examiners and moderators appointed by the Vice- chancellor from the list prepared by the Examination Committee and approved by the Academic Council;

*b)* be responsible for getting the paper set, printing of question papers and blank answer books and their safe custody, planning and conduct of examination, assessment of answer books, consolidation- preparation and timely declaration of results, verification, revaluation, issue of certificates / degrees/ diplomas and maintenance of examination records;

*c)* make available one set of question papers to the University library after the examinations are over;



- d) get the committee constituted to find facts and settle the cases of unfair means, if any, and to take action as recommended;
- e) recommend to the Vice-Chancellor postponement or cancellation of the examinations in the event of a malpractice, in part or in full, or if the circumstances so warrant, take disciplinary action or initiate a civil or criminal proceedings against a person or persons alleged to have committed the malpractice, in consultation with the Vice-Chancellor;
- f) make suitable recommendations to the Vice-Chancellor for ensuring fairness, secrecy and confidentiality of examination;
- g) make a performance analysis of results, within a period of one month, and report the outcome thereof to the Vice-Chancellor, the Dean and the Head of Department; and
- h) submit a comprehensive report to the Academic Council on the examination conducted in each semester/term.

(viii) The Controller of Examinations shall also exercise such other powers and perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

(ix) The Vice-Chancellor, in order to strengthen the Examination system, may appoint a Joint/Deputy/Assistant Controller of Examination(s), from amongst the employees of the University, on such terms and conditions as a may be decided by the Vice-Chancellor.

(x) The Controller of Examinations may resign his office after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

- (xi) If, at any point of time and based upon a complaint received by the Vice-Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examination under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Board of Management the removal of the Controller of Examinations from his office from such date as may be specified; provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.

**STATUTE NO: 20**

#### **20. CHIEF EXECUTIVE OFFICER (CEO)**

- (i) The Chief Executive Officer shall be appointed by the Chancellor in such manner and shall exercise such powers and perform such functions as may be prescribed in ordinances time to time.
- (ii) The Chief Executive Officer shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (iii) The Chief Executive Officer by virtue of his office shall be the Head of the Operations of the University. The Chief Executive Officer shall preside over the meetings of the Governing Body, as and when the Vice-Chancellor is not present in his office.

**STATUTE NO: 21**

#### **21. CHIEF PROCTOR:**

##### **Appointment, Powers and Functions**

- (I) The Chief Proctor shall be appointed by the Board of Management on the recommendation of Chancellor/Vice-chancellor, from amongst the teachers of the University not below the rank of Associate Professor for a term of three years or a term as specified.

- (ii) The Chief proctor shall exercise such powers and perform such duties with regards to maintenance of discipline amongst the students as may be prescribed in the Ordinances or as decided by the Vice-Chancellor from time to time.
- (iii) The Vice-Chancellor may appoint Associate/Assistant Proctor(s), to strengthen the proctorial system, from amongst the Associate/Assistant professors of the University; Provided that at least one female teachers of the University is appointed as Associate/ Assistant Proctor, if the Proctor is a male teacher.
- (iv) There shall be a Proctorial Committee consisting of all the Proctors; Provided that the Vice-Chancellor, in consultation with the Chief Proctor, may nominate a senior employee of the University to the proctorial committee for a period as may be specified.
- (v) Any violation of the Students Code of Conduct and Ethics shall treat as misconduct and shall attract penal action as decided by the Vice-Chancellor on the record of the Chief Proctor/ Proctorial Committee.
- (vi) Any student indulging in an act of misconduct or indiscipline is liable to be suspended from the University by the Vice-Chancellor on recommendations of the Chief Proctor pending an inquiry; Provided in exigencies of the situation, the Dean of the School may issue suspension order on specific recommendation of the Chief Proctor, subject to its ratification by the Vice-Chancellor.
- (vii) The Board of Management may remove the Chief Proctor from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Board of Management, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry; Provided further that the Vice-Chancellor shall be the competent to take similar action against an Associate/Assistant Proctor.

STATUTE NO: 22

22. FINANCE OFFICER:

**Appointment, Powers and Functions**

(I) The Finance Officer shall be a whole time salaried 'Officer of the University.

(ii) The Finance Officer shall be appointed by the Board of Management, on the recommendations of the Selection Committee; Provided that the University may designate a Finance Officer, as Director Finance or Chief Finance Officer or Financial Advisor at its discretion.

(iii) The qualifications for appointment to the post of Finance Officer shall be a Post-Graduate degree, preferably in Commerce, Economics or Financial Management or Chartered Accountant or equivalent, having a minimum of ten years of work experience at the level of Deputy/Assistant Finance Officer preferably in a University or an Educational Institution of repute.

(iv) The Selection committee for the post of Finance Officer shall be constituted as under;

a) Vice-Chancellor- Chairman

b) Pro-Vice-Chancellor;

c) One nominee of the Chancellor;

d) One member of the Board of Governor nominated by Chancellor;

e) One outside expert nominated by the Vice-Chancellor; and

f) The Registrar -Ex-officio Secretary.

(v) The term of the Finance Officer shall be for a period of three years, renewable for additional term(s), till the age of superannuation i.e. 65 years; Provided that in exceptional circumstances the Board of Management may extend the term of Finance Officer after recommendation of Chancellor / Vice-Chancellor beyond 65 years of age, up to the age of 68 years.

(vi) The emoluments and other terms and conditions of service

of the Finance Officer shall be as decided by the University;

(vii) If at any point of time and based on a complaint received against the Finance Officer, the Vice-Chancellor after thorough examination of the matter is satisfied of the veracity of the charges levelled, may place the finance Officer under suspension and appoint an inquiry committee to inquire into the alleged charges;

(viii) The Board of Management, based on the findings of the inquiry committee and on the recommendations of the Vice-Chancellor may remove the Finance Officer from his office; Provided that before taking such an action, the Finance Officer shall be given an opportunity of being heard.

(ix) The Finance Officer may resign from his post after giving a three month notice or salary in lieu thereof and shall cease to hold office on the acceptance of such resignation or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

(x) When the office of the Finance Officer is vacant or if the Finance Officer on account of illness or any other reason is unable to perform the duties of his office, the duties of the office of Finance Officer shall be performed by such person as the Vice-Chancellor may decide.

(xi) Subject to the supervision and directions of the Finance Committee, the Finance Officer shall:

- a) be responsible for general supervision over the funds of the University and advise the University with regards to its financial policy;
- b) hold and manage the investments including those of the Trust and Endowments for furthering the objects of the University;
- c) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure are not exceeded to and that the money

is expended for the purposes to which it was granted/allotted.

- d)* be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
- e)* keep a constant watch on the maintenance of the cash and bank balances and on the state of investments;
- f)* watch the progress of collection of revenue and advise on the methods of collection employed;
- g)* be responsible for the preparation of the financial statements and the conduct of Annual Statutory Audit by an independent statutory auditor appointed by the Trust;
- h)* maintain and update the registers of buildings, land and equipment and conduct of the Physical verification of the Stores and other facilities/departments and also the consumable materials;
- i)* call explanation for unauthorised expenditure or other financial irregularities and, after being satisfied that the expenditure incurred is unauthorised, bring the same to the notice of the Vice-Chancellor;
- j)* obtain from any School/Department/Centre any information or return that he may consider necessary to discharge his financial responsibilities; and
- k)* perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Ordinances Rules and the Regulations.

(xii) Subject to the control of the Governing Body, the Chief Finance & Accounts Officer shall –

- a)* hold and manage the property and investments

including society and endowed property for furthering any of the objects of the University;

- b)* see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- c)* be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Governing Body;
- d)* keep a constant watch on the state of the cash and bank balances and on the state of investments;
- e)* watch the progress of collection of revenue and advise on the methods of collection employed;
- f)* have the accounts of the University regularly audited by an internal audit system;
- g)* See that the registers of buildings, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, Colleges and Institutions maintained by the University;
- h)* call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
- h)* call for from any office or college or institution under the University any information or returns that he may consider necessary to discharge his financial responsibilities.

- (xiii) The receipt of the Chief Finance & Accounts Officer or of the person or persons duly authorised in this behalf by the Sponsoring Body/Governing Body for any money payable to the University shall be sufficient discharge for the same.

**STATUTE NO: 23**

**23. HEAD OF THE DEPARTMENT:**

**Appointment, Powers and Functions**

- (I) The Head of a Department shall be appointed by the Vice-Chancellor, from a panel of three names of the senior teachers of the Department received from the Dean of the School, for a period two years or as may be specified.
- (ii) The Head of the Department shall preside over the meetings of the Board of Studies.
- (iii) The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations.
- (iv) The Vice-Chancellor may remove the Head of the Department, if he is found guilty of misconduct of any kind, or fails to perform his duties to the satisfaction of the Vice-Chancellor and revert him to his substantive post and/or place him under suspension till completion of an inquiry; Provided that the Head of the Department will be heard before taking such a decision.

**STATUTE NO: 24**

**24. LIBRARIAN-**

**Appointment, power ad function**

- (I) The Librarian shall be appointed by the Governing Body and shall be a whole-time salaried officer of the University;
- (ii) The requisite qualification for the appointment of Librarian shall be as per UGC Rule 2018.
- (iii) The duties and powers of the Librarian shall be regulated by the Ordinances.

**STATUTE NO: 25 TO 40**

**AUTHORITIES OF THE UNIVERSITY**

**STATUTE NO: 25**

**25. THE GOVERNING BODY:**

**The University shall have a Governing Body as per the provisions of law**

The Governing Body shall be constituted as under



- a) The Chancellor – Chairman;
- b) The Vice-Chancellor;
- c) One member / representative of Department of Higher Education, Government of Jharkhand or His / Her nominee.
- d) One eminent educationist nominated by the trust – Member;
- e) One member from Industry / Corporate nominated by the Trust – Member;
- f) One legal expert nominated by the Trust – Member;
- g) One financial expert nominated by the Trust – Member;
- h) The Trust, may nominate up to six additional subject matter specialists as members of the governing body;
- i) The Chancellor may also co-opt up to three eminent persons as members of the Governing Body; and
- j) Registrar – Secretary.

The term of nominated members shall be three years or as decided.

The ex-officio members shall continue to be the members of the Governing Body so long as they hold the office by virtue of which they are the members of the Governing Body.

(I) The trust shall have powers to remove a member of the Governing Body.

(ii) A member nominated/co-opted member of the Governing Body not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Body and the vacancy will be duly filled in.

(iii) The other terms and conditions of nomination of the members to the Governing Body, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Body shall have the right to review and modify any of the nominations made by it.

- (iv) Meetings of the Governing Body shall be convened by the Chancellor either on his own initiative or on a requisition from a minimum one fourth of the members of the Governing Body.
- (v) The quorum of the meeting shall be one third of the total membership of the Governing Body.
- (vi) Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.
- (vii) The Chancellor shall preside over the meetings of the Governing Body and in his absence; the Vice-Chancellor shall preside over the meeting. Provided that in case both the Chancellor and the Vice-Chancellor are not available, then the person authorized shall preside over the meeting.
- (viii) The written notice of the meeting shall be issued by the Registrar at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- (ix) The notice of the meeting may be sent through email or delivered by hand or sent by registered post at the address of each member as recorded in the office of the Registrar and the same shall be deemed to have been duly delivered within the time.
- (x) The agenda shall be circulated by the Registrar at least one week before the date of the meeting.
- (xi) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- (xii) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (xiii) The minutes of the meetings drawn up by the Registrar and approved by the Chancellor, shall be circulated by the registrar. The minutes along with amendments, if any,

shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed, the same shall be recorded in the book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.

### **Powers**

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely;

- a.* The first statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- b.* To control functioning of the University by using all such powers as are provided by Act, The Act and the Statutes, Ordinances or Regulations made there under;
- c.* To review the decision of other authorities of the Universities, in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances or Regulations made there under.
- d.* To approve the budget and annual report of the University.
- e.* To lay down the policies to be followed by the University.
- f.* To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible ; and
- g.* The Governing Body shall, in the interest of University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- h.* The Governing Body shall have the power to review, if necessary, the acts of other authorities of

the University, save where such authorities have acted in accordance with the powers conferred upon these by the Act, the Statutes and the Ordinances.

- i.* Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2018 amended time to time.

### **Functions**

The Governing Body shall be.

*a.* The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.

*b.* Shall exercise all powers under The Act unless otherwise prohibited by the Statutes or Ordinances.

*c.* The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.

*d.* May invite expert/s or person/s having special knowledge to obtain information or views on a Academic matter of common or special interest to any or all the body and institutions of the University.

*e.* Subject to Act, the Statutes and the Ordinance, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.

*f.* May make policy, direction/ recommendation/s to any Authority of the University.

*g.* May receive complaints and decide on the matter and their disposal.

*h.* Shall consider, and if necessary, take

decisions/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.

*I.* Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Act.

*j.* Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop of the University.

*k.* Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.

*l.* The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which in its opinion, are not in conformity with the provisions of the Act, or the Statutes, Ordinances or Regulation:

*m.* Shall frame rules/regulations for the conduct of its business.

#### MEETING AND QUORUM

*a.* A meeting of the Governing Body shall ordinarily be called three times in a calendar year.

*b.* Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member of the Chairperson.

*c.* The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.

*d.* Five members of the Governing Body shall form the Quorum, Provided that, three members will form the quorum for an adjourned meeting.

**VACANCIES:**

- (i) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (ii) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (iii) A member of the Governing Body of the University shall automatically cease to be a member on his being convicted by a court of law for any offence including moral turpitude.
- (iv) Vacancy of Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

**STATUTE NO: 26**

**26. THE BOARD OF MANAGEMENT**

- (i) The Board of Management shall be the principal Executive Authority of the University and shall meet at least twice in each Academic year
- (ii) The Vice-Chancellor shall be the Chairperson of the Board of Management, which shall consist of the following other members, namely:-

- a.* the Secretary to the Government, Department of Higher and Technical Education, Jharkhand or his nominee;
- b.* two members of the Governing Body, nominated by the Trust;
- c.* three persons, who are not the members of the Governing Body, nominated by the Trust;
- d.* three persons, from amongst the teachers, nominated by the Trust;
- e.* Two teachers, nominated by the Vice-Chancellor.

One Professor and one Associate Professor of the University in order of seniority on rotation basis for a period of one year;

One educationist not below the rank of Associate Professor from a panel of three names to be approved by the State Government, for which the University shall submit a list of three names of eminent educationists;

*f.* The Registrar who shall be ex-officio Member Secretary; and

(iii) The ex-officio members shall continue to be the members as long as they hold the office by virtue of which they are the members of the Board of Management.

(iv) A member of the Board of Management, other than the state nominees, may be removed by the Governing Body.

(v) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

(vi) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

(vii) A member of the Board of Management, other than the state nominees, may be removed by the Governing Body.

(viii) A nominated member, other than the state nominees, not attending three consecutive meetings without prior notice, shall cease to be a member of the Board of Management and the vacancy will be filled for the remaining period in accordance with the laid down procedure.

(ix) Meetings of the Board of Management may be convened by the Vice-Chancellor suo moto or on a requisition signed by not less than one third of the total members. The quorum of the meeting shall be not less than six members of the Board of Management.

(x) Decision on all the matters placed for consideration of the Board of Management shall be made through simple

majority, in case of a tie the matter shall be decided by the casting vote of the Chairman.

(xi) Notice of the meeting shall be issued by the Registrar and sent to the members through email or delivered by hand or sent by the registered post, at least two week prior to the date of the meeting, stating clearly the venue, date and time of the meeting; provided that the Vice-Chancellor may call an emergent meeting of the Board of Management at short notice.

(xii) The agenda of the meeting shall be circulated by the Registrar at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two week before the meeting. The Vice-Chancellor may, however, permit inclusion of any item for which due notice has not been received.

(xiii) The ruling of the Chairman in regard to all questions of procedure shall be final

(xiv) The minutes of the meetings drawn up by the Registrar and approved by the Vice-Chancellor shall be circulated to the members of the Board of Management. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Board of Management. After the minutes are confirmed, the same shall be recorded in the book of minutes shall be kept open during office hours for inspection by the members of the Board of Management

(xv) The decisions taken by the Board of Management shall be placed before the Governing Body for information.

(xvi) The Board of Management, may authorise the Vice-Chancellor to make such decisions and exercise such powers as deemed necessary for timely discharge of the matters placed under its charge; Provided that, the decisions taken shall be placed before in the next meeting of the Board of Management for ratification.

#### **POWERS AND FUNCTIONS:**

The Board of Management;



- I. Shall be principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies lay down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statues, Ordinances and Regulations, either on its own or on the recommendation of any Authority or officer of the University, subject to the conditions laid down in the Act.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of constituent College/Institutions on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or

performance of the powers and duties assigned to it under the Act or the Statutes and Ordinances.

- x. Shall have the power to create or designate Departments of the University or Constituent Colleges or institutions as laid down by the Statutes/ Ordinances.
- xi. The Board of the Management may, on the recommendation of the Academic Council, institute any Professorship, Associate Professorship, or Assistant Professorship, or any teaching post and may abolish it.
- xii. Shall direct the preparation of Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University.
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual / supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of the other officers of the University.
- xx. To make regulations regarding administration and control of the institutions, hotels libraries, laboratories, museums

and other Institutions established or maintained by the University.

- xxi. To select a common seal for the University and to provide for its custody and use.
- xxii. To arrange for the conduct/defend or litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowship, scholarships, exhibitions, medals and prizes on the recommendation of the Academic Council.
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendations of the Academic Council.
- xxv. To recommend, enact, amend, or repeal Statutes.
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances or the Regulations.

**POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES / ORDINANCES / REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner here after provided.

- a. The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council. If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- b. The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- c. The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- d. Every Statute as approved by the Board of Management

shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner herein after provided may take the Ordinances.

- e. In making the Ordinances, the Board of Management shall consult,
  - 1. The Board of Studies concerned when such Ordinances affect the duties of examiner; and
  - 2. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- f. The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- g. Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- h. The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
  - I. Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decisions of the Chancellor shall be final.
- j. The Board of Management may make Rules consistent with the Act, the Statutes, the Ordinances and the

Regulations. The rules may provide for:

1. Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meeting and also for keeping a record of the proceedings of meetings;
2. The procedure to be followed at meetings and the number of members required to form the quorum for meetings;
3. All matters solely concerning such Authority or Board and not provided for by the Act, the Statutes, the Ordinances or the Regulations.
4. Every Rule made under this section shall come into force on the date it is approved by the Board.

**VACANCIES: JAMSHEDPUR**

- a. Any member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management, Such resignation shall take effect take immediately in its acceptance and commutation to the member concerned.
- b. No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c. A member of the Board of the Management of the University shall automatically cause to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

STATUTE NO: 27

27. THE ACADEMIC COUNCIL

(I) The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.

(ii) The Academic Council shall be constituted as under:

- a) The Vice-Chancellor - Chairman;
- b) The Pro-Vice-Chancellor(s);
- c) All Deans of the Schools of Studies;
- d) Dean Academic Affairs;
- e) Dean Research and Development;
- f) All Heads of Department;

Provided that the Departments having less than 250 students shall be represented in Academic Council by Dean of the School or a Head of the Department, nominated by the Dean; Provided further that the Departments with more than 750 students shall have another Professor/Associate Professor nominated as a member of Academic Council;

- g) Five members nominated by the Vice-Chancellor, other than Heads of the Departments, at the level of Professors, Associate Professors or Assistant Professors;
- h) Three distinguished professionals representing Academia, Trade, Industry, Science and Technology, nominated by the Chancellor;

i) The Vice-Chancellor may co-opt up to three students as members in each Academic year; and

j) The Registrar- ex-officio Secretary.

The term of office of the ex-officio members shall be co-terminus with the term of their offices. While members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years, the nominated students shall have a term of one

year only.

- k)* The meetings of the Academic Council shall be convened by the Vice-Chancellor suo moto or on a requisition signed by not less than 25% members of the Academic Council.
- l)* The quorum of the meeting shall be one third of the total strength of the Academic Council.
- m)* The written notice of meetings shall be issued by the Registrar and sent through email or delivered by hand or through registered post to every member at least two weeks before the date of the meeting;

Provided that the Vice-Chancellor may call a special meeting of the Academic Council at short notice.

- n)* The agenda of the meeting shall be issued by the Registrar at least one week before the meeting.
- o)* All questions considered at the meetings of the Academic Council shall be decided by a majority vote of the members present and voting; Provided that the Chairman shall have a casting vote in case of a tie.

- (iii) The Academic Council may authorise the Vice-Chancellor to exercise the powers vested in the Academic Council in an emergent situation;

Provided that the emergency decision(s) taken shall be placed in the next meeting of the Academic Council for ratification.

- (iv) The minutes of the meetings drawn up by the Registrar and approved by the Vice-Chancellor shall be circulated to the member. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council and shall be recorded in the book of minutes which shall be kept open during the office hours for inspection by the members of the Academic Council.

- (v) The recommendations of the Academic Council in

matters falling under the jurisdiction of the Board of Management shall be placed before the Board of Management for approval, in the next meeting.

(vi) Subject to the provisions as laid down in the University Act, the Academic Council shall have the following powers and perform the following functions:

a) consider and approve the proposals received from the Schools of Studies with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the School;

b) exercise general control over the academic policies of the University, issue direction on methods of instruction, quality of question paper, co-ordination of teaching amongst various schools, maintenance and improvement of academic standards and evaluation of research undertaken at the Schools of Studies.;

c) make proposals to Board of Management for establishment of new Schools, Departments, Specialised Centres and Laboratories;

d) recommend to the Board of Management institution of the Degrees, Diploma, Certificates and other academic distinctions, to be awarded by the University; and

e) recommend to the Board of Management the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalence with degree and Diploma offered by the University;

**CONDUCT:**

i. The Vice-Chancellor, As the Chairperson, shall preside over the meetings of the Academic Council in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.



- ii. 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.
- iii. 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 fifteen days notice shall be given for all meetings of the Academic Council.
- iv. The term of the nominated members of the Academic Council will be three years.

**GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:**

- i. In general, the Academic Council shall meet twice a year ( August & February), Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- ii. Academic Council shall meet on requisition of Vice-Chancellor.
- iii. Registrar shall notify the meeting on the orders of Vice-Chancellor.
- iv. Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- v. Approval of the resolutions shall be by simple majority of the Members present.
- vi. Vice-Chancellor is authorized to invite experts as and when required. However such invitee members shall neither is counted to fulfill quorum requirement, nor have voting powers.
- vii. All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- viii. Validity of Council meeting: Proceedings of the Council meetings shall not be invalidated.

1. Due to vacancies in Academic Council.
2. Due to non-receipt of meeting notice by any member or members.
3. Due to defective nomination of any member.

**POWERS, DUTIES AND FUNCTIONS:**

- I. The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the Act. Statutes, Ordinances and Regulations, exercise the control and general for the maintenance of the standards of instructions, education and examination of the University.
- ii. As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- iii. 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.
- iv. To promote research and innovation related activities in the University.
- v. To make recommendations to the Governing Body on the proposal received from different faculties of the University, for the conferment of the degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honors of the University.
- vi. Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- vii. Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examination or amend with the

- approval of Board of Management.
- viii. Approve the launching/commencing of new courses of studies.
  - ix. Frame the Calendar of Events for the Academic year for the various courses.
  - x. Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and out campus.
  - xi. Discuss and decide on the matters put up by the respective Boards of studies.
  - xii. To arrange and order annual Inspections by the Local Committees of Constituent Institutions to maintain high standard.
  - xiii. Prescribe the methodology, schemes, and modalities of Internal and University examination including the internal ones.
  - xiv. Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
  - xv. Discuss and accord approval of schedules of examination as proposed by the Controller of Examinations.
  - xvi. Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishment.
  - xvii. Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
  - xviii. Appoint various sub committees as and when required for specific purpose/task. The committees shall cases to function after completing the task assigned.
  - xix. Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, student, indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be

- looked into the Council.
- xx. To consider and act on the recommendations of such committees.
  - xxi. To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
  - xxii. To initiate and promote research and related activities in various constituent Institutions and centers.
  - xxiii. To consider other Academic or student welfare matters referred to the Academic Council.
  - xxiv. To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
  - xxv. To appoint committees for admission of student in different faculties of University.
  - xxvi. To make special arrangements, if any, for the teachings or women students and for prescribing for them special courses of study.
  - xxvii. To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
  - xxviii. Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council and Bar Council etc. as laid down from time to time, are adhered to.

**STATUTE NO: 28**

**28. THE FINANCE COMMITTEE**

- (I) The Finance Committee shall be the principal Financial Body of the University.
- (ii) The Finance Committee shall be constituted as under:
  - a) The Vice-Chancellor; Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) The Registrar;
  - d) A Professor of the University nominated by the

Board of Management;

- e) One financial expert nominated by the Trust;
  - f) A nominee of the Chancellor; and
  - g) The Finance Officer- Member Secretary.
- (iii) The Vice-Chancellor shall be authorised to invite an expert in financial matters, to any meeting of the Finance Committee as a special invitees.
- (iv) The term of the ex-officio members shall be coterminous with the office they hold and by virtue of which they are members of the Finance Committee. The term of office of a nominated member shall be two years.
- (v) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meetings. In case the Pro Vice-Chancellor is also not available, a member from amongst the members present may preside over the meeting.
- (vi) The Finance Committee shall meet at least twice in an academic year and shall be convened by the Chairman either on his own initiative or on a requisition signed by at least one third of the members of the Finance Committee; Provided that the Vice-Chancellor shall be authorised to call a special meeting of the Finance Committee at short notice.
- (vii) The quorum of the meeting shall be one third of the total strength of the Finance Committee.
- (viii) Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.
- (ix) The notice of the meeting shall be sent by the Finance Officer at least two weeks before the date of the meeting, through email or delivered by hand or sent by registered post.
- (x) The agenda of the meeting shall be circulated to the

members at least one week before the date of the meeting.

- (xi) The Vice-Chancellor shall be authorised to exercise the powers vested in the Finance Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of Finance Committee for ratification.
- (xii) The Finance Committee shall have the following powers and functions:
  - a) The Annual Accounts and Annual Budgets prepared by the Finance Officer shall be considered by the Finance Committee for its recommendations to the Board of Management for approval.
  - b) The Finance Committee may, after scrutiny of the proposal for expenditure, recommend limits on total recurring and non- recurring expenditure for the year, based on income and resources of the University.
  - c) To give its views on any financial matter solicited by an 'Authority' or an 'Officer' of the University.
- (xiii) The recommendations of the Finance Committee shall be implemented with the approval of the Board of Management.

STATUTE NO: 29

## 29. THE PLANNING BOARD

- (i) The Planning Board shall be the Principal Planning Body of the University and shall ensure that the Infrastructure and Academic Support System meets the norms the University Grant Commission (UGC) or the respective councils.
- (ii) The Planning Board shall consist of the following:
  - a) The Vice-Chancellor- Chairman;
  - b) The Pro-Vice-Chancellor(s);
  - c) Two nominees of the Trust;

- d)* Dean, School of Architecture and Planning (if applicable:)
  - e)* University Engineer;
  - f)* Dean of Students' Welfare;
  - g)* One Architect and two other persons to be nominated by the Chancellor;
  - h)* Two Officers of the University nominated by the Vice- Chancellor;
  - i)* The Finance Officer;
  - j)* The Vice-Chancellor may co-opt such other persons as may be considered necessary; and
  - k)* The Registrar- Member Secretary.
- (iii) The term of office of ex-officio members shall be coterminous with their term in office they hold and by virtue of which they are members of the Planning Board. The term of office of nominated members shall be for a period of two years.
- (iv) The quorum of the meeting shall be one third of the total strength of the Planning Board.
- (v) The decisions on all the matters considered by the Planning Board shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.
- (vi) The Planning Board may advise the Board of Management on necessary infrastructure and academic support systems required as per the norms of the State Government/ UGC/ or a Regulatory authority; Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such Infrastructure/ the academic support system.
- (vii) The Planning Board shall have at least two meetings in a year and the minutes thereof shall be reported to the Board of Management in its next meeting.

STATUTE NO: 30

**30. THE RESEARCH ADVISORY BOARD**

- (I) The Research Advisory Board shall be constituted as under:
- a) The Vice – Chancellor - Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) All the Deans of Schools;
  - d) Dean, Academic Affairs;
  - e) All the Professor Emeritus and Distinguished Professors of the University;
  - f) Out-side experts, not exceeding five, nominated by the Chancellor;
  - g) The Vice-Chancellor may co-opt a distinguished Scientists/ Professors from within or outside to any meeting of the Research Advisory Board; and
  - h) Dean, Research & Development - Member Secretary.
- (ii) All the members of the Research Advisory Board, other than the ex- officio members, shall hold membership for a term of two years.
- (iii) The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.
- (iv) The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
- (v) The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
- (vi) The Board may select e-resources such as e-journals, e-books, on- line lectures reference material and reference websites for students and faculty.
- (vii) The Board, shall develop, sustain and manage:



- a. incubation/Innovation Centre, basic workshop for entrepreneurs;
  - b. develop business models and field test products and services; and
  - c. development of start-up ventures.
- (I) The Board shall advise the Deans of Schools in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research/ consultancy work, recruitment of project staff.
- (ii) The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
- (iii) The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.
- (iv) The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.
- (v) The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.
- (vi) The recommendations made by the Research Advisory Board shall be reported to the Board of Management.

**STATUTE NO: 31**

**31. THE FACULTY BOARD**

- (I) The Faculty Board of each of the School of study shall be constituted as under:
- a) The Dean of School- Chairman;

- b)* All the Heads of the Departments;
- c)* All the Professors of the School; Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the Faculty Board; Provided further that the Department having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor/Associate Professor;
- d)* Two outside experts nominated by the Vice-Chancellor;
- e)* Special Invitees may be invited to the Faculty Board meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.

**Powers & Functions of the Faculty Board:**

- (I) The Faculty Board shall control and guide the Academic, Research and other activities of the various Departments of the School and shall:
  - a)* consider and approve the decisions taken by the Board of Studies of a Department;
  - b)* approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and
  - c)* consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.
- (ii) In case it is not possible to convene the meeting of the Faculty Board for any reason, the Dean of the School shall have emergency powers to take a decision on behalf of the Faculty Board.
- (iii) All the emergent decisions taken by the Dean shall be placed before the next meeting of the Faculty Board for ratification.

STATUTE NO: 32

32. THE BOARD OF STUDIES

- (I) The Board of Studies shall normally be constituted for each of the Departments of a School; Provided the Dean of the School, with the approval of the Vice-Chancellor may club one or more than one Department to constitute their Board of Study.
- (ii) The Board of Studies shall comprise as under:
- a. The Head of Department- Chairman; Provided that if the Board has been constituted by clubbing more than one Department, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Board of Studies by the Dean of the School.
  - b. Three members of the faculty, one each from the categories of Professor, Associate Professor and Assistant Professor of the Department; provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting; Provided further that if the number of teachers in a Department or the departments clubbed together to form the Board of Studies is less than nine (9), the Vice-Chancellor may nominate all the teachers of such Departments to the Board of Studies.
  - c. Two experts from another University/ Institution, nominated by Vice-Chancellor.
  - d. Two Experts with more than ten years of experience in Industry / Research Organizations / NGOs, etc. nominated by the Vice-Chancellor.
  - e. Two students nominated by the Dean on the recommendation of the Head of the

Department.

**The Board of Studies shall be empowered to:-**

- a)* examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;
  - b)* propose names of the examiners both internal and external;
  - c)* ensure quality of teaching and research undertaken by the Department; and
  - d)* make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.
- (iii) All the decisions of the Board of Studies shall be placed before the Faculty Board of the School for approval/ recommendations to the Academic Council.

**STATUTE NO: 33**

**33. THE ADMISSION COMMITTEE**

**The University shall have one Admission Committee**

- (i) The Admission Committee shall be constituted as under:
  - a)* The Vice -Chancellor - Chairman;
  - b)* The Pro-Vice-Chancellor(s);
  - c)* The Registrar;
  - d)* Dean Academic Affairs;
  - e)* All the Deans of Schools;
  - f)* Finance Officer;
  - g)* Head, International Relations Division;
  - h)* Three faculty members nominated by the Vice-Chancellor;
  - i)* Any other official of the University co-opted by the Vice-Chancellor; and
  - j)* Head of the Admission Cell - Member Secretary.
- (ii) The Admission Committee may appoint such other sub-committee(s) as it may deem necessary.

- (iii) Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process; Provided that in Council based courses, the decision of the Council concerned shall be final and binding.
- (iv) The admission made each academic year shall be reported to the Academic Council.

**STATUTE NO: 34**

**34. THE EXAMINATION COMMITTEE**

**The University shall have one Examination Committee**

- (i) The Examination Committee shall be constituted as under:
  - a) The Vice-Chancellor – Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) The Registrar;
  - d) All the Deans of Schools;
  - e) Dean Academic affairs;
  - f) Three members nominated by the Vice-Chancellor;
  - g) The Controller of Examinations - Member-Secretary; Provided that any Deputy Controller or an Assistant Controller of examinations appointed by the University shall have the right to attend the meetings and express their opinion, however they will not be eligible to vote.
- (ii) The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation of the results.
- (iii) It shall scrutinize and recommend to the Academic Council the names of examiners received from School, for approval.
- (iv) It shall also ensure maintenance of high quality of the

question bank and its availability to the students.

- (v) The Committee shall be authorised to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice.
- (vi) The Examination Committee shall review and analyse the results of examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.
- (vii) The Committee shall also get an audit conducted and make suitable recommendations to the Academic Council on the action proposed to be taken on the findings of such audit.
- (viii) The Examination Committee may appoint such other sub- committee(s) as it may deems fit, and may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s).
- (ix) The quorum of the meeting shall be one third of the total strength of the Examination Committee.
- (x) The Committee shall have at least two meetings, in an Academic Year.

Estd. Under Jharkhand State Private University Act, 2018

STATUTE NO: 35

### 35. INTERNAL QUALITY ASSURANCE CELL (IQAC)

- (i) The University shall constitute an Internal Quality Assurance Cell consisting of the following members:
  - a) The Vice-Chancellor- Chairman
  - b) The Pro-Vice-Chancellor(s);
  - c) The Registrar;
  - d) Dean, Academic Affairs;
  - e) Deans of all the Schools;
  - f) Dean of Students' Welfare;

- g)* Controller of Examinations;
  - h)* One member from industry / employers to be nominated by the Chancellor;
  - l)* Five experts nominated by the Chancellor;
  - j)* Up to five faculty members to be nominated by the Vice- Chancellor;
  - k)* Three students/ alumni nominated by the Vice-Chancellor;
  - l)* Senior Administrative Official(s) nominated by the Vice-Chancellor; and
  - m)* Director, IQAC - Convener
- (ii) It shall be ensured that there are at least five woman members nominated under various categories.
- (iii) Role and functions of the IQAC:
- a)* Development and application of quality benchmarks / parameters for various academic and administrative activities of the University.
  - b)* Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning process.
  - c)* Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes and analysis thereof.
  - d)* Dissemination of information on various quality parameters of higher education.
  - e)* Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
  - f)* Documentation of the various programmes/activities leading to quality improvement.
  - g)* Acting as a nodal agency of the University for quality-related activities, including adoption

- and dissemination of best practices.
- h)* Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
  - i)* Development of Quality Culture in the University.
  - j)* Preparation of the Annual Quality Assurance Report for submission to NAAC.
- (iv) The IQAC shall develop a mechanism for its robust functioning by optimising on the strength and contribution by the members.
- (v) The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
- (vi) Each member of the IQAC, except the *ex-officio* members, shall have a term of one year; Provided the membership may be extended by another year to a maximum of total three years.

**STATUTE NO: 36**

**36. THE STUDENTS' COUNCIL**

- (i) The Students Council shall be constituted each Academic year as below;
- a)* The Dean of Students' Welfare - Chairperson;
  - b)* Associate/ Assistant Dean Students Welfare;
  - c)* One student representative from each of the School of Studies nominated by the Dean on merit provided that the Schools having more than 500 students, may nominate one additional student for every block of 500 students or a fraction thereof;
  - d)* five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare, keeping in view their participation and involvement in sports, co- curricular and extra-curricular activities;



provided that no student shall be nominated more than twice during the entire period of his studies in the University.

- e) Associate Dean Students' Welfare - Member Secretary;
- (ii) A student shall be nominated to the Students' Council only if:
- a) he has a minimum of 75 per cent attendance in all courses taken by him during the previous semester(s), except those who are in the first semester;
  - b) he must not have any academic arrear, i.e., he must have successfully completed all the courses in the previous semester;
  - c) he must not have any fee arrears; *and*
  - d) his conduct in the University must have been exemplary and he must not have been subjected to any disciplinary action.
- (iii) The Council shall meet at least twice in an academic year and shall recommend to the appropriate authorities on matters related with students' welfare and other matters of importance to them with regards to the cultural, social and recreational interests of students.
- (iv) Any student of the University may bring up any matter concerning the students welfare before the Students' Council, however he will be required to submit his proposal to the Chairman of the Council at least two weeks before the date of the meeting and if permitted by the Chairman, shall have the right to participate in discussions in the meeting when the said matter is taken up for consideration.

**STATUTE NO: 37**

**37. THE FEE COMMITTEE**

- (I) The Fee Committee of the University shall prepare the Fee Structure and the review the same periodically in

light of the Act, as amended from time to time, which mandates that the University shall be self finance and shall not be entitled to receive any grant or financial assistant from the Government or any Board or Corporation owned or controlled by the Government.

- (ii) The recommendation of the Fee Committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee Structure so approved and shall be notified.

**Powers & Duties of The Fee Committee:**

- (i) The University shall charge fee for various programs of study in accordance with the provisions of the Act. The Governing Body may also prescribe refundable caution moneys for different purposes, in order to ensure use of University property by the students with due diligence and care, access to the library/laboratory or other academic purposes, such as participation in seminars/ workshops/ conferences organized by the University.
- (ii) In case any student discontinues/withdraws or requests to leave the course after the last date of admission, for whatever reason, he/she shall be required to deposit fee for the remaining years (duration) of the course. The University shall have the right to realize such fees for remaining years from the student because he/she has blocked one seat of that particular discipline for remaining period of the program. No correspondence in this regard shall be entertained and decision of the University shall be final.
- (iii) If University deems it proper, it will take bank guarantee from the student (s) in lieu of fee for the remaining period of program.
- (iv) Chancellor shall have the power of full/part exemptions/ waiving of any kind of fee payable by the student for the academic year.

**Fee Structure:**

- (I) The Fee Structure & other charges for the students will be decided by Board of Management in consultation with Finance Committee & Fee Committee.
- (ii) The University may, from time to time, decide the fee and shall submit the same for the information to the Government, at least thirty days before the commencement of the academic session.

**STATUTE NO: 38**

**38. ACADEMIC ADVISORY COMMITTEE**

- (I) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for two years.
- (ii) The Academic Advisory Committee shall, in addition to all other powers vested in it by the Act, have the right to advise the Governing Body and the Academic Council on any academic matter.

**STATUTE NO: 39**

**39. STANDING COMMITTEE AND SUB COMMITTEE**

Subject to the provisions of the Act and Statute, the Governing Body/Board of Management/Academic Council may appoint standing committees or Sub-Committees or Boards as deemed appropriate. The persons who are not the members of the said authorities may also be appointed member of these committees/ Boards. The decisions taken by these Committees/ Sub Committees shall be subject to review by the Governing Body / Board of Management / Academic Council as the case may be.

**STATUTE NO: 40**

**40. DISQUALIFICATION FOR MEMBERSHIP OF AN AUTHORITY OR BODY**

A person shall be disqualified from being a member of any of the authorities or bodies of the University, if he/she:

- (I) is of unsound mind and stands so declared by a competent court;
- (ii) is an undischarged insolvent;

- (iii) has been convicted of any offence involving moral turpitude;
- (iv) has been punished for indulging or in promoting unfair practice in the conduct of any examination , in any form, anywhere.

**STATUTE NO: 41 TO 48**

**TEACHERS AND EMPLOYEES OF THE UNIVERSITY**

**STATUTE NO: 41**

**41. MINIMUM QUALIFICATIONS OF TEACHING STAFF**

- (i) The minimum eligibility for Appointment and Career advancement of teachers in the University shall be as decided by the Board of Management and in line with the guidelines of the UGC/relevant Regulatory Authorities/Councils.
- (ii) The minimum qualification of teachers shall be those as shall be prescribed by UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018, as amended form time to time.
- (iii) The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/ Ordinances of the University concerned.

**QUALIFICATION (For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.)**

**PROFESSOR ELIGIBILITY (A OR B)**

**A.**

- (i) An eminent scholar having a Ph.D. degree in the concerned / allied / relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 of UGC RULE 2018..
- (ii) A minimum of ten years of teaching experience in University/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

**B.**

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

**Selection Committee For Professor In The University**

- (i) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- Vice-Chancellor who shall be the Chairperson of the Committee.
  - An academician not below the rank of Professor to be nominated by the Visitor /Chancellor.
  - Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the relevant

statutory body of the University concerned.

- d) Dean of the faculty.
- e) Head/Chairperson of the Department/School.
- f) An academician belonging to the SC/ST /OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice- Chancellor, if any of the above members of the selection committee does not belong to that category.

- (ii) At least four members, including two outside subject experts, shall constitute the quorum.

#### SENIOR PROFESSOR

Up to 10 percent of the existing sanctioned strength of Professors in the University shall be appointed as Senior Professor in the universities, through direct recruitment.

#### Eligibility:

- (i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.
- (ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- (iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- (iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

**Selection Committee for Sr. Professor In The University**

- (i) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- a) Vice-Chancellor who shall be the Chairperson of the Committee.
  - b) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor.
  - c) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University.
  - d) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty.
  - e) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
  - f) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (ii) Four members, including two outside subject experts, shall constitute the quorum.

**Qualification for Associate professor**

- (i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2. of UGC RULE 2018

**Selection Committee For Associate Professor in the University**

- (I) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
  - a) The Vice-Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - b) An academicians not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - c) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the University.
  - d) Dean of the faculty, wherever applicable.
  - e) Head/Chairperson of the Department/School.
  - f) An academicians representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be



nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

- (ii) At least four members, including two outside subject experts, shall constitute the quorum

**Qualification For Assistant Professor: (A Or B) :**

**A.**

- (I) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign University

- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case shall be exempted from NET/SLET/SET :

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions :-

- (iii) The Ph.D. degree of the candidate has been awarded in a regular mode;
- (iv) The Ph.D. thesis has been evaluated by at least two external examiners;

- (v) An open Ph.D. viva voce of the candidate has been conducted;
- (vi) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a referred journal;
- (vii) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**  
**B.**

The Ph.D degree has been obtained from a foreign University/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Selection Committee for Assistant Professor in the University:**

Estd. Under Jharkhand State Private University Act, 2018

- (i) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons:
  - a) The Vice-Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - b) An academician not below the rank of Professor to be nominated by the

Visitor/Chancellor, wherever applicable.

Three experts in the subject concerned nominated by the Vice-Chancellor out of the panel of names

- a) Dean of the Faculty concerned, wherever applicable.
- b) Head/Chairperson of the Department/School concerned.
- c) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice-Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

Four members, including two outside subject experts, shall constitute the quorum.

**STATUTE NO: 42**

**42. THE APPOINTMENT OF NON TEACHING STAFF AND THEIR EMOLUMENTS**

- (I) All regular/contractual appointments of non-teaching staff shall be made on the recommendation of a duly constituted selection committee.
  - (ii) The Selection committee for the post of non teaching staff shall be constituted as below:
    - a) The Vice-Chancellor— Chairman;
    - b) One nominee of the Chancellor;
    - c) One outside expert nominated by the Vice-Chancellor, out of a panel of names approved by the Chancellor;
    - d) Dean of the School;
    - e) Two nominated experts from within the University to be nominated by the Vice-Chancellor.
    - f) The Registrar – *ex-officio* secretary.
  - (iii) Recommendations of Selection Committees will be placed before the Board of Management for its

approval; provided that in case the Board of Management disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision; Provided further that the Board of Management shall authorise the Vice-Chancellor to approve the minutes of the Selection committees and place them before the Board of Management in its next meeting.

- (iv) The University shall advertise its vacancies on the University website and as per the norms prescribed by the UGC or any other regulatory body.
- (v) The University shall be authorised to appoint a selected person for a fixed tenure on such terms and conditions as shall be determined by the University.
- (vi) The selection process of non-teaching positions, not included in these Statutes, shall be governed by the Recruitment Rules/Regulations for the non-teaching employees framed by the University and approved by the Board of Management.

**STATUTE NO: 43**

**43. THE CONDITIONS OF SERVICE OF EMPLOYEES (teaching and non-teaching)**

- (i) Every salaried officer and other employees shall be appointed under a written contract on such terms and conditions as shall be agreed to between the parties which shall be lodged with the University and a copy thereof shall be made available to the officers, teachers or the employee concerned.
- (ii) The terms and conditions of service of all the employees of the University shall be provided in the Regulations as approved by the Board of Management. The Regulations shall specify the conditions service as would be applicable to an employee and would generally include, but not be restricted to following:
  - a) Recruitment Rules

- b) Faculty Development Policy
- c) Consultancy Policy
- d) Employee Welfare Policy
- e) Employee Benefits
- f) Career Progression Policy
- g) SOP for creating New positions
- h) Staff Development Policy
- i) Performance Management
- j) Pay & Allowances
- k) Vacation, leave and holidays
- l) Code of Conduct
- m) Code of ethics
- n) Exit Policy and Procedure
- o) Superannuation Policy
- p) Grievance Redressal Committee
- q) Medical & Accidental Insurance
- r) Entitlement to the Class of Travel
- s) Policy relating to sexual harassment at workplace

**STATUTE NO: 44**

**44. DISCIPLINARY ACTION AGAINST TEACHING STAFF OF THE UNIVERSITY**

- (I) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- (ii) The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority/ body shall be deemed to be misconduct.
  - (iii) A teacher of the University shall be removed or his services terminated on one or more of the following grounds: -
    - a) wilful neglect of duty;
    - b) misconduct;

- c)* breach of any of the terms of contract of service;
  - d)* dishonestly connected with University Examination;
  - e)* scandalous conduct or conviction for an offence involving moral turpitude;
  - f)* physical or mental unfitness;
  - g)* incompetence;
  - h)* abolition of the post;
- (iv) No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to;
- a)* submit a written statement in his defense;
  - b)* present his case in person; and
  - c)* producing a witness or witnesses in his defense as he shall wish; provided that the Board of Management or an Officer authorized by it to conduct the inquiry, shall, for sufficient reasons to be recorded in writing, refuse to call a witness(s); Provided further that the inquiry process shall be completed within a period of three weeks.
- (v) The Vice-Chancellor in his capacity as the Chairman of the Board of Management shall, at any time from the date of receipt of the Inquiry report, pass an order dismissing or removing the teacher concerned from service or terminate his services mentioning the ground of such dismissal, removal or termination.
- (vi) The decision shall forthwith be communicated to the teacher concerned.
- (vii) The Vice-Chancellor shall, instead of Dismissing,

Removing or Terminating the services of a teacher, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.

- (viii) The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Board of Management, shall be reported to the Board of Management in its next meeting for ratification.
- (ix) A teacher of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;
  - a) when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;
  - b) if detained in custody, whether the detention is for any criminal charge or otherwise.

**STATUTE NO: 45**

**45. DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEES**

- (i) In case of an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, if deemed necessary, the registrar shall place the employee under suspension by an order in writing and institute an Inquiry to inquire into the alleged charge(s).
- (ii) Based on the report of inquiry committee and severity of the misconduct, the Registrar shall take disciplinary action, including removal/termination of services of the employee concerned.
- (iii) No disciplinary action shall be taken and penalties imposed, until the employee has been given a reasonable opportunity to show cause against the

action proposed to be taken against him.

- (iv) The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
- (v) An appeal against the order of the Registrar shall lie with the Vice-Chancellor
- (vi) Before initiating disciplinary action against the employees at the rank of Deputy Registrar and above, such as Directors, Joint Registrars, OSDs and OSD level Officers, the approval of the Vice-Chancellor will be necessary before taking an action; provided that an appeal against the order of the Vice-Chancellor shall lie with the Board of Management.
- (vii) Notwithstanding anything contained in the terms of his contract of appointment, a non-teaching employee of the University below the rank of Deputy Registrar shall be removed from his services by the Registrar if the employee;
  - a) is of unsound mind and is an undercharged insolvent;
  - b) has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
  - c) is otherwise guilty of misconduct; Provided that for action against the employees at the level of Deputy Registrar and above, prior approval of the Vice-Chancellor will be needed; Provided further that no employee of the University shall be removed or terminated from his service unless the employee has been given a reasonable opportunity to defend himself.

STATUTE NO: 46

#### 46. LEAVE

- (I) The working hours of University will be six day in a week (10:30am to 04:30pm).



- (ii) University will notify the holiday as per declaration of state government and district administration.
- (iii) No employees of the University avail any types of leave as a matter of right although the following form of Leave will available subject to discretionary power of Chancellor/Vice-Chancellor.  
The University shall have the different leave as per the amenable rule of the UGC.

**DUTY LEAVE:**

- (i) Duty leave up to 30 days in an academic year with full pay shall be granted for the following purposes:
  - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the University or with the permission of the University/college ;
  - b) Delivering lectures in institutions and and universities as examiner at the invitation of such institutions or universities received by the University, and accepted by the Chancellor/ Vice-Chancellor of the University;
  - c) Working in another Indian or foreign University, any other agency, institution or organisation, when so deputed by the University/College;
  - d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister University or any other similar academic body; and
  - e) For performing any other duty assigned to him/her by the University/college.
- (ii) The duration of leave should be such as shall be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave shall be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any

other financial assistance beyond the amount needed for normal expenses, he/she shall be sanctioned duty leave on reduced pay and allowances.

- (iv) Duty leave shall be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

**STUDY LEAVE:**

(i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend for pursuing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardee shall be paid half salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

(ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she shall, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Board of Management of his/her parent institution shall, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc.,

which shall be determined by his/her employer

- (iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College /Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- (iv) The study leave shall be granted by the Board of Management on the recommendation of the Chancellor/Vice –Chancellor/ Head of the Department concerned. The leave shall not be granted for more than one years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- (v) The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (vii) The study leave shall be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done

during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

- (viii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Chancellor/ Board of Management, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- (ix) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave shall be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (x) The period of study leave shall not count as service for purpose of the retirement benefits (pension/ contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- (xi) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher shall apply again for such leave.

- (xii) A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- (xiii) A teacher -
- (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - (b) who fails to rejoin the services of the University on the expiry of his / her study leave or
  - (c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service or
  - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/ College /Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Board of Management/Syndicate shall order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is

permitted to retire from service on medical grounds, provided further that the Board of Management/Syndicate shall, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- (I) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions as instructed by relevant authority and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with condition decided by concerned authority.
- (ii) The teacher on study leave shall submit to the Registrar/Principal of his / her parent University / College / Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary shall be deferred till the receipt of such report.
- (iii) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution, if applicable
- (iv) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at

the level of Assistant Professor, the Heads of universities / Colleges / Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

**Sabbatical Leave:**

- (i) The permanent, whole-time teachers of the University and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor shall be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- (ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- (iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled).
- (iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she shall, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Board of Management on the recommendation of Chancellor shall, if it so desires,

sanction the sabbatical leave on reduced pay and allowances.

- (v) During the period of sabbatical leave, the teacher shall not be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the University on the expiry of his/her leave.

**Casual Leave**

- (i) The total casual leave granted to a teacher shall not exceed Eleven days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave shall be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

**Special Casual Leave**

- (i) Special casual leave, not exceeding Ten days in an academic year, shall be granted to a teacher:
- a)* To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and
- b)* To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, shall also be granted;
- a)* To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
- b)* To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall



be restricted to 14 days.

- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It shall be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

#### **Earned Leave**

- (i) Earned leave admissible to a teacher shall be:
- a) 1/30th of the actual service, including vacation; *plus*
  - b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that shall be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days shall, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it shall be clarified:

- a) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which shall be included in the particular period of leave.
- b) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
- c) Encashment of earned leave shall be allowed

to members of the teaching staff as applicable to the employees of the Central Government or State Government.

#### **Half-pay Leave**

Half-pay leave shall be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave shall be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

#### **Explanation:**

A "completed year of service" means the continuous service of a specified duration under the University, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

**Note :** Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

#### **Commutated Leave**

Commutated leave, not exceeding half the amount of half-pay leave due, shall be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (I) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a

time; *Provided* that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

**Extraordinary Leave**

- (i) A permanent teacher shall be granted extraordinary leave when:
- a) No other leave is admissible; or
  - b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
- a) Leave taken on the basis of medical certificates;
  - b) Cases where the Chancellor /Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - c) Leave taken for pursuing higher studies; and
  - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave shall be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

- (iv) The authority empowered to grant leave shall commute retrospectively the periods of absence without the leave into extraordinary leave.

**'Leave Not Due'**

- (i) Leave not due', shall, at the discretion of the Chancellor/ Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, shall be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Chancellor /Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned shall be waived by the Board of Management/College Governing Body.

*Provided* that the Board of Management/College Governing Body shall waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

**Maternity Leave**

- (i) Maternity leave on full pay shall be granted to a woman teacher for a period not exceeding 26 weeks, to

be availed of twice in the entire career. Maternity leave shall also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

- (ii) Maternity leave shall be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave shall be granted if the request is supported by a medical certificate.
- (iii) Maternity Leave shall not commence earlier than Eight week before the expected date of delivery.

#### **Child-care Leave**

Woman teachers having any minor child/children shall be granted leave without pay up to a period of two years for taking care of the minor child/children subject to fulfillment of norm stipulated by relevant body of the University. The child-care leave for a maximum period of two years (730 days) shall be granted to the woman teachers during entire service period. In the cases, where the child-care leave is granted for more than 45 days, the University/College /Institution shall appoint a part-time / guest substitute teacher.

#### **Paternity Leave**

Paternity leave of Seven days shall be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

#### **Adoption leave**

Adoption leave shall be provided as per the rules of the Central Government.

#### **Surrogacy leave**

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

### **Semester Break Leave**

Leave for semester break will available to all HOD for a period of Ten day/ teaching staff for a period of Six day/non teaching staff for a period of Three day subject to approval of Chancellor/Vice-Chancellor of the University.

*Note-* The above mentioned leave with or without pay shall be subject to revision /review under discretionary power of CHANCELLOR / VICE-CHANCELLOR of the University.

**STATUTE NO: 47**

### **47. RESEARCH PROMOTION SCHEME:**

The University shall provide a start-up grant(seed money) at the level of Rs.1.50 lakhs to academic staff to take up research immediately after s their regular service from the date of her/his appointment ..The grant of research promotion money in the University campus shall be subject to discretionary power of CHANCELLOR/VICE-CHANCELLOR with consultation of research committee.

**STATUTE NO: 48**

### **48. WELFARE SCHEME FOR EMPLOYEE (Teaching and Non-Teaching Staff).**

The University shall contribute an equal pre-decided amount of money which can later be leveraged by the employee as per provisions of law under Employee Provident Fund and Miscellaneous Provisions Act 1952 enacted by Government of India which provide for institution of compulsory contributory fund for the future of the industrial worker after retirement or for the worker's dependants in the case of early death.

**STATUTE NO: 49 TO 61**

### **MISCELLANEOUS PROVISIONS**

**STATUTE NO: 49**

### **49. WITHDRAWAL OF DEGREE, DIPLOMA, CERTIFICATE AND OTHER ACADEMIC DISTINCTIONS**

- (I) The Board of Management, on the recommendation of the Academic Council and by a special resolution passed by not less than two-third of the members present and voting, shall consider withdrawal of a Degree or an Academic distinction conferred by the University, or any Certificate, Diploma or a Degree awarded by it only with recommendation of Chancellor of the University.; Provided that the Academic Council shall not make such a recommendation until a show cause notice has been issued calling upon the charged person to show cause, within such time as shall be specified in the notice, and until his reply and the evidence produced by him in his defense have been duly considered by the Academic Council; Provided further that in case no reply is received within the time specified, the Academic Council shall make its recommendations, based on the available material.
- (ii) The decision stating the reasons there for shall be communicated to the person concerned.
- (iii) Any person aggrieved by the decision taken by the Board of Management shall appeal to the Chancellor within thirty days from the date of such decision.

**STATUTE NO: 50**

**50. INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES**

Fellowships, Scholarships and Studentships, Medals and Prizes shall be instituted and awarded by the University in accordance with the Ordinances framed for the purpose on the recommendation of Committee established under the chairmanship of Chancellor/ Vice-Chancellor.

**STATUTE NO: 51**

**51. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS**

- (I) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-

Chancellor.

- (ii) Without prejudice to the generality of his powers relating to the maintaining of discipline amongst the students of the University and taking desired action in the interest of maintaining discipline, the Vice-Chancellor shall be guided by the recommendations of the Chief Proctor or the Proctorial Committee and the provisions as laid down in the 'Students Code of Conduct and Ethics'.
- (iii) The Vice-Chancellor shall delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Chief Proctor, and to such other persons as he shall specify in this behalf.

STATUTE NO: 52

## **52. THE ESTABLISHMENT AND ABOLITION OF SCHOOLS, DEPARTMENTS AND SPECIAL CENTRES**

- (i) The Board of Management based on the recommendations of the Academic Council shall approve establishment of a School, Department or a Special Centres of the University
- (ii) The University shall be authorised to offer such programmes, through its Schools and Departments, as the Board of Management shall decide from time to time and as recommended by the Academic Council; Provided that the programmes offered have no conflict with the guidelines issued by UGC; Provided further that in Council-based Courses, the decision of the relevant Councils shall prevail.
- (iii) The Board of Management shall be authorised to reconstitute a School, a Department or a Special Centre on the recommendations of the Academic Council.
- (iv) The Board of Management, based on the recommendations of the Academic Council, shall discontinue a Schools, a Department or a Special



Centre when;

- a) the programmes offered become obsolete;
- b) the programmes offered become untenable to continue; or
- c) alternate and better programmes become available.

Provided that while approving such discontinuation, the Board of Management shall ensure that the existing registered students in the programme are allowed to completion of the requirements of award of a degree.

**STATUTE NO: 53**

**53. THE DELEGATION OF POWERS VESTED IN AUTHORITIES OR OFFICERS OF THE UNIVERSITY**

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

**STATUTE NO: 54**

**54. QUORUM**

(i) The quorum for holding the meetings of various authorities of the University shall be as laid down in these Statutes.

(ii) The quorum for other committees and sub-committees appointed by any 'Authority' or the 'Officer' of the University shall be one third of their total strength; Provided that fraction of a number shall be rounded off to the next whole number.

**STATUTE NO: 55**

**55. PROVISION FOR DIVERSITY IN NOMINATION ON THE VARIOUS BODIES OF THE UNIVERSITY**

While nominating or co-opting members on various Statutory bodies, Committees and Sub- committees of

the University, due regard shall be given to the gender and diverse socio-economic background, of the members proposed to be nominated co-opted;

**STATUTE NO: 56**

**56. CONFERMENT OF HONORARY DEGREES AND OTHER DISTINCTIONS**

The Board of Management shall, on the recommendations of the Academic Council, recommend the conferment of Honorary degrees or a distinctions on eminent personalities for the exemplary contributions made by them in their respective field of specialisations, to the State Government for approval before granting such honorary degrees and distinctions;

provided that in case no approval is received from the State Government within a period of one month from the date of submission of the proposal, the Board of Management shall, on its own motion, recommend to the Chancellor the grant of such Honorary Degree / Distinction.

**STATUTE NO: 57**

**57. POWER OF STATE GOVERNMENT TO GIVE DIRECTIONS**

- (i) The state government may, for the purpose of ascertaining the standards of teaching, examination and research or any other matter relating to the University, cause an assessment to be made in such manner as may be prescribed, by such person or persons as it may deem fit.
- (ii) The state government shall communicate its recommendations to the University on the basis of such assessment for corrective action. The University may adopt such corrective measures and make efforts so as to ensure the compliance of the recommendations.
- (iii) The state government may give such directions as it may deem fit if the University fails to comply with the

recommendation made within a reasonable time. The directions given by the state government shall be immediately complied by the University.

(iv) Where the State Government is of the opinion that the University has contravened any of the provisions of this Act, the Rules, the Statutes or the Ordinances made thereunder or has violated any of the direction issued by it under this Act or a situation of financial mismanagement or mal-administration has arisen in the University, it shall issue the notice requiring the University to show cause within forty-five days as to why an administrator be not appointed.

(v) On receipt of reply of the University on the notice issued if the State Government is satisfied that there is a prima facie case of contravention of any of the provision of this Act, the Rules, the Statutes or the Ordinances made thereunder or violation of directions issued by it under this Act or there is financial mismanagement or maladministration, it shall make an order of such inquiry as it may consider necessary.

(vi) The State Government shall, for the purposes of any such inquiry appoint an inquiry officer or officers to inquire into any of the allegations and to make report thereon.

(vii) The inquiry officer or officers appointed shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 while trying a suit in respect of the following matters, namely :-

- a. Summoning and enforcing the attendance of any person and examining him on oath;
- b. Requiring the discovery and production of any such document or any other material as may be predicable in evidence;
- c. Requisitioning any public record from any court or office.

(viii) On receipt of the inquiry report from the officer or

officers appointed if the State Government is satisfied that the University has contravened all or any of the provisions of this Act, the Rules, the Statutes or the Ordinances made there under or has violated any of the directions issued by it under this Act or a situation of financial mismanagement and maladministration has arisen in the University which threatens the academic standard of the University, it may appoint an administrator.

- (ix) The administrator appointed shall exercise all the powers and perform all the duties of the Governing Body and the Board of Management under this Act and shall administer the affairs of the University until the last batch of the students of the regular courses have completed their courses and they have been awarded with degrees, diplomas or, as the case may be, awards.
- (x) After having been awarded the degrees, diplomas or, as the case may be, to the last batches of the students of the regular courses, the administrator shall make a report to that effect to the State Government.
- (xi) On receipt of the report the State Government shall dissolve the University and on dissolution of the University, all the assets and liabilities of the University shall vest in the sponsoring body.

STATUTE NO: 58

#### 58. FUND OF THE UNIVERSITY

Estd. Under Jharkhand State Private University Act, 2018

##### **Endowment Fund.**

- (i) The sponsoring body shall establish an Endowment Fund for the University with an amount specified in the Letter of Intent.
- (ii) The Endowment Fund shall be used as security deposit to ensure that the University complies with the provisions of this Act and functions as per the provisions of this Act, the Statutes and the Ordinances. The State Government shall have the power to forfeit , a part or whole of the Endowment

Fund in case the University or the Sponsoring Body contravenes the provisions of this Act, Statutes, the Ordinances, the regulations or the rules made there under.

- (iii) The University may utilize the income from the Endowment Fund for the development of infrastructure of the University and not to meet the recurring expenditure of the University.
- (iv) The amount of Endowment Fund shall be invested in such instruments as the Government may prescribe and kept invested until the dissolution of the University.
- (v) In case of investment in long term security, the certificates of the securities shall be kept in the safe custody of the Government and in case of deposit in the interest bearing Personal Deposit account in the Government Treasury, deposit shall be made with the condition that the amount shall not be withdrawn without the permission of the Government.

**GENERAL FUND.**

- (i) The University shall establish a fund, which shall be called the General Fund to which the following shall be credited, namely:
  - a. Fees and other charges received by the University;
  - b. Any contribution made by the sponsoring body;
  - c. Any income received from consultancy and other work undertaken by the University in pursuance of its objective;
  - d. Trusts, bequests, donations, endowments and any other grants; and
  - e. All other sums received by the University.
- (ii) The General Fund shall be utilized for the following objects, namely:
  - a. For the repayment of debts including interest

charges thereto incurred by the University for the purposes of this Act and the Statutes, the Ordinances, the Regulations, and the Rules made there under with the prior approval of the Governing Body;

- b. To upkeep the assets of the University;
- c. For the payment of the fee for audit of the funds created under sections 37 and 38;
- d. To meet with the expenses of any suit or proceedings by or against the University;
- e. For the payment of salaries, allowances, provident fund contributions, gratuity and other benefits to officers, employees, and members of the teaching and research staff;
- f. For the payment of travelling and other allowances of the members of the Governing Body, the Executive Council, the Academic Council, other authorities and the members of any committee appointed by any of the authority or the Chairperson of the sponsoring body or the Chancellor;
- g. For the payment of fellowships, freeships, scholarships, assistantships and other awards to the students belonging to economically weaker sections of the society or research associates, trainees or, as the case may be, in any student otherwise eligible for such awards under the Statutes, the Ordinances, the Regulations or the Rules;
- h. For the payment of any expenses incurred by the University in carrying out the provisions of Act, Statutes, the Ordinances, the regulations or the Rules;
- I. for the payment of cost of capital, not exceeding the prime lending rate from time to time of the State Bank of India, incurred by

- the Sponsoring Body for setting up the University and the investments made therefore;
- j. for the payment of charges and expenditure relating to the consultancy work undertaken by the University in pursuance of this Act, Statutes, the Ordinances, the regulations or the rules;
- k. for the payment of any other expenses including service fee payable to any organization charged with the responsibility of providing any specific service, including the managerial services to the University, on behalf of the sponsoring body, as approved by the Governing Body to be an expense for the purposes of the University;
- Provided that no expenditure shall be incurred by the University in excess of the limits for total recurring expenditure and total non-recurring expenditure for the year, as may be fixed by the Governing Body, without prior approval of the Governing Body.

STATUTE NO: 59

## 59. ACCOUNT, AUDIT AND ANNUAL REPORT

### Annual Report.

The Annual Report of the University shall be prepared by the University which shall include among other matters, the steps taken by the University towards the fulfillment of its objects and shall be submitted to the State Government.

### Audit and Annual Accounts.

- (I) The annual accounts including balance sheet of the University shall be prepared by the University and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose.

- (ii) A copy of the annual accounts together with the audit report shall be submitted to the State Government.

**STATUTE NO: 60**

**60. WINDING UP AND DISSOLUTION OF UNIVERSITY**

**Winding up of University**

- (I) If the sponsoring body proposes to dissolve itself according to the provisions of law governing its constitution or incorporation; it shall give at least six months prior notice to the State Government.
- (ii) The State Government shall, on receipt of such notice make such arrangements as may be necessary, for the administration of the University from the date of dissolution of the sponsoring body till the completion of syllabus by the last batch of students admitted to the University and may also cause the functioning of the University to continue by appointing an administrator in place of the sponsoring body, who shall be entrusted with the powers, duties and functions of the Sponsoring body, duties and functions of the Sponsoring Body as prescribed under this Act.

**Dissolution of University.**

- (I) The Sponsoring Body who intends to dissolve the University shall give a notice to that effect in the prescribed manner to the State Government. The State Government, after due consideration, may dissolve the University in the manner as may be prescribed; Provided that the dissolution of the University shall have effect only after the last batches of students of the regular courses have completed their courses and they have been awarded degrees, diplomas or, as the case may be, awards.
- (ii) On the dissolution of the University all the assets and liabilities of the University shall vest in the Sponsoring Body in the manner as may be prescribed.

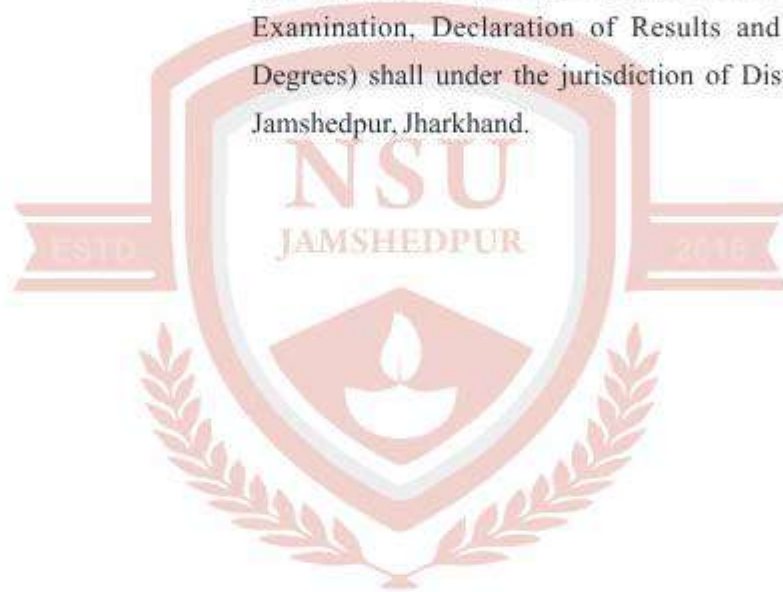


- (iii) Where the State Government decides under sub-section (1) to dissolve the University, it may vest the powers of the Governing Body in the prescribed manner to other societies having similar objects till the dissolution of the University takes effect under the proviso to sub-section (1).

**STATUTE NO: 61**

**61. ADJUDICATION:**

Any dispute relating to University activities (Admission, Examination, Declaration of Results and Award of Degrees) shall under the jurisdiction of District Court, Jamshedpur, Jharkhand.



**NETAJI SUBHAS  
UNIVERSITY**

Estd. Under Jharkhand State Private University Act, 2018