



JAIN UNIVERSITY ACT
Statutes & Ordinances

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JAIN UNIVERSITY ACT

STATUTES & ORDINANCES

1. An educational Trust titled “Jain University Trust” is hereby established and constituted as on 7th December, 2007 under the Indian Trusts Act, 1882 is hereby declared and shall be irrevocable save with the consent of all beneficiaries.

Jain University has been established under Section 3 of the UGC Act, Notifications No.F-9-57/2007-U. 3(A) Govt. of India Ministry of HRD (Dept. of Higher Education) of 19th December, 2008 and 24th July, 2009.

2. An ordinance incorporates JAIN University Statutes in the State of Karnataka, Republic of India and Abroad with the consent from the Ministry of Human Resource Development, Union Government of India and the University Grants Commission for the development of Higher Education.
3. Whereas it is expedient to establish and incorporate a University for the purpose of ensuring proper and systematic instruction, teaching, training and research in development of Higher Education, and matters connected therewith.
4. Be it enacted by the relevant authorities of the Jain University in the 60th year of the Republic of India as follows:

JAIN UNIVERSITY ACT

STATUTES

CHAPTER - I

PRELIMINARY

1.1 Short title and commencement: -

- (1) This Act may be called Jain University Act.
- (2) It shall come into force on such date as the Chancellor, Jain University may by Notification in the Official Gazette appoint.

1.2 The Definitions:- In this Act unless the context otherwise requires:-

- (1) **‘Appointed day’** means such day as the Chancellor may, by Notification appoint under sub-section (2) of Section (1).
- (2) **‘Constituent College’** means an institution maintained by the University as such and includes an institution admitted to the privileges of the University in accordance with provisions of this Act.
- (3) **‘Council’** means the Executive Council of the University.
- (4) **‘Director’** means the head of the organizational division such as. (i) Curriculum design and development division, (ii) Technology generation, development and transfer including industrial liaison division, (iii) Institution evaluation division, (iv) Faculty development division (v) Research and extension division, (vi) Continuing education division or any other division created by the University for performing specified functions.
- (5) **‘Government’** means the Union Government of India.
- (6) **‘Hostel’** means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act.
- (7) **‘Prescribed’** means prescribed by the Statutes, Ordinances, Regulations or Rules made under this Act.

- (8) **‘Principal’** means the Head of the college or an ‘institution’.
- (9) **‘Statutes’** “Ordinances” “Regulations” and “Rules” mean respectively the statutes, ordinances, regulations and Rules made under this Act.
- (10) **‘Students’** of the University means persons enrolled in the University or through a constituent college of the University for undergoing a course of study for a degree, diploma or other academic distinction duly instituted.
- (11) **‘Board of Management’** means Academic Board of Management of the University.
- (12) **‘Teachers’** include Professors, Associate Professors, Assistant Professors, Lecturers and such other persons imparting instruction in the University or in any college declared as such by the Statutes.
- (13) **‘University’** means the “Jain University” established under Section 3 of the UGC Act.
- (14) **‘University Area’** means the area under the Jurisdiction of the University.

CHAPTER - II
THE UNIVERSITY

2.1 Establishment and incorporation of the University.

- (1) There shall be established a University by the name of Jain University with a Deemed-to-be-University Status.
- (2) The University shall be a body corporate by the name specified in subsection (1) and shall have perpetual succession and a common seal. It shall have power to acquire, hold and dispose of property, both movable and immovable, and shall sue and be sued by the said name.
- (3) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.
- (4) The Headquarters of the University shall be at Bangalore and it may establish additional campuses at such other places including offshore campuses as well as study centres, with the prior approval of the Statuary Authorities of the Government of India as it may deem fit and appropriate.

2.2 Jurisdiction and admission to privileges.

- (1) With effect on and from the date of commencement of this Act, the following branches / Institutions previously admitted to the privileges of or affiliated to the Universities of the State of Karnataka shall be deemed to be admitted to the privileges of Jain University as notified by the Union Government of India.
 - i. Sri Bhagawan Mahaveer Jain College, 91/2, Dr. A. N. Krishna Rao Road, VV Puram, Bangalore
 - ii. Sri Bhagawan Mahaveer Jain College (School of Graduate Studies), 34, 1st Cross, JC Road, Bangalore
 - iii. Sri Bhagawan Mahaveer Jain College (Centre for Management Studies), 1/1, Atria Tower, Palace Road, Bangalore

- iv. Sri Bhagawan Mahaveer Jain College (Centre for Post-Graduate Studies),
18/3, 9th Main, 3rd Block, Jayanagar, Bangalore
 - v. Sri Bhagawan Mahaveer Jain College of Engineering, Jakkasandra Post,
Kanakapura Taluk, Bangalore (Rural)
- (2) Any such privilege enjoyed from other University in the State before the appointed date shall be deemed to be withdrawn with effect from such date.

2.3 Objectives of the University.

The University shall have the following objectives namely:

- (1) to provide the instruction and training in such branches of learning as may deem fit;
- (2) to provide for research and for the advancement and dissemination of knowledge in any branch of learning as it may deem fit;
- (3) to undertake extra mural studies, extension programs and field outreach activities to contribute to the development of the Institute;
- (4) To do all such other acts and things as may be necessary or desirable to further the objects of institute;
- (5) To impart education in all its form and all levels, in open and distance learning mode at any location in the country or abroad;
- (6) To do all such acts and things as may be necessary or desirable to promote education, research and dissemination of knowledge in any branch of learning.

The objectives will be made known to the students, teachers and non teaching staff of the institute.

Interpretation of the Objectives: The institute is established for public benefit and accordingly the objectives of the institute, as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be a public charitable in nature.

2.4 Admission to the University.

- (1) Admission to the University shall, subject to the provisions of this Act and statutes be open to all persons:

Provided that nothing in this section shall require, the University to admit to any course of study students larger in number than or with academic or other qualifications lower than those prescribed.

- (2) Subject to the proviso to sub-section (1)., the Government may direct that the University shall reserve in its constituent units seats for Scheduled Caste and Scheduled Tribe and such socially and educationally backward classes of citizens, children and wards of the defense personnel, ex-servicemen, sportsmen, N.C.C., N.S.S., Physically handicapped etc., as may be declared by the State Government in this behalf and where such direction has been given; the University and its constituent units shall make reservations accordingly.

2.5 Powers and functions of the University.

Subject to the provisions of this Act and such conditions as may be prescribed by the statutes and the ordinances, the University shall have the following powers, namely:-

- (1) to promote continuous experimentation and innovation in the instructional system and strategies for instructional development;
- (2) to promote curriculum design to respond to short and long term needs of the user system by building into it the appropriate quantum of knowledge;
- (3) to stimulate continuous faculty development by creating schemes of sponsorship to acquire higher qualifications, to provide liberally for research, to permit product development, consultancy and other activities which will heighten their professional competencies;
- (4) to provide necessary direction and guidance to the constituent units to bring about a close co-ordination of activities among themselves;
- (5) to assume accountability to the society and the nation in the generation of man-power of proper quality and standard and help to inculcate professional ethics in the products of the colleges;

- (6) to cause the institutions to identify themselves with the regions in which they are located and participate in their developmental activities by transferring necessary technology and play an effective role to bring about desirable changes;
- (7) to serve as a centre for generation and exchange of ideas among institutions, research organizations and the Government so as to promote entrepreneurial efforts among the graduates and to assist them through expertise available in the institutions;
- (8) to endeavor to raise resources from users, benefactors and other organizations within the country and outside to promote research and development through grants and to institute scholarships, prizes, medals and special lectures through endowments, donations etc.,;
- (9) to help devising schemes for effective continuous evaluation of students performance to ensure uniformity and promote students trust in the system;
- (10) to endeavor to promote smooth functioning of the constituent units by creating proper environment and harmonious relationship among the faculty, student community and society;
- (11) to develop, promote and organize continuing education system in co-ordination and with co-operation of the constituent units;
- (12) to supplement instructional and other resources of the constituent units which fall below the requirements and assist in remedying the deficiencies where necessary.

2.6 Additional functions:- In addition the University will also perform the following functions with respect to its constituent Units namely:

- (1) Designing courses of study to be conducted leading to award of degrees of the University and conferring them;
- (2) Prescribing admission requirements of students for various courses;
- (3) Determining tuition and other fees;
- (4) Designing examination and evaluation systems and implementing them for the constituent units;
- (5) Laying down standards of instructional facilities to be provided and enforcing measures of compliance;

- (6) Laying down qualifications for teaching faculty and other employees and prescribing selection procedures in accordance with the norms prevailing;
- (7) Laying down terms and conditions of service of the teaching faculty and other employees of the University and constituent units;
- (8) Creating teaching, research and administrative posts and appointing of persons to such posts;
- (9) Establishing and maintaining laboratories, workshops, libraries, research centres and museum for teaching and research;
- (10) Promoting institutional autonomy with sufficient safeguards to enable the constituent units to continuously build upon their strengths and attain higher levels of academic achievement;
- (11) Establishing watch-dog mechanisms and measures for overseeing the performance of constituent Units in respect of courses of study, teaching and student evaluation;
- (12) Promotion of institutional internal system of evaluation with sufficient checks and balances;
- (13) Establishing and maintaining hostels for students and residential accommodation for the staff of the University;
- (14) Instituting and awarding fellowships, scholarships, prizes and medals;
- (15) Conferring honorary degrees and other distinctions in the prescribed manner;
- (16) Assessing the needs of the State and the country in fields of specialization, levels of education and training both for short and long terms needs and initiating necessary programmes of study;
- (17) Strengthening the efforts to promote entrepreneurial ventures among the students;
- (18) Securing continuous feed-back from the user-system by establishing a suitable mechanism in the divisions of the University;
- (19) Acting as the overall trustee and manager of all properties, legacies, bequests, endowments and gifts made for the purpose of promotion of education and research or otherwise for furtherance of work and welfare of

the University and invest funds representing the above suitably in accordance with the provisions of the Act;

- (20) Doing all such Acts and things whether incidental to the aforesaid powers or not which may be required in order to further the objectives and functions of the University.

2.7 Accountability of the University.

- (1) If at any time the Union Government is of the opinion that in any matter the affairs of the University are not managed in the furtherance of the objectives of the University or in accordance with the provisions of this Act and the Statutes and Regulations or that special measures are desirable to maintain the standards of University teaching, examination or research, it may indicate to any matter in regard to which it desires the explanation and call upon the standing committee to offer such explanation within such time as may be specified by the Government. If it fails to offer any explanation within the time specified or offers an explanation which in the opinion of the Government is unsatisfactory, the Board of Management with the concurrence of the Chancellor may issue such instructions as appear to it to be necessary and desirable in the circumstances of the case, and may exercise such powers as may be necessary for giving effect to those instructions;
- (2) Standing Committee shall furnish such information relating to the administration of the University as the BoM / Government may require.

2.8 Authorities of the University

The following shall be the Authorities of Jain University.

- (1) Board of Management
- (2) Academic Council
- (3) Planning and Monitoring Board
- (4) Finance Committee
- (5) Advisory Committee
- (6) Such other authorities as may be declared by the bye laws to be the authorities of the University.

CHAPTER - III
OFFICERS OF THE UNIVERSITY

3.1 The following shall be the Officers of the University namely:

- (1) The Vice-Chancellor
- (2) The Pro - Vice Chancellor
- (3) The Registrar
- (4) The Joint Registrar
- (5) Chief Finance Officer
- (6) Controller of Examinations
- (7) Such other officers in the service of the University as may be declared by the Statutes to be the officers of the University.

3.2 Chancellor:

The Chancellor shall be appointed by the sponsoring Trust.

Where power is conferred upon the Chancellor to nominate persons to authorities, the Chancellor shall to the extent necessary nominate persons to represent the various interests for the furtherance of the University.

- (1) The Chancellor shall have the following powers:
 - a. To discharge duties as the Head of the University;
 - b. To preside over the convocations of the University, when present;
 - c. To nominate persons to represent the various interests for the furtherance of the University.
- (2) In addition, the Chancellor shall also have following powers:
 - a. To appoint and to remove, if it warrants, the Vice-Chancellor;
 - b. To constitute such committees as he deems necessary to help him in discharge of duties entrusted to him by or under the Memorandum of Association;
 - c. To appoint and to remove, if it warrants, the Registrar;
 - d. To appoint and to remove, if it warrants, the Chief Finance Officer.

3.3 Vice Chancellor:

- (1) The Vice -Chancellor shall be a whole time salaried officer of the University.
- (2) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three names suggested by the search committee for a term of three years extendable for two years only and shall not be eligible for reappointment for more than two terms.

Provided that he shall cease to hold the office on attaining the age of 65 years.

Provided further that notwithstanding the expiry of his term he shall continue to hold office until his successor is appointed and enters the office but this period shall not in any case exceed six months.

- (3) The Search Committee shall consist of the following:
 - a) A nominee of the President of the Trust
 - b) A nominee of the Board of Management
 - c) A nominee of the Chairman of the UGC

If the Chancellor does not approve any of those persons recommended by the Search Committee he / she shall call for a fresh panel or he / she can constitute a new search committee. The nominee of the President of the Trust shall be the convener of the Committee.

- (4) The Vice-Chancellor shall receive salary recommended by University Grants Commission from time to time plus other allowances admitted by the Board of Management from time to time or as mutually agreed by the Vice-Chancellor and the Trust.
- (5) The Vice-Chancellor shall be entitled to use a University vehicle and the privileges commensurate with the status of the position.
- (6) The Vice-Chancellor shall be entitled to other benefits as admissible to other University employees.
- (7) The Vice Chancellor shall have the following Powers
 - a. The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general control over the affairs of the University. He shall exercise all powers necessary for maintenance of discipline in the University.

- b. He shall be Ex-officio Chairman of the Academic Council and the Finance Committee. He shall preside over in the absence of the Chancellor at the Convocations.
- c. The Vice-Chancellor shall have power to constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under the Memorandum of Association.
- d. The Vice Chancellor shall exercise such other powers as may be given to him / her by the Chancellor and the Board of Management from time to time.
- e. Subject to the control of the Chancellor and the Board of Management, the Vice Chancellor shall exercise such financial powers as laid down in the financial regulations approved by the Board of Management.
- f. In case of emergency which, in his opinion, requires immediate action, the Vice-Chancellor shall take such action as he deems necessary and shall at the earliest opportunity thereafter report the action taken to such authority or body which in the ordinary course would have dealt with the matter. Provided that if the action taken by the Vice-Chancellor is not approved by the Authority or Body concerned, he may refer the matter to the Chancellor whose decision thereon shall be final.
- g. The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes, Ordinances and Regulations.

3.4 Registrar:

The Registrar shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:

- a) Vice Chancellor - Chairman
 - b) One nominee of the Chancellor of the University
 - c) One nominee of the Board of Management
- (1) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the bye-laws.

The Registrar shall receive salary in the pay scale prescribed by University Grants Commission and approved by the Board of Management from time to time or as mutually agreed by the Registrar and the Board of Management. He shall draw allowances admitted by Board of Management from time to time.

- (2) No person shall be eligible for appointment as Registrar unless he/she possesses the minimum qualification as applicable for the post and as determined by the Board of Management from time to time.
- (3) The Registrar shall be a whole time salaried officer of the University.
- (4) The Registrar shall be appointed by the Chancellor from a panel of names recommended by the Selection Committee for a term of 3 years which is extendable further.

Provided that the Selection Committee shall have power to recommend the name of a suitable person who has not applied for appointment.

Provided also that he / she shall cease to hold the office on attaining the age of 60 or as prescribed by the Board of Management from time to time. However, if a Faculty member happens to hold the position of Registrar, he / she may be allowed to hold Office till he / she retires as a Faculty member.

(5) Duties and Powers of the Registrar

A. Duties-It shall be the duty of the Registrar:

- i) To be the custodian of the records, the funds of the university, common seal and such other property of the University, as the Board of Management shall commit to his charge;
- ii) To issue all notices for convening the meetings of the Board of Management, the Academic Council and other Authorities, Bodies and Committees declared by the Statutes and Authorities of the University. He shall act as Secretary of all these Authorities, Bodies and Committees;
- iii) To keep minutes of all the meetings of all the Authorities, Bodies and Committees and shall execute the decisions taken by them;
- iv) To conduct all official correspondence of the University;

- v) To arrange for and supervise the examinations conducted by the University in the absence of the controller of examinations or in case a controller of examinations is not in position;
- vi) To send to Chancellor.
 - a) Copies of the agenda of the meeting of Board of Management and Academic council as soon as such agenda is issued.
 - b) The minutes of the meeting of the authorities mentioned in 2.8 above.
 - c) Such other papers and information as Chancellor may direct him to supply.
- vii) To collect the income, donations etc. and disburse the payment and maintain the accounts of the University through the Chief Finance Officer of the University and to see that all moneys are utilized for the purpose they are collected /granted/donated;
- viii) To discharge such other functions as may be assigned to him from time to time by the Chancellor, the Board of Management and Vice-Chancellor;
- ix) To perform such other duties as may from time to time, be entrusted to him by the Statutes, Ordinances, Regulations and Resolutions of Authorities and
- x) To render such assistance as may be desired by the Chancellor and Vice Chancellor in the performance of their official duties.
- xi) The Registrar shall explain the agenda and speak at its meeting if desired by the Chairman of any Authority, Body or Committee.

B. Powers of the Registrar

- i) To exercise all such powers as may be necessary or expedient to carry out the orders of the Vice Chancellor and the Board of Management of the University and various authorities, bodies and committees;
- ii) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances or Regulations

and as may be allocated to him from time to time by the Vice-Chancellor;

- iii) The Registrar may be assisted by a Joint Registrar & one or more Deputy Registrars

3.5 Chief Finance Officer:

- (1) The Chief Finance officer shall receive salary in the pay scale prescribed by the Board of Management from time to time.
- (2) No person shall be eligible for appointment as Chief Finance Officer unless he/she possesses the qualification laid down by the Board of Management for the post from time to time.
- (3) The Chief Finance Officer shall be entitled to leave, leave salary, allowances and other benefits as may be prescribed by the University for its employees.
- (4) The Chief Finance Officer shall be full time salaried officer of the University.
- (5) The Chief Finance Officer shall be appointed by the Board of Management on the recommendation of Selection Committee appointed by the Board of Management for a term of 2 years which is expandable further;

Provided that the Selection Committee shall have the power to recommend the name of a suitable person who has not applied;

Provided also that he/she shall cease to hold the office on attaining the age of 60 or as decided by the Board of Management from time to time.

(6) Duties and Powers.

- (1) Subject to the control of Vice-Chancellor or Registrar, as the Board of Management may decide, it shall be the duty of the Chief Finance Officer: -
 - a) To hold and manage the property and investments of the University including trusts and endowed property;
 - b) To ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for the year are not exceeded

- and that all amounts are spent for the purpose for which they are granted or allocated;
- c) To keep a constant watch on the state of cash and bank balances and on the state of investments.
- (2) Subject to the control of the Registrar, the Chief Finance Officer shall-
- a) Collect the income, disburse the payments and maintain the accounts of the University;
 - b) Be responsible for the preparation of annual accounts and budget of the University;
 - c) Have the accounts of the University regularly audited;
 - d) Ensure that the registers of buildings, land, furniture, equipments, vehicles, etc. are maintained up-to-date and the stock checking is conducted in all offices and institutions maintained by the University;
 - e) Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- (3) The Chief Finance Officer shall have the power to call from any office or institution of the University any information or returns that he may consider necessary for due performance of his duties.

3.6 Controller of Examinations

1. The Controller of Examinations shall be a whole time officer of the University.

The Controller of Examinations shall be appointed by the Vice-Chancellor with the approval of the Board of Management from out of a panel of not less than three persons recommended by the Vice-Chancellor. If none of the persons in the panel is approved by the Board of Management, the Chancellor may, in consultation with the Vice-Chancellor appoint such other person as he deems fit to be the Controller of Examinations. The terms and conditions of service and emoluments of the Controller of Examinations so appointed shall be such as may be determined by the Board of Management.

2. The Controller of Examinations shall be a member of Academic Council & all the Faculties.

3. The Controller of Examinations shall be in charge of the conduct of Examinations and all other matters incidental thereto and ancillary therewith and shall perform such other duties as may be prescribed by the Statutes or Ordinances, or as may be allocated to him by the Vice-Chancellor.
4. The Controller of Examinations may be assisted by one or more Deputy Controllers.

3.7 Deans of Faculties:

- (1) There shall be a Dean for each faculty in which the University is imparting education;
- (2) The Dean shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor from amongst the Professors of the University teaching departments as per seniority by rotation. Provided that if there is no professor in the University teaching department in the subject assigned to the faculty, then a Professor of a Centre/Institution teaching the subject may be appointed as Dean in order of seniority by rotation in the same manner as recommended above. Provided further, that if there is no Professor in the University teaching department and Centre/ Institution in the subject assigned to the faculty then an Associate Professor of University teaching department, Centre/Institution shall be appointed as Dean in order of seniority by rotation;

Provided also that if no Associate Professors are available, the Chancellor may appoint a Dean of any other Faculty to act as the Dean of Faculty.

- (3) The term of Dean shall be for a period of three years from the date of appointment;
- (4) The Dean shall preside over the meeting of faculty and shall give opinion on the recognition of courses as and when referred as the courses of other Universities recognized by the Association of Indian Universities (AIU);
- (5) The Dean shall perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

3.8 Deans of Schools:

- (1) Deans of Schools are in fact the Deans of Administration of various schools constituted by the University.

- (2) Dean of the School is appointed by the Vice Chancellor on rotation among the Professors in the particular School based on seniority for a period of 2 years which is extendable.
- (3) Deans of School shall exercise all powers usually exercised by the Principal of a College;
- (4) Same person may not hold the positions viz. the Dean of School and Dean of Faculty simultaneously;

3.9 Heads of the Departments:

- (1) The University shall have multiple departments and shall have a Head of the Department for each of the Departments in the University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department;

Provided that, if there is no Professor in the Department the Vice Chancellor may appoint an Associate Professor as Head of the Department.

- (2) The term of appointment of the Head of the Department shall normally be 2 years and shall be eligible for reappointment for one more term.
- (3) The powers and functions of the Head of the Department shall be as prescribed in the bye-laws of the University.

3.10 Other Officers of the University:

- (1) In addition to the Officers mentioned in section 3.1, the following shall be the other officers of the University.
 - a. Director
 - b. University Librarian
 - c. Director, Physical Education
 - d. Joint Registrar
 - e. Deputy Registrar
 - f. University Engineer / Estate Officer
 - g. Assistant Registrars

- (2) The University may have one or more posts of any category mentioned above as per needs and as approved by the Board of Management.
- (3) The Qualifications / eligibility for each officer shall be determined by the Board of Management.
- (4) These officers shall be whole time salaried officers of the University.
- (5) The Officers shall draw the salary as recommended by the University Grants Commission and approved by the Board of Management.
- (6) The Board of Management shall prescribe the qualifications and eligibility conditions for each category of officers and shall appoint committees for selection.
- (7) No person shall be appointed to these posts unless they possess the qualifications laid down for the post by the Board of Management.

3.11 Terms and conditions of Appointment of Other Officers

- (1) The University shall publish in prominent daily news papers the positions for which appointments has to be made along with the pay scales, required qualifications and eligibility conditions.
- (2) On the receipt of the applications, the Board of Management shall appoint a Selection Committee which shall interview the candidates and prepare a panel of suitable candidates in the order of merit.

Provided that the Selection Committee can include the name of a person who is otherwise eligible, even if he/she has not applied.
- (3) The Board of Management shall make the appointment from the panel given by the Selection Committee.
- (4) The officer appointed shall execute an agreement and follow the rules and regulations of the University.
- (5) The officers shall be entitled to the leave, allowances and other benefits prescribed by the University for its employees from time to time.
- (6) The powers and duties of the Officers shall be as determined the Board of Management from time to time.

CHAPTER - IV

BOARD OF MANAGEMENT

The Board of Management shall be the principal organ of management in the University. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and effectively handle crisis situations.

The Board of Management shall be the Principal Executive body of the University and have the power to take all necessary decisions for the smooth and efficient functioning of the University.

4.1 Powers of the Board of Management

The Board of Management shall be the principal executive body of the University and shall, in addition to all powers vested in it, have the following powers namely:

- (1) To manage and administer the revenues and properties of the University and to conduct all administrative affairs of the University not otherwise specifically provided for;
- (2) To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee;
- (3) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendations of the Selection Committee;
- (4) To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the University in consultation with the Academic Council;
- (5) To provide for appointment of Visiting Fellows, Visiting Professors and Visiting Faculty and so on;
- (6) To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee;

- (7) To grant leave of absence to the Vice-Chancellor or any other officer of the University and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence except in the case of Vice-Chancellor which power shall vest in the Chancellor;
- (8) To regulate and enforce discipline among the employees of the institute and to take appropriate disciplinary action, whenever necessary;
- (9) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the institute and for that purpose to appoint such agent or agents as it may deem fit;
- (10) To entertain, if thought fit and redress any grievances of the employees and students of the institute;
- (11) To select an emblem and to have a common seal for the institute and to provide for the custody and use of such seal;
- (12) To institute Fellowships including travelling fellowships, scholarships, awards, studentships, medals and prizes in accordance with the bye-laws to be framed for the purpose;
- (13) To amend and receive payment of fees and other charges;
- (14) To appoint such committees for such purpose and with powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit;
- (15) To appoint auditors for the ensuing year;
- (16) To open account or accounts of the institute with any one or more scheduled banks and to lay-down the procedure for operating the same;
- (17) To issue appeals for funds for carrying out the objectives of the institute and consistent with the provisions of the objectives clause of the University, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other funds to give grants and donations, to awards prizes, scholarships etc;
- (18) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works;

- (19) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (20) To transfer or accept transfers of any movable property on behalf of the institute;
- (21) To advice the holding members (if any) in matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute;
- (22) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute;
- (23) To execute in consultation with the holding trustees (if any) conveyance, transfer, Government securities re-conveyance, mortgage, leases, bonds, licenses and agreements in respect of property movable or immovable belonging to the institute or to be acquired for the purposes of the Institute;
- (24) To appoint, in order to execute an instrument or transact any business of the institute, any person as attorney of the institute with such powers as it may deem fit;
- (25) In consultation with the holding trustees (if any), to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed;
- (26) To invest the funds of the University or money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- (27) To maintain a fund to which shall be credited:
 - (a) All money provided by the Central or State Governments / University Grants Commission or any other agency;
 - (b) All fees and other charges received by the University;

- (c) All money received by the institute as grants, gifts, donations, benefactions, bequest or transfers and
- (d) All money received by the University in any other manner or from any other source;
- (28) To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the finance committee;
- (29) To maintain proper accounts and other relevant records and prepares annual statements of accounts including the Balance sheet for every previous financial year, in such form as may be prescribed by the regulations/ byelaws;
- (30) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the bye-laws such pension, insurance, provident fund and gratuity as it may deemed fit for the benefit of the employees of the University, funds, trust and conveyances calculated to benefit the staff and the students of the institute;
- (31) To delegate all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the institute or any other person;
- (32) To establish, on the advice of the Academic Council, Faculty, Institute Centres and Departments for the academic work and functions of the University and to allocate areas of study, teaching and research;
- (33) To conduct examinations or tests for admissions to the courses taught in the institute, to conduct examinations for degrees and diplomas and to declare the results of such examinations and tests and to confer, grant or award degrees, diplomas, certificates and other academic titles and distinctions;
- (34) To establish, maintain and manage hostels for the students of the institute;
- (35) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the finance committee;
- (36) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the University and to rescind as such recognition.

4.2 Composition of the Board of Management

The Board of Management shall consist of: -

- (1) Chancellor
- (2) Vice-Chancellor
- (3) Deans of faculties (if any) (not exceeding three) by rotation and on seniority.
- (4) Three nominees of the Chancellor.
- (5) One nominee of the Chairperson, UGC.
- (6) One nominee of the Government of India.
- (7) One nominee of the funding agency / agencies
- (8) Three Teachers (Professors, Associate Professors, Assistant Professors and equivalent teaching posts) (By rotation) according to seniority
- (9) One nominee of the sponsoring Trust.
- (10) The Registrar shall be the Member Secretary.

Chancellor or his nominee shall be the Chairperson of the Board of Management. However, the Chancellor will also take part in the deliberations of the Board of Management

4.3 Terms of Membership:

- (1) All the members of the above body other than ex-officio and members of the teaching staff shall hold office for a term of 2 years and shall be eligible for re-appointment.
- (2) Members of teaching staff in the above body shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.

4.4 Constitution of Standing Committee and Appointment of Ad-hoc Committee by the Board of Management

- (1) Subject to the provision of the Rule-Bye law of the University, the Board of Management may by a resolution, constitute such Standing Committee or

Co-committee or Ad-hoc committee or committees for such purpose and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the University or for inquiring into reporting and advising upon any matter of the institute.

- (2) The Board of Management may co-opt such persons on the standing committees or ad-hoc committees as it may consider suitable.
- (3) Meetings of the Standing Committee: A meeting of the Standing Committee shall ordinarily be held once every month. The Vice-Chancellor in case of urgency may convene an extraordinary meeting of the Standing Committee whenever it is necessary.
- (4) Quorum: The quorum for the meeting of the Standing Committee shall be Four.

4.5 Meetings of the Board of Management:

- (1) The Board of management shall meet at least four times a year. Not less than 15 days notice shall be given for a meeting of the Board of Management and a copy of the proceedings of each meeting shall be furnished to the President of the University as soon as possible after the meeting.
- (2) Each member of the above body including its chairman shall have one vote and decisions at the meeting of the board shall be taken by simple majority, in case of a tie, the Chairman shall have a casting vote.
- (3) Every meeting of the above Body shall be presided over by its Chairman, and in his absence a member chosen by the members present from amongst themselves shall preside over the meeting.
- (4) Any business which may be necessary for the above body to transact may be carried out by circulating appropriate resolution thereon amongst members and any resolution so circulated and approved by a simple majority shall be as effective and binding, as such resolution had been passed at the meeting of the Board.
- (5) The quorum for the meeting of the Board of Management shall be minimum of seven members excluding non-member secretary for the scheduled meeting. However, the emergent meeting, which could be called with three

days notice with the approval of President, shall have a quorum of minimum five members.

- (6) Special Meeting of the Board of Management: A special meeting of the Board of Management may be convened by the Chancellor whenever he thinks fit.
- (7) If a member other than the Vice Chancellor or those representing the teachers, accepts a full time appointment in the University or he does not attend three consecutive meetings of the Board of Management without proper leave of absence, he shall cease to be a member of the above body.

4.6 DELEGATION OF POWERS OF THE BOARD OF MANAGEMENT

The Board of Management, may by resolution, delegate to the President, Vice Chancellor or any other officer or the Standing Committee or Ad-hoc committee such of its powers as it may deem fit subject to the condition that the action taken by the President or the officer concerned or the Standing Committee or the Ad-hoc committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

CHAPTER - V

THE ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the rules and bye-laws shall have the control over and be responsible for the maintenance of the standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules and bye-laws.

5.1 Membership of the Academic Council

The Academic Council shall consist of the following persons, namely:

- (1) Vice Chancellor..... Chairman
- (2) Pro - Vice Chancellor
- (3) Director (Academics & Planning)
- (4) Deans of Faculties
- (5) Deans of Schools
- (6) Directors of Research Centers & Director of IQAC
- (7) Controller of Examinations
- (8) Heads of the departments of the Institute
- (9) Ten professors other than the heads of the departments (By rotation in order of seniority) not more than one from any department.
- (10) Three Associate Professors from the departments other than Heads of departments (By rotation in order of seniority) nominated by the Vice Chancellor.
- (11) Three Assistant Professors from the departments by rotation in the order of seniority nominated by the Vice Chancellor
- (12) Three persons from amongst educationists of repute or persons from any other field related to the activities of the University who are not in the service of the University nominated by the Chancellor.

- (13) Three persons who are not members of the teaching staff co-opted by the Academic council for their specialized knowledge.
- (14) Registrar - Secretary

The term of members other than ex-officio members shall be two years. They shall not be eligible for extension unless every available person in the respective category has completed one term of membership.

Quorum: One -Third of the total members of the Academic Council shall form the quorum; provided that no quorum shall be necessary for adjourned meeting.

Note: The representation of different categories shall be only through rotation and not by election. It may also be ensured that no particular faculty dominates the membership of the Council.

5.2 Powers and functions of the Academic Council

The Academic Council shall be the principal academic body of the University and shall, in addition to all other powers and duties vested in it have the following powers and duties viz.:

- (1) To exercise general supervision over the academic work of the institute and to give direction regarding methods of instruction, evaluation or research or improvements in academic standards;
- (2) To promote research within the institute, acquire reports on such researches from time to time and to collaborate for research with any University / institute within the country or abroad;
- (3) To consider matters of academic interest either on its own initiative or at the instance of the Board of management and to take proper action thereon;
- (4) To make arrangement for the conduct of examination in conformity with the Bye-laws;
- (5) To maintain proper standards of the examinations;
- (6) To recognize certificate, diploma and degrees of the universities & other institutions and to determine equivalence with the diplomas & degrees of the University;

- (7) To prescribe courses of study leading to award of degrees, diplomas and the certificate of the University;
- (8) To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- (9) To suggest measures for departmental co-ordination.
- (10) To make recommendation to the Board of Management on:
 - a. Measures for improvement of standards of teaching, training and research;
 - b. Institution of fellowships, traveling fellowships, scholarships, medals, prizes etc.;
 - c. Establishment or abolition of Faculty / Institutes/ Departments / Centers etc and
 - d. Bye-laws covering the academic functioning of the institute, discipline, residence and examinations, award of the fellowship, studentships, concessions, attendance etc.;
- (11) To appoint sub-committee to advice on such specific matters as may be referred to it by the board of management;
- (12) To consider recommendation of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances of each case may require;
- (13) To take periodical review of the activities of the Institute / Departments / Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standard of University;
- (14) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws and
- (15) To recommend institution of teaching posts, Professors, Associate Professor & Assistant Professor and other teaching & academic staff to the Board of Management.

5.3 MEETING OF THE ACADEMIC COUNCIL

- (1) The Academic Council shall meet as often as may be necessary but not less than 2 times during the academic year.
- (2) Any business which may be necessary for the academic council to perform except such as those placed before the meeting, may be carried out by circulation and approved by a simple majority shall be effective and binding, as if such resolution had been passed in the meeting of the Academic Council. Provided that at least one third of the total number of the members of the Academic Council have recorded their views on the resolution.
- (3) Notice of Ordinary meeting: Under the direction of the Vice-chancellor and notice of the date shall ordinarily be issued give not less than thirty five clear days, for an ordinary meeting.
- (4) Date for forwarding resolution: Any member wishing to move resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not later than twenty-five clear days of the meeting.
- (5) Resolution to be placed on the agenda paper: The Registrar, under the direction of the Vice - Chancellor, shall cause each resolution of which notice has been given in accordance with Statute 5.3 (4), to be placed on the agenda paper at the meeting at which it is to be moved, subject in general to the Statutes governing the admissibility of resolutions at a Board of Management Meeting.
- (6) Despatch of Agenda Paper: Not less than twenty days before the date of an ordinary meeting, the Registrar shall send by post to every member a preliminary agenda paper specifying the date, the place and the hour of the meeting and business to be brought before the meeting; provided that the Standing Committee or the Vice Chancellor may decide that business which in its or his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper.
- (7) Notice of Amendments: Any member wishing to move an amendment to a resolution on the preliminary agenda paper of any meeting shall forward a copy of the same to the Registrar so as to reach him not later than twelve clear days before the day of the meeting at which the resolution is to be moved and the amendments shall be included in the final agenda paper

subject, in general, to the Statutes governing the admissibility of amendments to resolutions at Board of Management meetings.

- (8) Resolutions on Ordinances and Regulations: Notwithstanding the notice prescribed for resolutions under Statute 5.3 (4) any member who wishes to move a resolution on any report or statement by the Standing Committee included in the preliminary agenda paper may do so by giving notice of the resolution which shall reach the Registrar not later than twelve clear days before the date of the meeting provided, however that no such notice will be necessary in the case of motions relating to any urgent business brought forward by the Standing Committee or the Vice Chancellor.
- (9) Despatch of final Agenda Paper: The Registrar shall, on receipt of amendments and resolutions given in accordance with the above Statute, prepare under the direction of the Vice - Chancellor, a final agenda paper together with other subjects, if any, and send a copy of it by post to each member of the Academic Council not later than five days before the date of the meeting.

5.4 Extraordinary Meeting - Extraordinary Meeting of the Academic Council: The Vice - Chancellor may, whenever he thinks fit, convene an Extraordinary meeting of the Academic Council for the transaction of any urgent business. The Registrar, under the direction of the Vice Chancellor, shall be given ordinarily, not less than fifteen days notice of such meeting and forward with the notice to each member a copy by post of the preliminary agenda paper for the meeting. In case of urgency, any member who wishes to move an amendment to a resolution on the preliminary agenda paper shall forward the same to the Registrar in writing so as to reach him not less than seven clear days before the date of the meeting. The Registrar shall, on receipt of amendments, prepare, under the direction of the Vice Chancellor, a final agenda paper showing all the resolutions together with other subjects, if any, and amendments admitted and shall send a copy of it by post to business other than that brought forward by the Standing Committee and the Vice - Chancellor shall be transacted at an Extraordinary Meeting of the Academic Council. It shall be open to the Standing Committee and the Vice-Chancellor to bring before the Extraordinary Meeting any urgent business with or without placing it on the agenda paper. For items in the agenda for which notice of fifteen days has not been given, it shall be open to members to move amendments without giving prior notice.

5.5 Business of Meeting: At every meeting of the Academic Council the following shall be the order of business;

- (1) Report of orders on the Ordinances and Regulations submitted to the Chancellor;
- (2) Any motion for a change in the order of business as stated in the agenda paper;
- (3) Business brought forward by the Vice Chancellor or the Standing Committee;
- (4) Business brought forward by the Faculties and Boards of Studies and
- (5) Business brought forward by members of the Academic Council.

5.6 Minutes: The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Registrar. The Registrar shall, under the direction of the Vice Chancellor, send by post or electronic mail ordinarily within a month after a meeting, a copy of the minutes of that Meeting so signed by the Registrar to each member of the Academic Council. A copy of the minutes shall be submitted to the Chancellor.

5.7 Committee of the Academic Council:

- (1) The Academic Council may at its first ordinary meeting appoint a Committee which shall consist of the Vice Chancellor as Chairman and Five other members inclusive of the Deans of all faculties. The quorum for the meeting of the Committee shall be five.

The Committee shall exercise powers and perform such duties to which the Academic Council may by resolution, delegate or assign to it. The decisions of the Committee shall be placed before the Academic Council at its next meeting.

The Committee of the Academic Council is also empowered to deal with urgent matters which cannot wait for the formal meeting of the Academic Council provided the decisions taken by it will be placed before the Academic Council for ratification.

- (2) It is competent for the Vice-Chancellor to invite for any meeting of the Committee persons having special knowledge and expertise of any subject,

and the persons so invited shall be competent to take part in the discussions of the Committee but shall not be entitled to vote upon any question.

- (3) The Committee shall exercise such powers and perform such duties which the Academic Council may, by resolution, delegate or assign to it.
- (4) The Committee shall in particular, advise the Academic Council in the following matters:
 - a. the grant of exemptions in accordance with the regulations, if any;
 - b. the qualifications for the admission to the University Courses in accordance with the regulations, if any;
 - c. recognition of examinations of other Universities, institutions and boards as equivalent to the examinations of the University;
 - d. such other matters as may be referred to it by the Academic Council.
- (5) Chairman: The Vice-chancellor, if present, shall preside over the meetings of the Committee, or a person nominated by the Chancellor shall be the Chairman and preside over such meetings.
- (6) The Vice-chancellor may, at his discretion, obtain the opinion of the Committee by circulation.

CHAPTER - VI

FINANCE AND ACCOUNTS

6.1 Funds of the University: -

- (1) The University shall have General Fund to which shall be credited:
 - a. its income from fees, grants, donations, gifts, if any;
 - b. Contributions or grants that may be made by the Central Government, State Government, University Grant Commission, All India Council for Technical Education or like authority or any local authority or any corporation owned or controlled by the Government;
 - c. other contributions, receipts, grants and donations and benefactions;
 - d. contributions from industry, business and technical departments of the Government and other user organizations; provided that the funds received by the university under item (iv) above shall be called the Development Fund of the University which shall be utilized for the promotion of Technological Education and Research within the University without diverting the same for normal capital or recurring expenditure of the University.
- (2) The University may have such other funds as may be prescribed by the Statutes.
- (3) The General Fund, the Development Fund and the other funds of the University shall be managed according to the provisions laid down in the Statutes.
- (4) The Board of Management shall every year make nonlapsable lumpsum grants to the university as follows
 - a. a grant not less than the net expenditure incurred in the financial year immediately preceding the appointed day in respect of the activities of the Schools;
 - b. a grant not less than the estimated expenditure on pay and allowances of the staff contingencies, supplies and services of the University;
 - c. a grant to meet such additional items of expenditure recurring and non-recurring as the Board of Management may deem necessary for the proper functioning and development of the University.

6.2 Finance committee: -

The Finance Committee shall consist of the following members.

- (1) Vice-Chancellor - Chairman
- (2) A person nominated by the Chancellor.
- (3) Two nominees of the Board of Management, one of whom shall be a member of the Board.
- (4) A representative of the UGC.
- (5) A representative of the Central Govt.
- (6) Registrar
- (7) Finance Officer shall be a member Secretary of Finance Committee.

6.3 Terms of office of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of two years.

6.4 Powers and functions of the Finance Committee

- (1) The finance committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure;
- (2) The annual accounts duly prepared and audited, financial estimates of the institute shall be placed before the finance committee for consideration and thereafter submitted to the Board of Management together with the comments of the finance committee for approval;
- (3) The finance committee shall fix limits of the total recurring expenditure and the total non- recurring expenditure of the year based on the income and resources of the institute. No expenditure shall be incurred by the institute in excess of the limits so fixed;
- (4) No expenditure other than that provided in the budget shall be incurred by the institute without the approval of the finance committee;
- (5) To recommend to the Board of Management the creation of all types of posts referred to it.

6.5 Annual Report:-

The Vice Chancellor shall prepare the annual Report containing such particulars as the Government may specify, covering each financial year and submit it to the Finance Committee on or before such dates as may be prescribed by the Statutes. The Finance Committee may pass resolutions thereon and the Chancellor shall take action in accordance therewith. The action taken shall be intimated to Finance Committee.

6.6 Financial Estimates: -

- (1) The Vice-Chancellor shall cause to be prepared on or before such date as may be prescribed, the financial estimates of the University for the year ending and submit the same to the Finance Committee for its approval.
- (2) The Finance Committee may approve the financial estimates subject to such modifications as it deems fit and no expenditure shall be incurred except in accordance with the financial estimates as approved by the Finance Committee.

6.7 Accounts and Auditing: -

- (1) The annual accounts and the balance sheet of the University shall be prepared under the direction of the Vice-chancellor and all funds accruing to or received by the University from whatever source and all amounts disbursed or paid by the University shall be entered in the accounts.
- (2) The annual accounts and the balance sheet shall be submitted by the Vice-Chancellor to the Board of Management which shall cause an audit to be carried out by such persons as it may appoint in this behalf. The accounts when audited shall be printed and copies thereof, together with the audit report, shall be presented by the Vice-Chancellor to the Board of Management and the Chancellor.
- (3) The accounts of the University shall be maintained in the name of the University and not in the name of particular Trust or Society whether financing or sponsoring the University or not. The accounts of the University shall be kept in such forms as may be laid down by the Board of

Management shall conform to the rules, if any, prescribed by the University Grants Commission / the Government of India.

- (4) All funds belonging to the University or under the control of the Board of Management shall be shown separately in the accounts of the University.
- (5) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be duly audited.

CHAPTER - VII

THE DEANS COUNCIL

7.1 Composition of the Deans Council: All the Deans of Faculties and Administration are the members. Three persons who are experts in the subject and or allied subject depending on the requirement shall be nominated to the Deans Council by the Vice-Chancellor.

Note: Expert knowledge of persons in the fields as well as expert knowledge of persons in related fields shall be made use of. This is not only to assist in the deliberations but also to promote more interdisciplinary approach.

7.2 Meetings: The Deans Council shall meet ordinarily once a month or at such times as are fixed by the Vice-Chancellor or on the requisition of the Deans with the prior permission of the Vice-Chancellor. The Vice Chancellor shall preside over the Meetings of the Deans Council.

7.3 Notice of Meeting and Agenda : Notice of a meeting of the Deans Council shall be sent by post or Electronic Mail to each member under the direction of the Vice-Chancellor stating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be fifteen days unless the Vice-chancellor, for reasons of urgency, fixes a shorter period.

7.4 Powers and Functions:

The powers and functions of the Deans Council shall-be:

- (1) to consider and report on matter referred-to it by any of the authorities of the University;
- (2) to refer any matter to a Board of Studies comprised within the Faculty for consideration and report ;
- (3) to consider and report on any recommendation referred to it by a Board of Studies before it is referred to the Academic Council and
- (4) to make suggestions or recommendations to the Standing Committee and the Academic Council regarding the organization of teaching, training, research and examinations in the subjects comprised in the Faculty.

CHAPTER - VIII
BOARDS OF STUDIES

8.1 Constitution and terms of Office of the Boards:

- (1) The members of the Boards of Studies will be selected by the Vice Chancellor from among the teachers of University and any other University.
- (2) The members of the Boards of Studies shall not ordinarily exceed
 - (a) Fifteen in the case of a Board dealing with studies upto post-graduate level;
 - (b) 10 in other cases.
- (3) All the Heads of Departments of Studies in Subject or group of subjects for which the Board is constituted shall be members of the Board.
- (4) There shall be at least four external members in each of the Boards consisting of more than ten members; at least two external members on each Board consisting of ten members. Explanation: 'External member' means a member who is not a teacher of this University.
- (5) The members as well as the Chairperson of the Board of Studies shall be appointed for a term of 3 years.

8.2 Chairman: The Head of the Department of Studies or the Senior-most if there are more than one Head of the Department of Studies in the Board shall be the Chairman of the Board;

Provided that in case there is no Head of Department of Studies in any Board, an internal member of such Board nominated by the Vice-Chancellor shall be Chairman of the Board.

When sufficient number of Professors become available in the Department of Studies, Senior most Professor can be chosen as Chairperson, Board of Studies on rotation.

8.3 Arrangement during absence of the permanent chairman: When the Chairman of a Board is absent, next senior most internal member shall act as Chairman.

8.4 Power to co-opt members:

- (1) The Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as members of the said Board for the purpose of considering any particular subject;
- (2) Such co-option shall be by a resolution passed at a meeting of the Board of Studies provided that in case of urgency the resolution may be passed by circulation amongst the members of the Board of Studies;
- (3) The members co-opted shall not exceed four at any time.

8.5 Powers and functions of Boards of Studies:

- (1) The Boards of Studies shall recommend the detailed courses of study and curriculum for the different levels of studies in the respective subjects, and shall advise on all matters relating thereto referred to them by the Standing Committee or the Academic Council or the Faculty or the Dean of the Faculty concerned.
- (2) A Board of Studies may bring to the notice of the Academic Council or the Standing Committee matters connected with examinations in its subject and address them on any matters relating to improvement in the courses of studies therein.
- (3) The Boards of Studies shall have power-
 - a. to prepare schemes of examinations;
 - b. to recommend text books for the several courses of study;
 - c. to prepare panels of names of persons suitable for appointment as paper-setters and examiners;
 - d. to prepare panels of names of experts and specialists for being appointed as members of the Boards of Appointments;
 - e. to advise the University authorities on such matters as may be referred to them;

Provided that in the panels prepared in exercise of the powers under clause (c) and (d) above, the Boards of Studies shall include persons from outside the University.

- 8.6** Joint meeting: Whenever it is deemed necessary it shall be competent for the Vice - Chancellor to convene, joint meetings of two or more Boards of Studies and the Vice - Chancellor shall appoint the Chairman for any such meeting.
- 8.7** Quorum: A simple majority of the members of a Board of Studies shall form a quorum for its meetings.
- 8.8** Opinion by Circulation: The Vice - Chancellor may in urgent cases, obtain the opinion of a Board of Studies by circulation of any proposal among the members of the Board. Such opinion together with the action taken thereon shall be communicated to all the members.
- 8.9** In the initial stages, ad-hoc arrangements may be made.

CHAPTER - IX

FACULTIES AND DEPARTMENTS OF STUDIES

9.1 There shall be the following Faculties in the University:-

- (1) Faculty of Commerce;
- (2) Faculty of Engineering & Technology;
- (3) Faculty of Humanities & Social Sciences;
- (4) Faculty of Languages;
- (5) Faculty of Management;
- (6) Faculty of Science;
- (7) Any other faculty to be introduced with the proper approvals of Statutory Bodies.

9.2 There shall be the following Departments of Studies in the University*:-

- (1) Department of Studies in English and other European Languages
- (2) Department of Studies in Kannada
- (3) Department of Studies in Sanskrit
- (4) Department of Studies in Hindi
- (5) Department of Studies in Performing Arts (Dance / Music)
- (6) Department of Studies in History
- (7) Department of Studies in Economics
- (8) Department of Studies in Sociology
- (9) Department of Studies in Social Work
- (10) Department of Studies in Psychology
- (11) Department of Studies in Physics
- (12) Department of Studies in Chemistry
- (13) Department of Studies in Mathematics
- (14) Department of Studies in Electronics

- (15) Department of Studies in Life Sciences
- (16) Department of Studies in Statistics
- (17) Department of Studies in Commerce
- (18) Department of Studies in Management
- (19) Department of Studies in Civil Engineering
- (20) Department of Studies in Mechanical Engineering
- (21) Department of Studies in Electrical & Electronics Engineering
- (22) Department of Studies in Electronics & Communication Engineering
- (23) Department of Studies in Computer Science & Engineering
- (24) Department of Studies in Information Science & Engineering
- (25) Department of Studies in Aerospace Engineering
- (26) Department of Studies in Computer Applications
- (27) Department of Studies in Basic Sciences
- (28) Department of Studies in Biotechnology
- (29) Department of Studies in Microbiology
- (30) Department of Studies in Biochemistry
- (31) Department of Studies in Interior Design
- (32) Department of Studies in Forensic Science
- (33) Department of Studies in Animation
- (34) Department of Studies in Political Science
- (35) Department of Studies in Information Technology
- (36) Department of Studies in Visual Arts
- (37) Department of Studies in Media Studies
- (38) Any other Departments of Studies to be started with the proper approvals of Statutory Bodies

- 9.3 Head of the Department:** The senior most faculty member of the Department of Studies be appointed as Head of the Department for a term of 2 years on rotation and the term is extendable for 2 more years in case of need.
- 9.4** If more than one professor is available in the Department, Chairperson of Board of Studies be given to the Professor who is not holding Headship of the Department on rotation basis.

CHAPTER - X

HONORARY DEGREES AND OTHER DISTINCTIONS

10.1 The Board of Management may confer the following Honorary Degrees under Section 2.6(15) of the Act.

Doctor of Law	LL.D.
Doctor of Letters	D. Lit.
Doctor of Literature	D. Litt.
Doctor of Science	D. Sc.
Doctor of Philosophy	Ph. D.

10.2 Process of conferring honorary degree:

- (1) The proposal shall be placed before a Committee consisting of the Vice-Chancellor, one eminent educationist not connected with the University and one educationist nominated by the Chancellor.
- (2) If the Committee unanimously recommends that a honorary degree be conferred on the person on the ground that he is in its opinion a fit and a proper person to receive such degree, its recommendation shall be placed before Board of Management and the report of which shall be sent to the Chancellor.
- (3) The honorary degree will be conferred only if the Chancellor approves the names.

10.3 The honorary degree shall be conferred on the person either at a regular convocation as prescribed in the regulations to be made by the Board of Management or at a special convocation to be held for the purpose as may be decided by the Board of Management.

10.4 The presentation of persons at the Convocation, on whom honorary degrees are to be conferred, shall be made by the Vice-Chancellor or by a person nominated by the Board of Management for the purpose. The Vice-Chancellor or the persons nominated by the Board of Management as the case may be shall, while presenting the persons on whom the honorary degrees are to be conferred read a citation.

10.5 The diploma or a certificate for an honorary degree shall be signed by the Chancellor.

CHAPTER - XI

DIPLOMAS AND CERTIFICATES

- 11.1 Diplomas in the case of Degree Examinations:** A diploma under the seal of University and signed by the Vice-Chancellor shall be presented to each successful candidate at an examination for a degree at the Convocation ceremony.
- 11.2 Certificate in the case of Examinations other than those for a degree:** A certificate signed by the Vice-Chancellor shall be given to each successful candidate at a University Examinations other than an Examination for a degree. The certificate shall set forth the date of the examination, the class in which he/she was placed.
- 11.3 Conditions for issue of Duplicate Certificate and Diplomas:** A duplicate of a University diploma or certificate shall not be granted except in cases in which the Vice-Chancellor is satisfied, by the production of an affidavit signed before a Magistrate and an FIR lodged with the police, along with a paper notification otherwise, that the applicant has lost the certificate or diploma or that it has been destroyed. In such cases a duplicate, super scribed as such, and signed by the Vice - Chancellor may be granted on payment of a fee.
- 11.4 Transitory Statues**
- (1) Any person who has been declared successful in the Final Degree Examination conducted or deemed to have been conducted by the university and desiring to obtain the degree or diploma certificate before the Convocation for the conferment of such degree or diploma is held, may apply to the Registrar for a provisional degree certificate along with the prescribed fee as the case may be.
 - (2) Thereupon, the Registrar shall cause the issue of the degree or diploma certificate to the applicant.
 - (3) The degree or the diploma so issued shall be, as far as may be, in the same form as the one issued at the Convocation.

CHAPTER - XII

CONVOCATION FOR CONFERRING DEGREES

12.1 Convocations, Annual and Special:

(1) Convocation for the purposes of conferring degrees shall be held once a year and at other times as the Chancellor may direct. The second Convocation shall be held at the time of Annual Meeting of the Board of Management and degrees shall be conferred only 'in absentia' at this convocation.

(2) The Registrar shall, not less than forty-five days before the Convocation, cause a notification to be published in one or more national newspapers and in the University Office indicating the place, date and time of the Convocation.

12.2 A special Convocation for conferring degrees or other distinctions may be held on such date and time as the Board of Management may, with the Chancellor's approval determine.

12.3 Degrees to be taken at Convocation: All those whose names appear in the list of successful candidates for any of the degrees of the University shall receive their respective degrees in person or in absentia at any Convocation held after such lists are approved by the Board of Management.

12.4 No candidate who has already been admitted to a degree and has been awarded his diploma shall be admitted at Convocation a second time to the same degree notwithstanding that he may have become qualified in an additional group or branch or in an additional language. An endorsement shall be made upon his diploma setting forth the further examination passed by him with dates and class, if any.

12.5 Application for admission to a degree:

(1) No candidate shall be admitted to the Convocation in person who has not submitted to the Controller of Exams his application for admission to the degree in the prescribed form along with a fee so that it may reach him not

later than thirty clear days before the date fixed for the convocation. No person shall be admitted to the Convocation who has not thus applied.

- (2) No candidate shall be admitted to a degree 'in absentia' at a Convocation who has not submitted his application to the Controller of Exams in the prescribed form along with a fee of postage so as to reach the Controller of examination not less than thirty clear days before the date fixed for the Convocation.
- (3) It shall, however, be competent for the Vice-Chancellor for satisfactory reasons shown to grant a provisional certificate to a candidate who is eligible for a degree prior to the Convocation, subject to such candidate being admitted to the degree.

12.6 Declaration to be signed: Candidates for degree shall sign a declaration in the following form, before they are admitted to the several degrees for which they may have been recommended:

"We hereby solemnly declare and promise that, if admitted to the Degree of Bachelor of arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Business Management, Bachelor of Engineering, Master of Arts, Master of Science, Master of Commerce, for which we have been recommended, we shall in our daily life and conversation, conduct ourselves as befits members of this University, that we shall do the utmost of our capacity and opportunity support the cause of morality and sound learning, and that we shall uphold and advance the social order and wellbeing of our fellowmen".

In the case of Professional Degrees, the following shall be added to the declaration:

"That we shall faithfully and carefully fulfill the duties of the profession to which we may be admitted by virtue of our degrees, that we shall on all occasions maintain their purity and reputation and that we shall never deviate from the straight path of their honourable exercise by making our knowledge subservient to unworthy ends".

12.7 Attendance of Candidates: The candidates who are to be awarded degrees at the University Convocation ceremony shall be required to come in such dress as may be prescribed by the University and shall occupy their respective seats before the proceedings begin.

- 12.8 a) Preliminary meeting of the Board of Management:** There shall be a meeting of the Board of Management preliminary to the Convocation at which the reports containing lists of candidates recommended for admission to the various degrees shall be approved.
- b) Preliminary meeting of the Academic Council:** There shall be a meeting of the Academic Council preliminary to the Convocation at which the report of the Board of Management containing lists of candidates recommended for the degree relating to various faculties be admitted to the several degrees for which they have been recommended.
- 12.9** The Dean of each faculty, in his absence the senior member present, shall then move that the persons so recommended for the degrees related to his faculty be admitted, to the several degrees for which they have been recommended.
- 12.10 Convocation Procession:** On the passing of these motions, the Chancellor, the Vice-Chancellor, the Members of the Board of Management and the Deans of Faculties shall pass in a procession to the place where the Convocation is to be held, the order of the procession being as under:
- (1) The Controller of Exams who shall be the Mace Bearer
 - (2) Authorities of the University (in Pairs)
 - (3) The Registrar
 - (4) The Pro-Vice Chancellor
 - (5) The Vice-Chancellor
 - (6) The Chancellor
 - (7) The President of Jain University Trust
 - (8) The Chief Guest

Members will walk abreast and separate at the dias when the members to the right go up on the dias from the right side and the members to the left side. All will remain standing until the Chancellor and others in the procession have taken their seats.

12.11 Conferment of degrees: After the Chancellor, the Chief Guest, the Vice-Chancellor, the authorities of the University and the Controller of Exams have taken their places, the Vice-Chancellor will request the Chancellor to declare the Convocation open in the following words:-

“Mr. Chancellor,

I have the honour to request you, Sir, to declare the Convocation open”.

The Chancellor will then declare the Convocation open.

The Chancellor will then say,

“Let the candidates be presented”.

12.12 The Dean of each Faculty, or in his absence, a member nominated for the purpose by the Vice-Chancellor, shall present the candidates to the Chancellor, for the award of degrees relating to his faculty. The presentation will be in the following order:-

- (1) Faculty of Commerce;
- (2) Faculty of Engineering & Technology;
- (3) Faculty of Humanities & Social Sciences;
- (4) Faculty of Languages;
- (5) Faculty of Management;
- (6) Faculty of Sciences;

12.13 The Dean of each Faculty or the persons authorized in this behalf by the Vice-Chancellor will present the candidates thus:

“Sir,

I present the candidates whose names are set out in the list for the degrees of..... under the Faculty of..... They have been examined and found qualified for the respective degrees to which I request they may be admitted”.

All the candidates who belong to the various degrees under the Faculty will rise from their seats and bow to the Chancellor and then resume their seats.

12.14 When all the candidates are presented by all the Deans one after another in the order indicated in Statute 12.12, the Chancellor shall say to the candidates:-

“By virtue of the authority vested in me as Chancellor of this University, I admit you to the various degrees awarded by the Jain University under the Faculties of Commerce, Engineering, Humanities & Social Sciences, Languages, Management and Sciences and I charge you that ever in your life conversation you show yourself worthy of the same”.

12.15 After all the candidates taking degrees in person have been admitted, the Chancellor will admit candidates taking the degree in absentia. He will say -

“By virtue of the authority vested in me as Chancellor of this University, I admit also the rest of the candidates whose names are set out in the lists to their respective degrees in absentia”.

12.16 The names of medalists and prize winners will then be read out by the Registrar. The candidates will proceed to the Chancellor to receive the prizes and medals, bow to the Chancellor and resume their seats. The medals and prizes will be presented to the candidates by the Chancellor in the order in which the names are called by the Registrar. The Registrar will submit the medals and prizes to the Chancellor in the order in which they are to be presented.

12.17 Convocation Address:

- (a) The Vice-Chancellor shall introduce the Guest Speaker and request him to address the Convocation.
- (b) An address suitable to the occasion shall then be delivered by the person invited for the purpose or nominated for the purpose by the Chancellor. At the conclusion of the address, the Chancellor will say,
“I dissolve the Convocation”.

12.18 Return Procession: The procession will then return in the reverse order as follows:-

- (1) The Chief Guest
- (2) The President of Jain University Trust
- (3) The Chancellor
- (4) The Vice-Chancellor
- (5) The Pro-Vice Chancellor
- (6) The Registrar
- (7) Authorities of the University (in Pairs)
- (8) The Controller of Exams who shall be the Mace Bearer

12.19 Notwithstanding anything contained in Statutes the Vice-Chancellor may, with reference to any particular Convocation, for reasons to be recorded in writing, by order, specify a different procedure to be adopted for conferment of degrees at such Convocation.

Honorary Degrees: The procedure indicated in Statutes will apply generally in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the degree may make a brief speech after receiving the degree.

CHAPTER - XIII

ACADEMIC ROBES AT CONVOCATION

13.1 The candidates who are to be awarded degrees are required to come in white dress. The colour of the badges for the graduates of the different Faculties shall be as follows:-

1. Faculty of Humanities & Social Sciences
and Languages - Green
2. Faculty of Sciences - Crimson
3. Faculty of Commerce and Management - Golden Yellow
4. Faculty of Engineering & Technology - Blue

CHAPTER - XIV

INSTITUTION AND AWARD OF MEDALS AND PRIZES

- 14.1** A proposal for institution of Medals and Prizes shall be made to the Registrar in writing along with a cheque for an amount prescribed by the Board of management.
- 14.2** The Board of Management shall invest the money endowed in Government securities as it may deem fit and award the medals and prizes from out of the interest accruing thereon. If in any year no medal or prize is awarded, the interest shall be added to the corpus of the endowment. In case the donor desires that the first medal or prize be awarded at a Convocation held before expiry of one year from the date of acceptance of the endowment, he may pay to the University separately in cash, the actual cost of such medal or prize.
- 14.3** The donor shall enter into an agreement regarding the conditions for award of the medals and prizes, as approved by the Board of Management.
- 14.4** The Board of Management or a committee appointed by the Board of Management for this purpose shall select candidates for award of the different medals and prizes in accordance with the provisions of these Statutes and the terms of the agreement entered into by the respective donors.
- 14.5** The Board of Management shall have power to award a cash prize whenever the interest accruing out of the endowment is not sufficient for the award of the Gold Medal.
- 14.6** (1) Only a candidate passing all the University Examinations of the concerned course in the first attempt shall be eligible for the award of the Gold Medal.
- (2) The Candidate should secure not less than 60 percent of marks in the aggregate of all the examinations in the concerned course.

- (3) He/she should secure the highest marks in the subject or group of subjects for which the award is instituted by the donor.
- (4) If no candidate secures 60 percent during the year, a cash prize shall be awarded to the candidate passing all the University examinations of the concerned course in the first attempt and also securing not less than 50 percent in the aggregate of all the examinations in the concerned course, subject or group of subjects for which the award is instituted.
- (5) If two or more candidates secure equal marks in the concerned subject or group of subjects the amount available for the medal shall be divided equally and cash prize awarded.

14.7 No prize or medal shall be instituted or awarded on communal or institutional basis.

14.8 The medals shall bear an inscription containing the name of the medal, the name of the winner, the year of award and the seal of the Jain University on the reverse side.

14.9 The medals and prizes shall ordinarily be awarded at the Annual convocation of the University. A full list of the medalists and prize winners shall be published before the 15th of September every year and the candidates concerned informed of their having won the medals or prizes as the case may be, to be awarded at the ensuing Annual Convocation. In case the winner of a medal/prize does not apply for admission to the degree at the Annual Convocation of the year, the medal/prize shall not lapse but shall be given to him after the degree is conferred on him at any subsequent Convocation.

Full particulars of the recipients for the medals/prizes shall be sent to the respective donors or to their legal heirs after award of the medals/prizes each year.

CHAPTER - XV

CONFERRING THE TITLE “PROFESSOR EMERITUS”

- 15.1** The Board of Management may, on the recommendation of the Academic Council on a proposal made by the Vice-Chancellor, confer the title of “Professor Emeritus” on any University Professor or a person of repute from any industry and organization on or after his retirement in recognition of his eminent service to education, scholarship and research.
- 15.2** The Emeritus Professor shall not participate in the ordinary, regular teaching in a department. He may however, be requested to deliver a course of special lectures on the subject of his study or research and guide the research work of such students as might be assigned to him by the University.
- 15.3** The Emeritus Professor shall be provided with facilities for research in the Libraries and Laboratories of the University while in residence on the University Campus at the invitation of the University. He shall be paid an honorarium fixed by the Chancellor.
- 15.4** He shall be eligible for TA and DA for his visits to the University at rates to be fixed by the Vice-chancellor with the approval of the Chancellor. This will be in addition to the honorarium paid.

The privileges and obligations under Statue shall continue till the recipient attains the age of 70 years.

CHAPTER - XVI

SCHOLARSHIPS AND FELLOWSHIPS

16.1 Scholarships

- (1) The assistance obtained from the Central Government, State Government or any other authority, funding agency etc. towards meeting full or in part any amount towards fee otherwise payable by students belonging to socially disadvantaged or economically weaker sections shall be disbursed strictly as per directions of the authorities providing such assistance.
- (2) It shall be the duty of the Registrar and the Finance Officer of the University to ensure that the students get the stipend exactly as per the directions of the funding agency.
- (3) The University will also make provision for the award of fellowships, scholarships and stipends from its own sources. The terms and conditions of the award shall be as laid down in the ordinance made under section 27 (1) (d) of the Memorandum of Association.
- (4) The Board of Management may in consultation with the appropriate authorities of the Universities, institute Scholarships for pursuing courses of Studies in the University.
- (5) A proposal for the institution of a Scholarship by an individual or Institution shall be made to the Registrar in writing accompanied by a Demand Draft or by a Bank Receipt for the amount deposited.
- (6) No Scholarships shall be instituted and awarded by the University on the basis of religion, caste, community or institution.

16.2 Fellowships

The Board of Management may in consultation with the appropriate authorities of the University institute Fellowships for conducting Research.

CHAPTER - XVII

SPECIAL SCHOLARSHIPS

- 17.1** Special Scholarships shall be awarded only to the children of University employees who dies while in service and of those who sustain severe injuries and are permanently incapacitated while discharging public duties. Special Scholarship shall be awarded to candidates with exemplary talents and their selections will be through a committee constituted by the Vice Chancellor.
- 17.2** The application shall be made in the prescribed form and should be addressed to the Registrar, Jain University.
- 17.3** All students who are in receipt of Special Scholarships' shall be exempted from the payment of tuition fees which includes Laboratory fees for Science subjects.

CHAPTER - XVIII

POLICY OF ADMISSION INCLUDING RESERVATION OF SEATS

- 18.1** The admission to various courses shall be made exactly in order of merit made on the basis of the marks obtained at the qualifying examination.

Provided that in the courses the University decides to admit the students on the basis of the entrance test held either by the University or by any body / agency on behalf of the University the admission shall be granted on the basis of merit secured at the entrance examination.

- 18.2** The reservation of seats at each Schools/center in each course of study shall be as per rules framed for the reservation of seats for SC/ST/OBC and other categories by the Government of Karnataka from time to time and applicable on the University.

Provided that if seat/s of any reserved category remains vacant due to non-availability of the eligible candidates in that category it shall be filled up in the following order

- > SC & ST
- > OBC
- > OTHERS
- > GENERAL

Provided also that the candidates admitted under reserved category shall be required to pay the fees as decided by the University for course and that the paid vacant seats must be filled before the start of the Academic session.

CHAPTER - XIX

PROVISIONS REGARDING FEE TO BE CHARGED FROM THE STUDENTS

- 19.1** The fee for each course of study shall be calculated for each student on the basis of total expenditure on the course and the seats earmarked for the course. This fee shall be charged as course fee (tuition and laboratory fee) per semester or per annum basis.
- 19.2** Each student shall also be charged the enrolment fee, Development fee, examination fee, etc. as provided in regulations.

CHAPTER - XX

PROVISIONS REGARDING NUMBER OF SEATS IN EACH COURSE

20.1 The University shall decide the number of students to be admitted in each Centre / School on evaluating its infrastructure facilities and strength of faculties.

20.2 At the graduate degree level each section of the class shall have a maximum strength of 60 students.

The number of sections which can be allowed at a particular School / Centre shall be adjudged on the basis of the infrastructural facilities available at the center and the faculty strength.

20.3 The Academic Council shall lay down the norms having details regarding the infrastructural facilities and required strength for each course and place it before the Board of Management on being approved by it, it shall be strictly followed for deciding the seats in each course at each Center / School.

CHAPTER - XXI

TEACHERS OF THE UNIVERSITY

21.1 Teachers of the University: Teachers of the university shall be appointed by the University.

Appointed teachers of the University' shall be either:

- (a) Salaried employees of the University appointed as Professors, Associate Professors or Assistant Professors or other teachers of the University or
- (b) Professors, Associate Professors or Assistant Professors or teachers of the University appointed by the University to work on honorary basis.

Note: Other teachers of the University may include Tutors and Demonstrators.

21.2 Duties of teachers in the University. 'The following shall be the duties of teachers:

(1) It shall be the duty of Head of Department:

- a. to conduct research work by himself;
- b. to supervise generally research and advanced work of his department;
- c. to guide research students in his specialized branch;
- d. apart from the teaching responsibilities, to be in charge of general management of the department and organization of teaching work, laboratories, museums and other branches in his department and
- e. to advice the Academic Council or the Standing committee when so required with regard to any University Course of Study or Examination or other matters relating to the subject and to do such other duties as may be allotted by the Vice-Chancellor from time to time.

(2) It shall be the duty of a Professor who is not the Head of Department:

- a. to conduct research work by himself;
- b. to guide research students in his specialised branch and
- c. apart from his / her regular teaching and research work, to do such

other duties as may be allotted by the Vice-Chancellor from time to time.

(3) It shall be the duty of Associate Professor:

- a. to conduct research work ;
- b. to guide research students in his branch of specialisation allotted to him by the Professor and
- c. to assist the Head of Department in such departmental matters as required by him, and such other duties as may be allotted by the Vice-Chancellor from time to time apart from his / her regular teaching and research work.

(4) Assistant Professor shall work under the direction of the Head of the Department concerned and shall assist him in the discharge of the administrative duties .of the Department, in addition to his teaching work and Research Guidance such other duties as may be allotted to him by the 'Head of the Department'.

CHAPTER - XXII

THE JAIN UNIVERSITY EMPLOYEES (TEACHERS) SENIORITY RULES

- 22.1** Nothing in the Statutes contained in this Chapter shall be applicable to any person appointed as a local candidate so long as he is treated as such.

Explanation: For the purpose of this Statute, 'Local Candidate' in service means a temporary employee of the University.

- 22.2** Subject to the provisions here in after contained, the seniority of a person in a particular cadre of service or class of posts shall be determined as follows:-

- (1) Teachers appointed substantively to permanent posts in clear vacancies shall 'be senior to persons appointed to temporary posts in the same cadre of service or class of post;
- (2) Subject to the completion of the prescribed period of probation satisfactorily, the seniority of the teachers appointed under the relevant Sections of the Jain University Act, in the University Service in any cadre shall be determined as per the order of preference in which candidates were arranged by the Board of Appointments or the competent authority;
- (3) The "seniority of the teachers in any cadre shall be on the basis of the continuous length of service in the post in any of that cadre, provided that where the length of service of two or more teachers in the cadre is the same, the relative seniority shall be determined on the basis of the grade of the post and the initial pay fixed in the grade on which the appointments were made;

Provided further that if the inter seniority of two or more teachers in a post cannot be determined even by application of the above rules, the dates of birth shall be the determining factor, the senior in age being regarded as senior amongst such teachers.

Note: In the case of teachers allocated to the University under the provisions of the Act, the date of his initial appointment to the post held continuously up to and to the date of such allocation shall be the date for purpose of determining his seniority in that post.

- (4) If the interse seniority of teachers in a cadre cannot be determined by the application of any of the above, their seniority shall be as per their seniority in the lower cadre.

22.3 Cases which cannot be determined by the application of any of the above rules shall be determined in such a manner as may be decided by the Board of Management.

CHAPTER - XXIII

THE SERVICE CONDITIONS OF THE TEACHERS IN JAIN UNIVERSITY

23.1 Definition and Applicability

1. Save as otherwise provided in the Memorandum of Association and Statutes the provisions of this Statute shall apply to all the Employees of the University appointed and paid by the University except for those whose services are taken on deputation from Centre/State Government/Body Corporate.

2. In this Statute

- (a) "Pay" means the amount of monthly basic salary of the employees and shall not include any special or additional pay granted to him and any other emoluments which he draws as allowances and largesses.
- (b) "Average pay" means the average monthly pay earned during the ten complete months immediately proceeding the months in which the employee proceeds on leave or is suspended.
- (c) "Vacation post" means a post involving teaching duties when employees are entitled to winter and summer vacations.

23.2 Classification of post, appointment, terms and conditions

- (1) The post in the University shall belong to the class and shall carry the scales of pay as stipulated.
 - (a) The Board of Management shall have the power to appoint the teachers and the officers of the University paid by the University.
 - (b) Save as otherwise provided in Statutes and the Ordinances the qualifications of the post in various categories shall be determined by the Board of Management from time to time.
 - (c) The channel of promotion and percentages of the post to be filled by promotion shall be prescribed by the Board of Management from time to time. All promotions shall be made on the basis of seniority cum merit and performance appraisals.
- (2) Temporary appointment may be made to a temporary post or in leave vacancy in respect of permanent post.

- (3) The whole time University employee shall be at the disposal of University and he may be assigned duties in any manner required by the proper authority without claim of additional remuneration.
- (4) The Board of Management may permit a University employee to perform a specified service for a private person body or Government and to receive remuneration thereof in the form of fee, if it is satisfied that this can be done without detriment of his official duties or responsibilities;

Provided that half the amount of fees so received shall be credited to the fund of the University.
- (5) The Head of the School, Department, Centre under whom the employee is working shall send to Registrar in form prescribed by the University, a confidential report, every year not later than 30th April, on the work and conduct of the employee during the preceding year ending on 31st March.
- (6) The confidential report and the opinion stating the employee fitness or otherwise for confirmation in service must be sent to the Registrar by the head of School or Department or Centre, where the probationer is working at least one month before the date of expiry of the probation.
- (7) A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary in lieu thereof. No such notice of payment of salary shall be necessary in case of termination of service or work charge or contingency paid employee.
- (8) (a) If the appointing authority is not satisfied with the work and /or conduct of the employee on probation his services may be terminated. In case of termination of the service of the employee on probation, one month's notice shall be given to him or in lieu of notice, he will be paid one months salary. The probationer may also terminate the engagement by giving one month's notice or one month's salary.

(b) If the probationer was appointed by promotion and his work and conduct are not satisfactory the appointing authority may revert him to the post held by him before such promotion and such reversion shall not be deemed to be a penalty.

- (c) Every person appointed to permanent post under University by promotion or direct recruitment shall on satisfactory completion of his period of probation shall be eligible for confirmation in the post.
- (9) On confirmation is a permanent post, a University employee acquires a lien on the post. A University employee holding a permanent post substantively, if appointed substantively to another post acquires a lien on second post and ceases to hold any lien on the first one.
- (10) A permanent employee shall be required to give 3 months notice in case he wishes to resign or he shall pay to University 3 months salary in lieu of such notice. If the University terminates the services of a permanent employee a notice to that effect shall be served on him, 3 months before the date on which he is to be relieved. In the absence of such notice the University shall pay him 3 months salary. Such notice shall not be necessary if the employee is removed from the service, dismissed or compulsorily retired.
- (11) Before leaving the University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorized to receive charge and shall return to the University all articles entrusted to him for his use and clear all dues outstanding against him.
- (12) University employee shall be entitled to leave as per the leave rules framed and approved by the Board of Management.

23.3 The number of posts and status of members of the teaching staff of each Department of a College / School shall not be less than those prescribed by the Board of Management from time to time.

No new category of teaching posts be created without prior approval of the Board of Management of the University. No posts shall be abolished except on the discontinuance of the subject concerned or consequent on the reduction in the number of sections due to fall in the strength of students and with the prior approval of the University.

23.4 Every teacher shall be appointed on probation for a period of one year, after satisfactory completion of which he shall be confirmed.

During the period of his probation, the teacher concerned shall be informed to the unsatisfactory performance if any at intervals of three months and an opportunity given to him to improve himself in case of any lapses reported noticed during the course of performing the duties assigned to him. The probationary period may be extended, if necessary by another year, and if his work is still found not satisfactory, his services may be terminated with the approval of the University after giving him one month's notice.

- 23.5** When the vacancy to which the teacher is appointed is temporary, the services may be terminated at the end of the temporary period. If the vacancy is continued, the same teacher may be continued provided other things are equal and his/her work and conduct are found to be satisfactory. A temporary teacher shall be given increment, as and when they accrue, as in the case of a permanent teacher, if the pay is graded one.
- 23.6** Increments shall not be withheld without the approval of the competent authority of the University; the period of probation shall count for increments.
- 23.7** No part time teacher shall be appointed when there is work-load for services of a full-time teacher and provided further that no full-time teacher working in any University College / School shall be considered for appointment as part-time teacher.
- 23.8** Every teacher shall be present at the college during working hours, whether he/she has teaching work or not. Every teacher shall be present on the last working day and on the reopening day unless prevented by sickness or on other reasonable grounds.
- 23.9** A teacher appointed temporarily, who has been in service for a minimum period of six months and in service on the last working day of the session shall be entitled to vacation salary, unless he is acting against a permanent teacher on leave, returning to duty before or during vacation. This Statute will not apply to teacher who is appointed for a period of less than six months in the same academic year.

23.10 (a) The age of retirement of a teacher shall be sixty two years, provided however, that the Board of Management may retire a teacher on his attaining the age of superannuation as may be prescribed by the Government from time to time.

(b) If a teacher is due to retire in the middle of the academic year, he/she may be retained till the end of the academic year.

23.11 For every teacher a Service Register shall be maintained in the prescribed form.

23.12 Nothing in these Statutes shall preclude the Board of Management from making such additional rules, not inconsistent with these Statutes, as may be deemed necessary, for the efficient management of the Units.

CHAPTER - XXIV

CLASSIFICATION AND QUALIFICATIONS OF TEACHERS

24.1 The teachers of the University shall be classified as follows:

- (a) Professors
- (b) Associate Professors
- (c) Assistant Professors

Note: In the formative period of the University, the designations such as Lecturer, Tutor, Demonstrator and Instructor etc. shall continue.

24.2 The minimum educational qualifications for the teachers shall be decided by the Board of Management on the basis of UGC / AICTE guidelines.

24.3 The senior teachers the status of Professor or Associate Professor shall be chosen for appointment as the Principal / Dean / Director etc.

24.4 Relaxation of the qualifications prescribed in Statues 24.2 may be/made by the Standing Committee in special cases.

CHAPTER - XXV

**THE CADRE AND RECRUITMENT OF THE EMPLOYEES
(NON- TEACHING) OF THE UNIVERSITY**

25.1 Definitions: In this Chapter unless the context otherwise requires.

- (a) The statutes' means the Jain Universities Statutes 2009.
- (b) 'Appointing Authority' means the authority competent to make appointment under the provisions of the Statutes.
- (c) 'Direct Recruitment'- in relation to any post means appointment otherwise than by promotion or transfer or deputation, but shall include re-employment.
- (d) 'Promotion' means appointment of a member of the University service from a post or grade of service or class of service to a higher post or grade of service or class of service.
- (e) 'Selection' means selection in accordance with these Statutes.
 - (i) after constituting a Selection Committee, if one is appointed for the purpose under these Statutes;

OR

- (ii) by the appointing authority where no Selection committee has been constituted.

25.2 Method of Recruitment: In respect of each category of posts specified in column (1) of the Schedule, the minimum qualifications, the period of probation, if any, and the method of recruitment, shall be approved by the Board of Management.

Proviso:

- (a) In the event of non-availability of candidates possessing the prescribed qualifications, candidates with lesser qualification may be appointed on a purely temporary basis;
- (b) In very special cases, the prescribed qualifications or period of probation, if any, may be, relaxed by the appointing authority for reasons to be recorded in writing.

25.3 Procedure for Appointment:

(1) Where a post is required to be filled by direct recruitment, appointment shall be made on merit, after advertising the post.

(2) Where a post is required to be filled by promotion / through selection:

(a) If it is to a selection post or to a post to be filled by promotion through selection, the appointment shall be made by selection of a person on the basis of merit and suitability in all respects to discharge the duties of the post, with due regard to seniority from among persons selected for promotion;

(b) If it is a post other than that referred to in sub-clause (a), appointment shall be made by selection of a person on the basis of 'seniority-cum-merit, that is, seniority subject to the fitness of the candidate to discharge the duties of the post from amongst persons eligible for promotion.

25.4 In the case of any appointment to be made on promotion, no one shall, unless otherwise specified under these Statutes, be considered eligible for such appointment until he acquires the qualification prescribed for the post in question.,

25.5 Disqualifications for-Appointment:

(1) No person shall be eligible for appointment in the University unless he is a citizen of- India provided that the University may, in special cases to be recorded in writing, authorise, subject to such conditions as may be considered 'expedient, the appointment of a person, who is not a citizen of India;

(2) No person who attempts to obtain extraneous support by any means for his candidature, either from officials or from non-officials, shall be considered eligible for appointment in the University;

(3) No applicant for appointment to a post in the University- shall be considered for appointment if he is at the time of his application in permanent or temporary employment in State or Central Government or Private or Semi - Private or in any other University and has made the application without the consent of the Head of the Department or of the

Board of Management or of the authority as the case may be under whom he is already employed;

Provided that this sub-rule shall not be applicable to a person-employed as a local candidate so long as he is treated as such.

25.6 Age limits for appointment:

- (1) Every candidate for appointment to the University service by direct recruitment must have attained the age of eighteen years and must not have attained the age of Fifty years.
- (2) Notwithstanding anything contained in sub-rule (1), the maximum age limit for appointment shall be deemed to be enhanced in the following to the extent mentioned, namely:-
 - (a) (i) in the case of a candidate who is or was holding temporarily a post under the University ,by the number of years he is or was holding such post;
 - (ii) In the case of a candidate who is an ex-serviceman discharged from service by reason of demobilization, retrenchment or retirement, by the number of years of military service rendered by him.
 - (b) The upper age limits shall not be applicable to applicants for the posts of Registrar/Finance Officer/Controller of Exams and such other posts as may be notified in this behalf from time to time.
 - (c) The age restriction can be relaxed by the University in special cases for reasons to be recorded in writing.
 - (d) The qualifications and other conditions for the post of Librarian should be as per the UGC guidelines and approved by the Board of Management.

25.7 Procedure relating of ranking of candidates belonging to Scheduled Castes, Scheduled tribes and Backward Classes:

- (1) The selection of candidates in respect of quota of posts reserved for Scheduled Castes, Scheduled Tribes or Backward Classes shall be made in the order of merit of candidates belonging to such castes, tribes or classes

as the case may be, irrespective of their relative rank compared with other candidates.

- (2) Notwithstanding anything contained in sub-rule (1), candidates belonging to Scheduled Castes, Scheduled Tribes or Backward Classes, who have qualified for appointment in a competitive examination shall be entitled to be appointed in the order of merit of all the candidates who are qualified for appointment in the quota of vacancies not reserved for any particular class of candidates.

25.8 Reservation of Vacancies:

- (1) Barring the posts of Registrar, Finance Officer, Controller of Exams or any other Statutory post, in all cases of direct recruitment, vacancies shall be reserved for the Scheduled Castes, Scheduled Tribes, and other Backward Classes, viz, (i) Backward Communities (ii) Backward Castes, (iii) Backward Tribes, (iv) Special Group as the relevant Government orders issued in this behalf from time to time.
- (2) All vacancies to be filled by direct recruitment arising in any calendar year in any category of posts shall be specified according to percentage of reservations made for Classes / Categories. A separate register shall be maintained in which particulars relating to the vacancies shall be entered.
- (3) Direct recruitment for appointment to posts shall ordinarily be made every year and the Registrar shall report the vacancies along with the number of vacancies reserved for Schedules Castes, Scheduled Tribes and other Backward Classes to the Board of Management as soon as possible after the list of vacancies is ready; provided that whenever the number of candidates actually selected in any recruitment is less than the number of vacancies advertised, the number of posts reserved for Scheduled Castes, Scheduled Tribes and other Backward Classes shall be calculated proportionately on the basis of the number of candidates actually selected.

25.9 For the purpose of reservation the Backward Classes shall be the following:

- (1) Scheduled Castes as specified in the Scheduled Cast and Scheduled Tribes List Order, and as per relevant Govt. Orders issued in this behalf from time to time;
- (2) Scheduled Tribes as specified in the Scheduled Caste and Scheduled Tribes Lists Order and as per relevant Govt. Orders issued in this behalf from time to time;
- (3) Backward tribes as specified in the lists in the relevant Govt. orders issued in this behalf from time to time;
- (4) Other Backward Classes as defined; and as per relevant Govt. Orders issued in this behalf from time to time.

25.10 In the matter of determining as to whether a person belongs to other backward Classes, the orders issued by Government in the matter from time to time shall be followed.

- 25.11** (1) In a recruitment to category of posts, if a person belonging to the Scheduled Castes who is suitable for appointment is not available for being selected for a vacancy reserved for such castes, such vacancy shall be filled by selection of a candidate belong to the other Backward Classes, similarly if a candidate belonging to Scheduled Tribe is not available for selection to a vacancy reserved for such Tribes, such vacancy may be filled by selection of a candidate belonging to other Backward Classes If candidates belonging to other Backward Classes are not available in either-of the two vacancies, the said vacancies may be filled up on 'the basis of general merit. In such cases when the vacancies reserved for scheduled Castes or Scheduled Tribes, are filled by candidates not belong to the Castes or Tribes, the vacancies lost to these Castes or Tribes shall be carried forward to the next occasion of recruitment to the same category of posts.
- (2) On the second occasion of recruitment vacancies shall be reserved for Scheduled Castes, Scheduled Tribes, Backward Tribes and other backward Classes in accordance with the above provisions. Out of the vacancies so reserved for other Backward Classes, the number of vacancies carried

forward in accordance with clause (a) shall be deducted from the vacancies reserved for other backward classes and added to the number of vacancies reserved for Scheduled castes and or Scheduled tribes as the case may be. Vacancies so reserved shall be filled as indicated in Statute 25.11 (a) above, suitable candidates belonging to the Scheduled Castes and Scheduled Tribes are not available and the vacancies so unfilled carried over to the next recruitment.

- (3) On the third occasion of recruitment to the same category of posts, the number of vacancies reserved for Scheduled Castes and Scheduled Tribes carried forward from the second occasion of recruitment in accordance with clause (b) shall be similarly added to the number of vacancies reserved on the third occasion of recruitment for Scheduled Castes and Scheduled Tribes.
- (4) If on the third occasion for recruitment, the vacancies reserved for Schedules Castes and Scheduled tribes on that occasion and those carried forward from the first and second occasions cannot be filled by reason of the un-availability of suitable candidates belonging to the Scheduled Castes and Scheduled Tribes, such vacancies shall be filled by selection of suitable persons on the basis of merit and there shall be no further carry forward of the vacancies to the next occasion or recruitment.

25.12 Notwithstanding anything contained in the above statutes:

- (1) (a) One vacancy shall be reserved for candidates belonging to the Scheduled castes where the total number of vacancies to be filled at any recruitment is not less than three and not more than seven and two vacancies shall be so reserved where the total number of such vacancies is not less than eight and not more than fourteen.
- (b) One vacancy shall be reserved for candidates belonging to the Scheduled tribes where the total number of vacancies to be filled at any recruitment is not less than five and not more than twenty and two vacancies shall be so reserved where the total number of such vacancies is not less than twenty one and not more than forty.

- (2) When any vacancy or vacancies are reserved for candidate belonging to the Scheduled Castes and Scheduled tribes under sub-clauses (i) and (ii) of clause (a), such number of vacancies, if any, shall be reserved for candidates belonging to Backward Tribes and other Backward classes so that the total reservation in favour of Scheduled Castes, Scheduled Tribes, Backward Tribes and other Backward Classes shall not exceed forty-nine percent of the total number of vacancies to be filled in such recruitment.

25.13 A person claiming to belong to the other-Backward Classes shall, along with his application for appointment, produce a certificate issued not earlier than one year by a Revenue officer not below the rank of a Tahsildar, in the form specified in the relevant Govt. Orders issued in this behalf from time to time. A person belonging to the Scheduled Caste/Scheduled Tribes shall also produce a certificate in the form prescribed in the relevant Government Orders issued in this behalf from time to time.

CHAPTER - XXVI

CONDITIONS OF SERVICE OF THE EMPLOYEES (NON TEACHING)

OF THE JAIN UNIVERSITY

26.1 In the absence of rules regarding the service conditions of the university employees, the provisions of University Grants Commission, and Government Orders, amendments and clarifications issued from time to time shall ordinarily be applicable till specific statutes are framed provided in case of doubt or difficulty in any matter, the Vice-Chancellor may adopt the rules to such an extent as may be necessary, depending up on the merits of the case and-where, in the opinion of the Vice-Chancellor with reference to the Standing committee is found necessary, the standing committee may decide the matter suitably, and provided further in all cases where financial implications are involved so as to necessitate provision of additional funds, no such benefit or concession will be extended to the University Employees without obtaining prior consent of Board of Management.

26.2 Notwithstanding anything in any rule, statute or contract of service, the Chancellor may, if it is considered necessary to do so in the interest of the University, retire any employees of the University-

- (1) Holding a non-teaching post after such employee has completed 25 years of qualifying service or has attained 60 years of age or
- (2) Holding a teaching post after he has attained 62 years of age.

Provided that the employee concerned is given notice of three months before the date of such retirement or in view of such notice a sum equivalent to the amount of his salary for a period of three months.

26.3 Suspension, Penalty and Disciplinary Authority:

- (1) The appointing authority may by an order place an employee, under suspension:
 - (a) When disciplinary proceeding against him is contemplated or is pending or

(b) On confirmation of a prima facie case against an employee on the charges of financial irregularities and / or unethical activities detrimental to the interest of the University.

Or

(c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

(2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority

(a) With effect from the date of his detention, if detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 hours.

(b) With effect from the date of his conviction, in the event of a conviction for an offence, he is sentenced to imprisonment and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

26.4 An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.

26.5 The services of a university employee may be terminated on any of the following grounds

(a) Willful neglect of duty

(b) Misconduct / indiscipline

(c) Physical and mental unfitness

(d) On the abolition of post held by him

(e) Conviction by a court of law for an offence involving moral turpitude.

(1) The appointing authority may for good and sufficient reasons, impose on an employee the following penalties:

(a) Censure

(b) Recovery from his pay, whole or part of any pecuniary loss caused to the university by negligence or breach of order by the employee.

(c) With holding the increments of pay.

(d) Reduction to lower time scale of pay, grade or post.

(e) Compulsory retirement.

- (f) Removal from service
- (g) Dismissal from service.

Besides the above penalties, reasonable fine may be imposed on class IV employee for petty carelessness, unpunctuality etc.

- (2) The appointing authority may institute the disciplinary proceeding against the employee in accordance with the procedure laid down by the Board of Management.

26.6 Where the penalty is imposed by the Registrar the employee may prefer an appeal to Vice-Chancellor within thirty days from the date on which order is served on the employee.

26.7 Miscellaneous

- (1) Every employee shall at all times:
 - (a) Maintain absolute integrity;
 - (b) Show devotion to duty and
 - (c) Do nothing which is unbecoming of an employee of the University.
- (2) No employee shall join or continue to be member of such association the objects and activities of which are prejudicial to the interest of the University or public order, decency or morality;
- (3) No employee shall Participate in Public protests / Dharana / Hartal / demonstration prejudicial to the interest of University;
- (4) Resort to any violence;
- (5) Participate in editing, management of any print or electronics media without prior sanction of the University;
- (6) Divulge in any matter of the University anywhere other than the competent authority;
- (7) Take any employment elsewhere either full time or part time without prior sanction from the University;
- (8) Any infringement of this Statute shall be regarded as subversive of good discipline and misconduct and will justify the initiation of disciplinary action against such employee;

- (9) The employees shall have a contributory provident fund wherever applicable as prescribed in the contributory provident fund Act and as amended from time to time;
- (10) The scales of pay of different categories of employees shall be such as may be prescribed by the UGC and approved by the Board of Management.

26.8 Arbitration to resolve Disputes

- (1) In the event of dispute arising between the employee and the employer, on the request of the employee the Vice-Chancellor shall appoint an Arbitrator not below the rank of District and Session-Judge who shall listen to both the parties and pronounce his award.
- (2) The Board of Management shall consider the award and act as per directions of the Arbitrator to resolve the Dispute.
- (3) If either of the parties i.e. employee or the employer is not satisfied with the award they can approach the Chancellor to appoint a tribunal.
- (4) The tribunal shall consist of following members:
 - a. A nominee of the Chancellor not connected with the university who will act as the Chairman.
 - b. The nominee of the aggrieved employee and
 - c. A nominee of the Board of ManagementProvided that the aggrieved party shall approach the Chancellor within 30 days of the receipt of the award.
- (5) The decision taken by the tribunal shall be binding on both the parties.
- (6) The disputes regarding constitution of authorities / bodies or nomination of any member in the authorities / bodies provided for by or under the Act/Statute/Ordinance shall be decided by the Chancellor in the manner he deems fit and his decision shall be final.
- (7) **Grievances Redressal Machinery:** For Individual grievances and complaints, the University shall have a Grievance Redressal Machinery as may be prescribed in the Bye-laws.

CHAPTER - XXVII

FUNCTIONS AND THE RESPONSIBILITIES OF THE PERSONS INVOLVED

IN THE EXAMINATION WORK

27.1 Duties of a Teacher:

- (1) Every teacher of University shall carry out the work relating to the teaching, research, examination or academic work assigned to them by the University from time to time.
- (2) For the purpose of sub-section (1), both the teaching and non-teaching employees in the service of the University shall be administratively controlled by the University and shall abide by the instructions or orders issued by the University from time to time.

27.2 Obligation to perform the examination work:

- (1) Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- (2) If any person who has been allotted the examination work under sub-section(1) is found guilty of breach of duties or involves in any misbehavior, shall be punished with with a fine up to ten thousand rupees or terminated from his services or with both;

27.3 Prohibition of Private Tuition:

No Teacher of the University shall engage himself in private tuition or in any other employment or job in any manner without the permission of the University or the authority which appointed him.

CHAPTER - XXVIII

TRANSITORY PROVISIONS

28.1 Transitory Provisions:-

- (1) Notwithstanding anything contained in this Act. the Vice-Chancellor may with the previous approval of the Chancellor and subject to or otherwise, discharge all or any of the functions of the University for the purpose of carrying out the provisions of this Act and for that purpose may exercise any powers or perform any duties which by this Act are to be exercised or performed by any authority of the University until such authority comes into existence as provided by this Act.
- (2) All students admitted through the Constituent Units of the University after the establishment of the University shall be deemed to be students studying for the degrees instituted by the University .
- (3) The students who are on the rolls of the university located within the University Area before the commencement of Jain University shall continue to be the students of the respective Universities to which the Colleges are affiliated at present.
- (4) The examinations for such students shall be conducted by the respective universities only till such time if necessary that all the students are transferred to the corresponding semesters or academic years of the courses offered by the Jain University.

28.2 Continuance of Statutes, Ordinances etc:- Until Statutes, Ordinances and Rules are revised under appropriate provisions of this Act, the Statutes, Ordinances, Regulations and Rules in force subject to such adaptations or modifications as may be made therein by the Vice-chancellor with the approval of the Chancellor in so far as they are not inconsistent with the provisions of this Ordinance, be deemed to be Statutes, Ordinances, Regulations and Rules made under the appropriate provisions of this Act.

CHAPTER - XXIX

MISCELLANEOUS

29.1 Vacating of Office: -

- (1) Any member other than any Ex-officio member of any authority of the University, may resign his office by letter addressed to the Registrar.
- (2) Any member of the authority of the University shall cease to be a member upon his being convicted by a court of law for an offence which involves moral turpitude.

29.2 Filling up of casual vacancies:- When any vacancy occurs in the office of any member (other than an Ex-officio member) of any authority of the University before the expiry of the term of the office of such member, the vacancy shall be filled up as soon as conveniently may be, after the occurrence of the vacancy.

29.3 Saving of validity of Acts and Proceedings:- No Act done or proceedings taken under this Act shall be questioned merely on the ground:-

- (1) of any vacancy or defect in the constitution of any authority; or
- (2) of any defect or irregularity in such act or proceeding not affecting the merits of the case.

29.4 Disputes as to constitution of University Authorities:- If any question arises regarding the constitution of this Act or of any Statute or Regulation, or as to whether a person has been duly appointed, or is entitled to be a member of any Authority of the University, the matter may be referred to the Chancellor, and shall be so referred to him with not less than six members of the BOM / STANDING COMMITTEE if so required. The Chancellor shall, after taking such advice as he deems necessary, decide the question and his decision shall be final.

29.5 Delegation of powers:- The Board of management may by Statutes, delegate to any officer or Authority of the University any of the powers conferred on it by this

Act or by the Statutes to be exercised subject to such restrictions and conditions as may be prescribed.

29.6 Provisions for Temporary appointment of certain officers of the University:-

At such time as the applicable Authority of the University is duly constituted- any officer of the University may be temporarily appointed by the Vice-Chancellor. Such appointment and the terms and conditions thereof shall have the prior approval of the Chancellor.

29.7 Protection of Acts and Orders:-

(1) Save as otherwise provided in this Act, all acts and orders in good faith and passed by the University or any of its authorities shall be final and no suit shall be instituted against or damage claimed from the University or its Authorities for any thing done or purported to be done in pursuance of this Act and the Statutes and Regulations made there under.

(2) (a) No suit, prosecution or other proceeding shall lie against any officer or other employee of the University for any Act done or purported to be done under this Act or the Statutes or Regulations, without the previous sanction of the Board of management.

(b) No officer or other employee of the University shall be liable in respect of any such act in any civil or criminal proceedings if the Act was done in good faith in the course of execution of duties or the discharge of the functions imposed by or under this Act.

CHAPTER - XXX
REMOVAL OF DIFFICULTIES

30.1 Removal of difficulties: -

- (1) If any difficulty arises in giving effect in the provisions of this Act, the order of the Board of management may be published in the official Gazette to do anything which appears to it to be necessary for the purpose of removing the difficulty.
- (2) No order made under sub-section (1) shall be questioned in any court of law on the ground that no difficulty as is referred in the said sub-section existed or was required to be removed.
- (3) Every order published under this section shall, as soon as may be after its publication be laid before the Chancellor for approval.

JAIN UNIVERSITY ACT

ORDINANCES

ORDINANCE NO. 1

ADMISSION OF STUDENTS OF THE UNIVERSITY AND THEIR ENROLMENT

(Para 7 of the Memorandum of Association)

1.1 In this Ordinance unless there is anything contrary to Statute and the Memorandum of Association

- (1) “Qualifying examination” means an examination the passing of which makes students eligible for admission to a particular course of study leading to a Bachelors, Masters, M.Phil, Doctorate Degrees or Diplomas Certificates conferrable by the University.
- (2) ‘Compartment’ or ‘Supplementary’ means a result in which a student has been declared fail in ONE subject by the concerned examining body i.e. a recognized Board of Secondary Education e.g. CBSE, ICSE, State Board of Secondary Education, etc. Such a student may be declared pass, if he/she secures required percentage of marks in the examination held subsequently by the same examining body and declared Pass.
- (3) “Equivalent examination” means an examination conducted by
 - a. any recognized Board of Secondary Education or
 - b. any Indian or Foreign University or awarding body recognized by this University.
- (4) ‘Gap period’ means the period between the last date of attending the educational institution (excluding coaching institutes) and the date of taking the admission in the University.

1.2 The student seeking admission to the Pass/Hons. Degree / Diploma courses of the University or schools / colleges institutes recognized and / or affiliated to the

University and the Study Centres shall submit the application on prescribed form on or before last date of submission of such form, along with necessary certificates.

- 1.3 The admission committee will screen the applications and eligible candidates will be awarded provisional admission. An entrance test for admission may be prescribed for certain courses by the Academic Council.
- 1.4 Admission will be offered twice in an academic year viz. Autumn session and Spring session or as prescribed by the Academic Council.
- 1.5 The student shall within a month of his admission submit certified copies of (i) character certificate from the Principal of the school / college last attended (ii) evidence of the Date of Birth (iii) statement of marks of the qualifying examinations (iv) Medical certificate of physical fitness (v) Transfer certificate and Migration certificate, wherever applicable. The admission is subject to the submission of these certified documents. If any of these are found to be forged, tampered or false, the student's admission will automatically stand cancelled.
- 1.6 A student who has passed a part of any degree or diploma from another University/awarding body shall be admitted to subsequent higher class for such examination in any institution / centre after its equivalence has been determined by the Academic Council.
- 1.7 A student with 'Compartment / Supplementary' result may be granted 'Provisional' admission to any of the courses of study to which he/she would have otherwise normally been admitted if he / she had secured clear Pass grades.
- 1.8 A student who wished to be admitted after a gap period of one year and more shall along with his application for admission submit an affidavit duly Notarized, justifying the reasons of gap period and certifying that he / she had not taken admission in any College and had not been rusticated or had not been sentenced to Jail for a criminal offence.

1.9 A person who is under sentence of rustication or has been disqualified from appearing in an examination by any other University / Institution will not be admitted to any course of study in this University and its institutions / centers during the period of rustication or disqualification.

1.10 The admission of the students shall be completed within a month of commencement of each semester every year or the date decided by the Academic Council.

Provided that where the dates specified or the dates decided by the Academic Council as the last date of admission happens to be a holiday, the next working day will be the last day of admission.

Provided further that the Vice - Chancellor shall have the powers to grant admission in cases of genuine hardship beyond the last date of admission as given above on the clear understanding that the attendance of all such students shall be counted from the date of commencement of the course.

1.11 The student shall get automatically enrolled as a member of the University as soon as he / she is admitted and pays all the dues together with the prescribed fee for enrolment and submits migration certificate, wherever required.

ORDINANCE NO.2

**THE AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER
ACADEMIC DISTINCTIONS**

(Para 4 (ii), 5(a) (xxxiv) and 8(B) (j) (iv) of the Memorandum of Association)

- 2.1 The candidate after passing the examination prescribed for a particular certificate, diploma or degree shall become eligible for the award of said certificate, diploma or degree respectively, as the case may be.
- 2.2 The Registrar shall place the names of all the successful candidates for the award of certificate, diploma or degree before the Academic Council soon after the declaration of the results. On approval of the Academic Council, the Certificates and Diplomas shall be issued to the respective candidates by the Registrar.
- 2.3 The Certificates and Diplomas shall be signed by the Registrar.
- 2.4 The approval accorded by the Academic Council for the award of the respective degrees shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful candidates at convocation.

Provided that if the candidate is in urgent need of the degree and the convocation is likely to be delayed, the provisional degree certificate may be given to him/her by the Vice-Chancellor on the payment of prescribed fee.
- 2.5 Degrees / Diplomas requiring approval and permission of specific councils shall be awarded subject to approval by the related regulatory body.
- 2.6 The nomenclature of the Degree / Diploma that would be conferred by the University under different Centers / Schools shall be as follows: -

Faculty of Commerce

1. Ph.D (Commerce)
2. M.Phil (Commerce)
3. M.Com (*Specializations: Finance, Banking & Risk Management / Accounting & Finance / Business Studies*)
4. B.Com

Faculty of Engineering and Technology

1. Ph.D (Computer Science & Engineering)
2. Ph.D (Aerospace Engineering)
3. Ph.D (Electronics & Electrical Engineering)
4. Ph.D (Mechanical Engineering)
5. Ph.D (Civil Engineering)
6. Ph.D (Fire Engineering)
7. Ph.D (Earthquake Engineering)
8. M.Tech (Aerospace Engineering - *Specializations: Aerospace Structures / Aerodynamics / Manufacturing & Management / Avionics*)
9. M.Tech (Computer Science & Engineering)
10. M.Tech (Electronics & Communication Engineering - *Specialization: Signal Processing & VLSI*)
11. M.Tech (Energy Engineering & Climate Change Technology)
12. MS Engineering (Aerospace - *Specializations: Aerospace Structures / Aerodynamics / Propulsion, Avionics and Manufacturing & Maintenance Management*)
13. M.Tech (Airport Infrastructure Design, Construction & Management)
14. M.Tech. (R.F. Communications)
15. M.Tech. (Digital Signal Processing)
16. M.Tech. (Energy Engineering)
17. M.Tech. (Energy Management & Climate Change Technology)
18. M.Tech. (Mechanical Engineering - *Specialization: Thermal Engineering*)
19. PG Diploma (Air Traffic Control & Management)
20. PG Diploma (Fire Safety Engineering)
21. B.E (Electronics & Communications Engineering)
22. B.E (Computer Science & Engineering)
23. B.E (Information Science & Engineering)
24. B.E (Mechanical Engineering)
25. B.E (Electrical & Electronics Engineering)
26. B.E (Aerospace Engineering)
27. B.E (Civil Engineering)

Faculty of Humanities and Social Sciences

1. Ph.D (Cultural Studies)
2. Ph.D (Music)
3. Ph.D (Dance)
4. Ph.D (Political Science)
5. Ph.D (Economics)
6. Ph.D (Public Governance & Administration)
7. Ph.D (Ancient Indian History & Culture)
8. M.Phil (Cultural Studies)
9. M.Phil (Economics)
10. M.Phil (Ancient Indian History & Culture)
11. M.Phil (Political Science)
12. MA (Economics)
13. MA (Music - Karnatak & Hindustani)
14. MA (Dance - Bharatanatyam)
15. MA (Public Governance & Administration)
16. MA (Women & Gender Studies)
17. MA (Cultural Studies)
18. Master of Visual Arts (Painting)
19. Master of Visual Arts (Applied Art)
20. MS (Mass Communication)
21. BA (OPJ)
22. BA (PSE)
23. BA (HEPs)
24. Bachelor of Media Studies

Faculty of Languages

1. Ph.D (English)
2. Ph.D (Kannada)
3. Ph.D (Hindi)
4. Ph.D (Sanskrit)
5. M.Phil (English)
6. M.Phil (Kannada)
7. M.Phil (Hindi)
8. M.Phil (Sanskrit)
9. MA (English)
10. MA (Kannada)
11. MA (Sanskrit)
12. MA (Hindi)

Faculty of Sciences

1. Ph.D (Physics)
2. Ph.D (Mathematics)
3. Ph.D (Electronics)
4. Ph.D (Chemistry)
5. Ph.D (Biotechnology)
6. Ph.D (Microbiology)
7. Ph.D (Biochemistry)
8. Ph.D (Psychology)
9. Ph.D (Computer Science)
10. M.Phil (Biotechnology)
11. M.Phil (Biochemistry)
12. M.Phil (Chemistry)
13. M.Phil (Physics)
14. M.Phil (Computer Science)
15. M.Phil (Psychology)
16. M.Phil (Microbiology)
17. M.Phil (Mathematics)
18. M.Phil (Electronics)
19. M.Sc (Physics - *Specialisation: Material Science / Electronics*)
20. M.Sc (Biotechnology)
21. M.Sc (Microbiology)
22. M.Sc (Biochemistry)
23. M.Sc (Psychology)
24. M.Sc (Organic Chemistry)
25. M.Sc (Industrial Chemistry)
26. M.Sc (Forensic Science)
27. M.Sc (Mathematics & Computation)
28. MS (Information Technology)
29. MCA
30. B.Sc (PMCs)
31. B.Sc (PME)
32. B.Sc (PCM)
33. B.Sc (MECs)
34. B.Sc (CsMS)
35. B.Sc (CBM)
36. B.Sc (BtGBc)
37. B.Sc (CMBt)
38. B.Sc (Forensic Science)
39. B.Sc (Animation)
40. BCA
41. BID

2.7 The University may establish as many additional Schools and Centres imparting education in specified fields as may be necessary to meet the requirements emerging through new areas of studies.

2.8 The programmes / courses in which approval of specific regulatory body or council is required will be offered after getting such approval/permission.

ORDINANCE NO.3

THE CONDITIONS OF THE AWARD OF FELLOWSHIPS AND SCHOLARSHIPS

(Para 8(B) (j) (ii & iv) of the Memorandum of Association)

- 3.1 Every year the University shall invite applications through notifications for the awards to be made for Fellowships and Scholarships.
- 3.2 Subject to the general conditions applicable to all Fellowships and Research Scholarships as laid down in paragraph 4 below, the value, duration and conditions for the award of University Grants Commission Fellowships shall be as laid down by the University Grants Commission.
- 3.3 The value and duration of Scholarships / Fellowships instituted by the University shall be laid down by the Academic Council and approved by the Board of Management. The Selection of the candidate shall be made in accordance with the regulations laid down by the Board of Management from time to time.
- 3.4 Graduate and Postgraduate scholarships instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study.
- 3.5 The scholarship shall be tenable from the 01st of August if the scholarship holder joins the course within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the course.
- 3.6 A scholarship shall be withdrawn in the subsequent year if the scholarship holder fails to secure at least 70% marks in the Previous Examination of the concerned course.

- 3.7** If a scholarship - holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond his / her control. Such a scholar shall not receive scholarship during the next session but shall be entitled to the scholarship for the subsequent year, if the scholar passes the previous examination with the requisite standard in the succeeding year in the first attempt.
- 3.8** A scholarship - holder shall at all time be of good behaviour and observe all rules of discipline.
- 3.9** (A) A scholarship shall be liable for termination, if:
- (1) The scholarship-holder discontinues studies during the middle of a session
or
 - (2) The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Academic Council guilty of a breach of Para 8 of this ordinance and if the Academic Council so directs, the scholarship - holder also be liable to refund the amount of scholarship drawn by him.
- (B) The order of termination passed by the Academic Council shall be final.

ORDINANCE NO.4

CONDUCT OF EXAMINATION

(Para 5 (a) (xxxiv) and 8 (B) (d, e and h) of the Memorandum of Association)

4.1 Definitions:

University Student means a student enrolled in any College/School of the University.

Regular Candidate means a student who has pursued the course of study in an School / College Off-Campus Institute and seeks to take examination of the University as such.

Ex-Student Candidate means a student who was admitted to an examination as a regular candidate but was not declared successful there or was unable to appear in the examination and was not the regular University student and now seeks admission to the said examination again.

4.2 Methods of Computing the Attendance:

- (1) Attendance at lectures delivered and practicals / clinicals / sessionals if any, held during the academic session shall be counted.
- (2) Attendance at N.C.C. / N.S.S. Camp. Outdoor assignments, etc. during the session shall be taken as full attendance at lectures / practicals on each such day of the camp and / or assignments and the days of journey to such camp / assignments.
- (3) Participation as a member of the University team in any Inter University competition shall be taken as full attendance for the days of participation in such competition.
- (4) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practicals / clinicals /sessionals held in each subject may be condoned by the Vice-Chancellor.

4.3 (1) The students' evaluation for award of all degrees/diplomas/certificates comprises the following:

- a. Assignments
 - b. Mid-Semester examination
 - c. End-Semester examination
- (2) The weightage for the foregoing shall be as prescribed for each discipline and approved by the Academic Council.
- (3) **Assignments**
- (a) The Issue, submission and evaluation of assignments will be the responsibility of the Deans of respective Colleges/Schools. He shall maintain complete honesty in preparation and evaluation of the assignments
 - (b) The entire class shall be divided into groups.
 - (c) Each group will be given a separate assignment with minimum commonality.
 - (d) A minimum of two assignments per subject per semester will be given to the students.
 - (e) Each student will be required to defend his assignment after submission through a process of presentation / viva-voce.
 - (f) Assignments will be prepared as per a standard format, approved by the Academic Council from time to time specific to colleges and schools.
 - (g) Students will be required to submit the assignments within two weeks from the date of issue.
 - (h) Assignments submitted after the due date will not be assessed for more than 50% marks.
- (4) **Mid-Semester Examination**
- (a) Mid-semester examination shall be the responsibility of the Dean of respective College / School. He shall maintain total academic honesty in the conduct of these examinations.
 - (b) The mid-semester examination shall be held after a minimum of 45 days of formal teaching

- (c) The mid-semester examination shall be for a duration of not more than two hours and not less than one and half hours.
- (d) The Practical examinations, where applicable, shall be held and be given a weightage as per the directions of the Academic Council.
- (e) The mid-semester examination shall be held in the same manner as the end-semester examination and the rules and regulations applicable for the end-semester examination shall apply.

(5) Results of Assignment and Mid-Semester Examination

The results of assignments and mid-semester examination shall be submitted to the Controller of Examination at least one week before the commencement of End-semester examination.

(6) End-Semester Examination

All arrangements for the conduct of end-semester examination shall be made by the Controller of Examinations (Registrar Evaluation) in accordance with such directions as may be issued by the Board of Management in consultation with the Academic Council.

- (7) The Controller of Examinations shall prepare and duly publish a programme for the conduct of examination specifying the date of each examination and last date by which applications and fees for examination shall be paid by the intending examinees.

- (8) The Board of Management shall determine in consultation with the Academic Council the centers of examination in accordance with the provisions of the Memorandum of Association and the Controller of Examination shall in consultation with the Institutions, which have been declared as examination centers, appoint, Superintendent and Assistant Superintendents, (if any) for each examination center and shall issue instructions for their guidance;

Provided that for the purpose of appointment of an Assistant Superintendent at a center, the minimum strength of examinees appearing there shall be at least 100.

- (a) The Superintendent of the Examination at each center shall personally be responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University

- office a complete account of used / unused papers and answer books.
- (b) The Superintendent shall supervise the work of invigilators working under him.
- (9) The University may change the examination centre or the examination time if it deems proper without assigning any reason.
- (10) The Controller of Examination may on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions during an examination on behalf of an examinee who is unable to write himself/herself if he/she is medically handicapped and possess a certificate of a Government Medical Officer, provided that such an amanuensis shall be a man / woman possessing qualification of at least one class lower than that of the examinee concerned.
- (11) The University may from time to time appoint inspectors or Board of Inspectors to see that the examinations are conducted strictly in accordance with rules and procedures laid down. In the event of the Inspector pointing out a breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part of the examination at the centre, and if any such action is taken a report of the action taken shall be made to the Board of Management at its next meeting.
- (12) The Vice-Chancellor may cancel an examination at any / all centers if he is satisfied that there has been leakage of question papers or any other irregularity which in his opinion warrants such a step and report the action taken at the next meeting of Board of Management.
- (13) The Board of Management in consultation with the Academic Council may issue such general instruction for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators as it considers necessary for the proper discharge of their duties.
- (14) If a candidate has any communication to make on the subject of his / her examination paper, it shall be made in writing to the Controller of Examination directly.
- (15) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his / her examination, the matter shall be

reported to the Controller of Examination who shall place the matter before the Vice- Chancellor for further necessary action.

- (16) Except as otherwise decided by the Board of Management, the examination answer-books and the foil and counter foil of the marks obtained by the examinees except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results of the examination provided that the evaluated answer books of revaluation shall be destroyed / disposed of only after 3 months of the declaration of the revaluation result.
- (17) The Controller of Examination shall publish the combined results of the University examination on the notice board of the office of the University in addition to the Website. The result when published shall simultaneously be communicated to the institutions concerned.
- (18) The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in the remuneration for errors noticed shall be as prescribed from time to time by the Board of Management.
- (19) Where a student applies for revaluation, the answer books of the subjects in which the revaluation is sought will be sent to an examiner other than the one who evaluated it initially. The examiner so appointed will check and evaluate all those questions and those which have been left unmarked. He will also check the total.

Provided that such an examiner will receive a remuneration as prescribed by the Board of Management.

- (20) (A) No ex- student candidate shall be admitted to an examination of the University unless he submits his application with the following:
 - (i) The statement of marks (in original) obtained by him as a regular candidate at the said examination issued by the University together with an attested copy thereof, or
 - (ii) in case he was duly admitted to the said examination as a regular candidate but he could not appear thereat, a certificate from the

institute last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

(B) Every ex- student candidate shall appear at the Examination Centre at which he appeared as regular candidate.

(21) No candidate shall appear, in more than one-degree examination or one Master's degree examination in one and the same year.

(22) (A) A Candidate who has passed first year of Bachelor's degree examination or Master's degree examination of another University / Awarding Body, (Indian or Foreign) may be admitted to the next higher examination of the University for the corresponding degree subject to such conditions as laid down by the Academic Council from time to time;

Provided at least 75% of the courseware offered by the University / Awarding Body of the candidate match with the courseware of the University for the award of the corresponding degree. Provided that the student shall have to secure at least the pass grades in the bridge modules.

(B) A Candidate who has completed 3 years diploma course from a recognized Board of Technical Education from India or Abroad with at least 60% marks after 10 years of formal education may be awarded lateral entry into the second year.

(23) No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

(24) An application for admission to an examination received by the Controller of Examination after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee as prescribed from time to time.

(25) Notwithstanding anything contained In the Ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases in which he is satisfied that the delay in submitting the

application for admission to an examination is not due to lack or negligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the Board of Management from time to time even though the same is received after the expiry period of fifteen days mentioned in the foregoing paragraph.

- (26) (A) The Controller of Examination shall issue an admission card in favour of a candidate, if: -
- (i) The application of the candidate is complete in all respects.
 - (ii) The fees as prescribed have been paid by the candidate.
 - (iii) The attendance is more than 75% in cases where 10% condonation is granted by the Principal / Dean, 70% in case where 15% condonation is granted by the Vice Chancellor and 85% in all other cases.
- (B) Where the practical examination is held earlier than the examination in theory papers, a candidate shall not be deemed to have been admitted to the theory examination until he is issued an admission card for appearing in the examination.
- (C) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that: -
- (i) The admission card was issued by mistake, or the candidate was not eligible to appear in the examination;
 - (ii) Any of the particulars given or documents submitted by the candidate with the application for enrolment, admission to the institute, college or school are false or incorrect.
- (D) The Controller of Examination may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on the payment of a fee prescribed. Such a card shall show, in a prominent place, the word "Duplicate".
- (27) (A) A candidate who due to sickness or other cause is unable to present himself / herself at an examination, shall not receive a refund of his fee;

Provided that the Vice-Chancellor may, in case in which he is satisfied about the genuineness or merit of it, order for adjustment of the following portion of the fee towards the next immediate examination viz.

- (i) Examination fee after deduction of 10% fee paid
- (ii) Fee for statement of marks.

Other fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate, accompanied by a Medical Certificate of illness if applicable, must be sent so as to reach the Controller of Examination not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

- (B) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures / practicals, may be refunded after deduction of service charge of 10%.
 - (C) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason or he could not furnish his form within the prescribed date; necessary fees having been paid in the University account, may be refunded after deduction of service charges of 10%.
 - (D) The examination and marks statement fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
 - (E) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars, shall stand forfeited.
- (28) (A) any candidate, who has appeared at an examination conducted by the University, may apply to the Controller of Examination for the scrutiny of his marks in the answer scripts of theory papers in any subject and rechecking of his results. Such application must be made so as to reach the Controller of Examination within 15 days of the publication of the result of the examination.

- (B) Such application must be accompanied by fee that shall be notified from time to time after approval by the Academic Council -
- (i) In one subject Rs. 200 /-
 - (ii) In all subject Rs. 1000 /-
- (C) A candidate shall not be entitled to a refund of the fee.
- (D) The result of scrutiny shall be communicated to the candidate.
- (E) If as a result of scrutiny, it is found that the examinee should be declared as having passed or placed in a higher division, the result of the candidate shall be revised accordingly.
- (29) Duplicate copies of the following certificate shall be granted on payment of the fee that shall be notified from time to time after approval by the Academic Council;
- Provided further, the duplicate copy of the Migration Certificate, Degree, Diploma shall not be granted except in cases in which the Vice-Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that the applicant has not utilized the original documents for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant really need a duplicate copy. Duplicate copy shall be issued only once.
- (30) The names of the first ten successful candidate in each final Degree Examination other than supplementary examination who obtain first division shall be declared in order of Merit.
- (31) Not withstanding anything contained in the concerned ordinance an examinee who has appeared in all the theory papers, practicals, viva, internal assessment, field work, project work at the end-semester examination in 1st attempt and fails by a total of not more than five marks in not more than three subjects, in any of the Graduate examinations but secures more than the minimum aggregate marks required, may be given a grace of up to five marks with not more than three marks given in anyone subject to enable him to pass the examination. These marks shall, however, not be counted towards the total, but adjusted internally with the marks scored in other subjects.

- (32) The Vice-Chancellor may award one grace mark in case the candidate is missing a division by one mark. Where the deficiency is so condoned one mark shall not be added to the total.
- (33) (A) The following shall be eligible to appear at supplementary examination.
- i. Candidates who have failed at any B.A., B.Sc., or B. Com. examination in not more than two subjects.
 - ii. Candidate for examination other than those enumerated in (i) above who are declared eligible to appear at a supplementary examination in accordance with the provisions of the respective examination Ordinance.
 - iii. The Standing Committee shall take decisions regarding supplementary examinations whenever deemed necessary.
- (B) In the case of a subject for supplementary examination on which there is also a practical test, a candidate shall be required to appear in the written papers only, if he has passed at the main examination in practical and in practical only, if he has passed in the written papers. A candidate who has failed both in written paper and practical shall be examined in both the parts of the subject.
- (C) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for a supplementary examination may appear as supplementary examination candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.
- (D) A candidate appearing in the supplementary examination shall be declared to have passed the examination if he has secured the minimum pass marks in the subject or group as the case maybe except when provided otherwise in the examination Ordinance concerned. The marks obtained by the candidate in the supplementary examination shall taken into account in determining the division at the examination.

ORDINANCE NO.5

APPOINTMENT OF EXAMINERS

(Para 8(B) (h) of the Memorandum of Association)

5.1 In this Ordinance -

- (1) 'Internal Examiner' means
 - (a) (In case of theory paper) an examiner including a paper setter who is a teacher of the University College, School / Study Centres or Institution identified as Centres of the University for that location.
 - (b) (In case of practical and viva -voce examination) an examiner who is a teacher in the University College, School, Study Centres or Institution whose candidates are being examined at that examination centre.
- (2) "External Examiner" means an examiner other than an internal examiner.
- (3) "Co- examiner" means an examiner in a written paper other than the paper setter.

5.2 The office of the Controller of Examination shall prepare for every subject an institution-wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University School and Colleges or in the Institution identified as centres of the University and the second part containing names of persons other than the teachers of the University qualified for appointment as examiners.

5.3 The list shall contain as far as possible information relating to the persons included therein on the following points namely.

- (1) The academic qualifications and teaching experience at Undergraduate and post-graduate levels.
- (2) The field of specialization

- (3) The names of the examinations of the University and years in which they have acted as examiners in the past.
- 5.4 The list so prepared shall be made available to the Examination Committee, as constituted under Section 14 of the First Statutes
- 5.5 The office of the Controller of Examinations shall also give the Examination Committee the approximate number of candidates expected to appear at each examination Centre and the list of Centres of each practical/Viva -Voce examination together with the estimated number of candidates thereat.
- 5.6 The examination committee shall in the light of the provisions of the following paragraphs, recommend.
 - (1) A panel of three names for the appointment of the paper-setter of each written paper.
 - (2) A list of names of persons for appointment as co- examiners where necessary, in excess of the number to be appointed.
 - (3) A list of names of persons for appointment as examiners in each practical/ Viva-Voce examination. The names included in the list shall be sufficient for the conduct of practical/ Viva-Voce examination at different centres.
- 5.7 The Vice-Chancellor shall appoint paper -setters, co- examiners, practical/ viva Voce examiners ordinarily from amongst persons recommended by the examination committee. He may, however, appoint a person whose name is not included in the list of names recommended by the examination committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraphs.

5.8 The qualifications of the paper -setter and Co- examiners shall be as follows:.

A) Paper- setter:

Examination	Qualification
(i) Post-graduate examination in all Faculties other than Law	i) Experience of teaching the subject at the post graduate level for the at least Five years OR Experience of teaching the subject at the post graduate level for atleast five years together with research experience / total teaching experience at the degree and / or post graduate level for atleast seven years / Industry experience of seven years.
(ii) LL M.	(ii) Master's degree or higher degree in law and teaching experience at LL. M. level for at least five years. OR Experience as High Court Judge. OR Standing of at least ten years at the Bar.
(iii) Degree examination in all Faculties other than Engg., Technology and Law	(iii) Teaching the subject at Under graduate and / or Post graduate level for at least five years.
(iv) Degree examination in Faculties of Engineering and Technology	(iv) Teaching Experience at UG / Post graduate level and / or Professional experience of at least five years. OR

Seven years professional experience

(v) LLB.

(v) Teaching experience of LLB and/ or LL M classes for at least five years

OR

Judicial experience as District Judge for at least five years

OR

Standing of at least ten years at Bar.

(vi) Diploma examination in all Faculties other than those in the Medicine, Dentistry and post Graduate Diploma examination in Business Administration.

(vi) Teaching experience of at least three years of Degree and five years of Diploma classes.

(vii) Post -Graduate Diploma in Business Administration

(vii) At least five years teaching experience at the degree level or post -graduate classes in the subject.

B) Co- examiners

The qualification shall be the same as for the Paper -setters but the minimum teaching / professional experience required may be less by two years than that prescribed in the case of the Paper-setters;

Provided that in case of degree examination where sufficient number of internal co- examiners in a subject with the aforesaid qualification is not available, teacher in the University Colleges, Schools and Institutions of the University with at least three years teaching .experience at the degree / post- graduate level in the subject shall be eligible for appointment as Co-examiners.

- 5.9**
- (1) In case of practical and Viva- Voce examinations at the post - graduate level, external examiner shall be a person, not below the rank of an Asst. Professor - II.
 - (2) In case of practical and Viva -Voce examination at the first degree level, the external examiners shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and / or post graduate level.
 - (3) The internal examiner in case of practical examination both at the degree and the post -graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the centre on the recommendation of the Head of such Institution.
 - (4) The external examiner at the post -graduate level in case of Practical /Viva Voce examination shall not ordinarily be a teacher of the University School/College.
 - (5) Except in the Faculties of Medicine, Dentistry, Engineering Technology and Education, all external examiners in case of practical examination at the first-degree level shall as far as possible be appointed from amongst the teachers of the institutions or centres of the University.
- 5.10**
- (1) Ordinarily 50% of the paper setter at the post graduate and first degree examination in any subject be external
 - (2) Where in for any paper, if more than one examiner is appointed the paper-setter shall be the Head Examiner. Examiners other than the paper-setter shall be the Co-examiners.
 - (3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject are not available for appointment as Co-examiners, external Co-examiners may be appointed.
 - (4) For appointment as Paper-setter and Co-examiners, the teachers in the University Schools and Colleges and centre of the University shall ordinarily be considered on the basis of seniority subject to fulfillment of other conditions for such appointment.

- 5.11** (1) Ordinarily at least two Paper-setters shall be appointed for every subject. They shall necessarily belong to different centers.
- (2) Ordinarily not more than one paper- setter shall be appointed from anyone University School or College or Centre in the same subject at any one examination.
- (3) No one who is a Paper -setter at any post -graduate examination shall be appointed as an external Viva-Voce examiner at that examination.
- (4) No one shall ordinarily be given more than two external practical examinations provided that in case of centre where the total strength of candidates appearing at years I, II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.
- (5) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
- (6) In case of written examination an examiner shall not ordinarily evaluate value more than 250 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
- (7) While recommending names for examinership in courses where English is not the sole medium of examination, the Examination -Committee shall ensure that the examiners recommended can evaluate the scripts written in Hindi.
- (8) The provision of sub -paragraphs (2) above shall not apply in case of Examination in the faculties of Engineering, Technology, Education, Medical, Dentistry, Pharmacy, Nursing, etc.
- 5.12** (1) Examiner shall be appointed for the examination of a duration of one year only but they shall be eligible for re-appointment.
- (2) Any person who has acted as an examiner (paper-setter Co-examiners or external, Viva-Voce examiner) for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re- appointed;

Provided that such a gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required;

Provided also that on the recommendation of the Examination Committee a specialist or expert may be continued for two more years after the expiry of the three years period without a gap.

- (3) An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the Examination Committee, his work is found to be unsatisfactory.

An examiner's work shall be deemed to be unsatisfactory if (i) mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Examination Committee to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner, or (iv) in the opinion of the Examination Committee, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and (v) If there are serious complaints against his paper e.g. that this paper was much above or below the standard or contained questions outside the prescribed course or the branch any such condition prescribed by the Examination Committee.

5.13 The paper-setter shall lay down a memorandum of instructions for the guidance of the co-examiners so that the latter may be in conformity with standard of the former in the evaluation of the answer-books.

5.14 If for any reason an examiner is unable to evaluate the answer-books or to perform the duties of the Head Examiner after setting the question paper, he shall be entitled to receive only one -half of the amount of fees for paper setting and the balance shall be payable to the examiner who performs the duties of the Head Examiner subsequently;

Provided that if the paper-setter dies before he is able to take up or complete the evaluation of the answer-books, full fee prescribed for paper setting shall be paid to his heirs.

- 5.15** In any subject, if a viva-voce examination is prescribed. It shall be conducted by a board of two examiners of whom one shall be an external examiner and the other the internal examiner.
- 5.16** In the case of subject for M.A., M.Sc. and M.Com., Examination where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for reading the thesis. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differ by 20%, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the final evaluation.
- 5.17** In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined by a panel of atleast six persons, out of which at least two persons shall belong to a foreign University.
- The panelists:
- (a) Shall possess a Doctoral degree in the subject and have atleast ten years teaching experience at the post graduate level or research experience.
 - (b) Are scholars of repute in the subject.
- 5.18** (i) No person shall act as a paper -setter or examiner either in theory, viva -voce or practical examination, if any of his relations is taking the examination provided that this provision shall not debar a person from acting as an examiner for practical at a centre other than that at which his relation is appearing.
- (ii) No person shall act as moderator or tabulator for any examination if any of his relations is appearing or has appeared at that examination.
- 5.19** Notwithstanding the provisions contained in these ordinances, the Vice- Chancellor in consultation with the Academic Council and the Examination Committee may in so far as that particular examination is concerned modify all or some of the rules to meet the constraints.

ORDINANCE NO.6

CONDITIONS OF RESIDENCE IN THE HOSTEL

(Para 5(a) (xxxv) and (xxxvii) of the Memorandum of Association)

- 6.1 The hostel maintained by the University College / School shall provide a most stimulating and holistic living environment that contributes significantly to superior academic performance.
- 6.2 Every hostelite, at all times, shall maintain highest standard of disciplines and conduct oneself befitting of the status of a student.
- 6.3 Each student desirous of taking admission in the hostel shall submit his application in the prescribed form to the Chief Warden after admission in the college / school along with proof of admission. He shall appear before the hostel committee in person along with the parents / local guardian and the original documents.
- 6.4 The admission to the hostel shall be granted at the discretion of the Warden in consultation with the Chief -Warden.
- 6.5 On admission to the hostel, the parents shall fill the requisite forms, nominate the local guardian and visitors to be allowed to the hostel.
- 6.6 The student shall occupy the room allotted to him / her. He / she shall not change the room or shift the furniture in / out of his / her room without the express permission of the hostel Warden.
- 6.7 The residents shall be responsible for the care and maintenance of the furniture, furnishing, fixtures, etc. Any damage to hostel property shall be made good by the resident.

- 6.8** The residents are debarred from using any electrical appliances other than provided or specifically permitted by the Warden in writing.
- 6.9** The students are prohibited to possess firearms, weapons or potentially dangerous instruments. Defaulters will be dealt with seriously including rustication.
- 6.10** Consumption of drugs I alcohol / intoxicants / smoking are strictly prohibited in the hostel premises. Defaulters will be severely dealt with including expulsion.
- 6.11** The residents indulging in vandalism I violence within the hostel premises will be severely dealt with including expulsion.
- 6.12** The residents are liable to be suspended I expelled from the hostel on the grounds of non-attendance of classes/tutorials/practicals or willful violation of hostel rules I regulations, non-payment of hostel and messing charges.
- 6.13** All students are required to attend the evening roll call, at the time fixed and declared by the Warden from time to time. The students missing the roll call are liable for disciplinary action.
- 6.14** Hostel residents shall obtain written permission in advance for proceeding on outstation leave.
- 6.15** No visitors are allowed to be entertained inside the rooms. The visitors / guests may, however, be entertained in the visitors rooms.
- 6.16** No student is allowed to have his I her guest stay in his I her respective rooms without the permission of the Warden.
- 6.17** No student is allowed to cook meals in his I her hostel room. Meals will not be served in the room except in case of sickness.

- 6.18** Students shall not carry mess cookery / cutlery / glassware, etc. to their rooms. Defaulters will be severely dealt with.
- 6.19** All students leaving I rejoining the hostel shall enter their names in the dining out I dining in register. No student will be authorized to any rebate in the messing if his I her name has not been entered in this register.
- 6.20** The Chief Warden and the Warden for each hostel shall be appointed by the Vice-Chancellor from among the faculty members by rotation.
- 6.21** The hostel fees and messing charges have been laid down. In case of non- payment of the same within the scheduled time, the hostelite is liable to be asked to vacate the hostel.
- 6.22** Notwithstanding the foregoing, the Chief Warden shall have the powers to make additional rules and regulations for the residents from time to time and to get the hostel vacated without assigning any reasons.
- 6.23** No student shall disturb fellow students in their studies.

ORDINANCE NO.7

MAINTENANCE OF DISCIPLINE AMONGST STUDENTS

(Para 26(i) of the Memorandum of Association)

- 7.1 All students pursuing a course of study at the University Schools and Colleges shall observe a code of conduct both within and outside the campus in a manner befitting the student of an institute of national stature.
- 7.2 Each student shall show due respect and courtesy to the teachers, administrators, and other employees of the University and good neighbourly behaviour towards fellow students.
- 7.3 Any violation of the code of conduct or breach of any rule or regulation of the University by the student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action.
- 7.4 The following act shall constitute acts of gross indiscipline and students indulging in any of them shall be liable to disciplinary action against him:
- (1) Disobeying the teachers and displaying misdemeanor within the University premises;
 - (2) Indulging in Vandalism / violence and damaging University and / or Public property or property of fellow students;
 - (3) Quarrelling, fighting and passing derogatory remarks in the University premises against its employees / canteen and mess workers, etc;
 - (4) Possession and use of fire-arms, weapons and potentially dangerous instruments, etc;
 - (5) Consumption and sale of drugs/alcohol/intoxicants, etc;
 - (6) Indulging in ragging, which is strictly prohibited as per Supreme Court ruling;
 - (7) Any other act which the Disciplinary Committee may determine to be undesirable;

7.5 The Dean (Discipline) shall be appointed from amongst the teaching staff of the University schools and colleges by the Vice-Chancellor for a period of one year to maintain the discipline.

7.6 Powers and Duties of Dean (Discipline)

The Dean (Discipline) shall exercise following powers: -

- (i) Discipline Committee. Dean (Discipline) shall be the Chairman of the Discipline Committee. The Discipline Committee shall consist of one senior faculty from all Schools / Colleges of the University;
- (ii) In the event of a complaint against a student, the Dean of the respective College / School shall conduct a preliminary enquiry into the matter and if in his opinion there exist a prima facie case against the student, he shall in case of minor offences impose punishments such as reprimand, disciplinary probation, fine, withholding results, debarring use of placement services. He shall subsequently file a report to the Discipline Committee;
- (iii) If the Dean is of the opinion that the offence is of grave nature, he shall refer the same to the Disciplinary Committee. Upon receipt of such a complaint, the committee shall depute an enquiry officer to determine the facts pertaining to the complaint, who in turn shall file his report to the Committee within 3 days;
- (iv) The Discipline Committee on receipt of report from the inquiry officer, shall consider the same. In case of clear-cut findings, the Committee may award the punishment without any hearing. However, in all other cases, the committee shall give a hearing to both the parties and levy punishments such as debarring from examinations, withholding degree, cancellation of registration and even dismissal from the University;
- (v) If in the opinion of the Dean (Discipline), the act of indiscipline is of grave nature involving violence, drug abuse, sexual harassment, vandalism, ragging, possession of firearms, or such other types of offence which attract the penalty of rustication or expulsion of the student, the matter shall be referred to the Vice-Chancellor;

- (vi) In addition to the above the Dean (Discipline) may for each act of indiscipline the first time give a student a black spot. For the second act he will give the student 2 black spots and for the third act he will give 3 black spots. The moment a student accumulates 7 black spots, he will be expelled from the University with the express approval of the Vice-Chancellor;
- (vii) The Vice-Chancellor shall be apprised of all the students getting 3 or more black spots by the Dean (Discipline).

ORDINANCE NO.8

OTHER BODIES FOR IMPROVEMENT OF ACADEMIC LIFE OF THE UNIVERSITY

(Para 5(a) (xiv), (xxxii) and 6 of the Memorandum of Association)

8.1 The University shall have the following bodies for the improvement of the academic quality of the University:

- (1) Education Policy Committee
- (2) Board of Studies
- (3) Honoary degrees award committee
- (4) Under Graduate Committee
- (5) Post Graduate Committee

8.2 **Educational Policy Committee** shall comprise the following:

- (1) The Vice-Chancellor -Chairman
- (2) The President
- (3) The Chairman UG Studies
- (4) The Chairman PG Studies
- (5) Three Deans / Asst. Deans/ Faculty by rotation or nominated by the Vice-Chancellor.
- (6) Two students nominated by the Vice-Chancellor.
- (7) One of the faculty members nominated shall act as the convener. The President shall preside over the meeting in the absence of the Vice-Chancellor.

The committee shall consider the following: -

- (i) To consider innovative approach in all disciplines at national and international level;
- (ii) To consider all fundamental matters of education policy referred to it by the Academic Council and any other committee / academic council of any school/college;

- (iii) To consider and initiate action on modification and upgradation of syllabus;
- (iv) To examine reports on future research activities.

8.3 Board of Studies: A Board of Studies shall be constituted for each subject or group of subjects. The constitution powers and duties of the Board of Studies are contained in Ordinance 2.

8.4 Honorary Degree Award Committee: The constitution of the committee shall be as under:

- (a) The President -Chairman
- (b) The Vice-Chancellor
- (c) The Registrar

The committee shall consider names of those individuals who have made indelible impression on the minds of the people working in areas related to the goals of the institute and who have inspired various sections of the society;

The committee shall forward the names so considered to the Governing Body for final decision.

8.5 Undergraduate Studies Committee: The composition of the committee is as follows:

- (a) Dean -Chairman, nominated by the Vice-Chancellor by rotation;
- (b) Dean / Associate Dean / Senior Faculty from each school/ college;
- (c) Students from the Deans list.

The functions of the committee are listed below:

- (a) To examine the need of modification of courseware of already existing courses;
- (b) To review the system of assessment and credit valuation;
- (c) To review the existing examination system and recommend improvements if any;
- (d) To review and suggest improvements in learning resources;

- (e) To recommend to the Academic Council the addition of new courses in lieu if some of the otherwise redundant courses.

8.6 Post Graduate Studies Committee: The composition of the committee is as follows:

- (a) Dean -Chairman nominated by the Vice-Chancellor by rotation;
- (b) Dean / Associate Dean / Faculty from schools, colleges offering PG programmes or likely to offer shortly;
- (c) 3 students from the Dean's List.

The functions of the committee are listed below:

- (a) To examine the need of modification o courseware of already existing courses;
- (b) To review the system of assessment and credit valuation;
- (c) To review the existing examination system and recommend improvements if any;
- (d) To review and suggest improvements in learning resources;
- (e) To recommend to the Academic Council the addition of new courses in lieu if some of the otherwise redundant courses;
- (f) To review and recommend improvements is the admission procedure for PG students;
- (g) To appoint research scholars and fellows;
- (h) To suggest and review rules governing the form of presentation and disposal of thesis for masters and doctoral programme to the Academic Council;
- (i) To assist college postgraduate committees.

ORDINANCE NO.9

**COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND
INSTITUTIONS OF HIGHER EDUCATION**

(Para 4(v) of the Memorandum of Association)

- 9.1** The University shall seek cooperation and collaboration with the existing University and Institutes of Higher Education in India and abroad and execute a Memorandum of Understanding (MOU) detailing the extent and areas of cooperation and collaboration mutually agreed upon.
- 9.2** The University shall open its own distance education Study Centres, Distance Education Academic Centres, Off-Campus in various parts of the country and abroad. To promote Higher Education in emerging and traditional fields of studies.
- 9.3** The institutions desirous of establishing Distance Education Centres shall furnish the details on the prescribed form along with adequate documentary evidence.
- 9.4** The University may collaborate with Universities and Institutes of excellence engaged in Higher Education in foreign countries for the award of their degree in India including Top up.