

First Statute
Shobhit University, Gangoh-Saharanpur
Under Clause 34 of the Uttar Pradesh Private Universities Act, 2019

| Statutes | Description |
|---|--|
| PRELIMINARY | |
| 1 | Short Title, Scope and Commencement |
| 2 | Definition |
| 3 | Seal, Flag, Anthem etc. of the Shobhit University |
| 4 | Academic Calendar of the Shobhit University |
| OFFICERS OF THE SHOBHIT UNIVERSITY | |
| 5 | Appointment, Powers and Functions of the Chancellor |
| 6 | Appointment, Powers and Functions of the Pro Chancellor |
| 7 | Appointment, Powers and Functions of the Vice-Chancellor |
| 8 | Appointment, Powers and Functions of the Pro Vice-Chancellor |
| 9 | Appointment, Powers and Functions of the Registrar |
| 10 | Appointment, Powers and Functions of the Dean of Faculties |
| 11 | Appointment, Powers and Functions of the Dean of Students' Affairs |
| 12 | Appointment, Powers and Functions of the Directors |
| 13 | Appointment, Powers and Functions of the Controller of Examinations |
| 14 | Appointment, Powers and Functions of the Chief Proctor |
| 15 | Appointment, Powers and Functions of the Finance Officer |
| 16 | Appointment, Powers and Functions of the Head of Departments |
| BODIES OF THE SHOBHIT UNIVERSITY | |
| 17 | The Sponsoring Body |
| 18 | The Governing Body |
| 19 | The Executive Council |
| 20 | The Academic Council |
| 21 | The Finance Committee |
| 22 | The Planning Board |
| 23 | Board of Faculty, Board of Studies, Admission Committee, Examination Committee and Other Authorities of the Shobhit University |
| TEACHERS & EMPLOYEES OF THE SHOBHIT UNIVERSITY | |
| 24 | Minimum Qualifications of Teachers |
| 25 | The Appointment of Teachers of the University and Other Academic & Administrative Staff |
| 26 | The Conditions of Service of Employees |
| 27 | Disciplinary Action against Teachers of the Shobhit University |
| 28 | Disciplinary action against Non-Teaching Employees |
| MISCELLANEOUS | |
| 29 | Withdrawal of Degree, Diploma, Certificate and Other Academic Distinction |
| 30 | Institution of Fellowship, Scholarship, Studentship, Studentship, Medals & Prizes |
| 31 | Maintenance of Discipline among Students |
| 32 | The Establishment and Abolition of Faculties, Departments, Schools, Centers etc. |
| 33 | The Declaration of Powers vested in the Authorities or Officers of the Shobhit University |
| 34 | Conferment of Honorary Degrees and Other Distinctions |



CHAPTER I PRELIMINARY

Short Title, Scope and Commencement

1. (i) These Statutes may be called First Statutes of the Shobhit University, 2019.
- (ii) These Statutes shall come into force with effect from the date of publication by the University either by displaying it on its website or through newspaper or by both.

Definitions

2. In these Statutes, unless the context otherwise requires:
 - (i) "Act" means the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No 12 of 2019);
 - (ii) "Academic Council" means the Academic Council of the Shobhit University;
 - (iii) "Board" means the Board of Faculty, the Board of Studies or the Planning Board, or any other Board of the Shobhit University;
 - (iv) "Chancellor/President", "Pro-Chancellor/Vice-President", "Vice-Chancellor" and "Pro-Vice-Chancellor" means respectively the "Chancellor/President", "Pro-Chancellor/Vice-President", "Vice-Chancellor" and "Pro-Vice-Chancellor" of the Shobhit University;
 - (v) "Controller of Examinations" means the person who has been put in charge to conduct the examination(s) of the Shobhit University;
 - (vi) "Employee" means any person duly appointed through appointment letter etc. by the University, and includes a teacher or any other member of the staff of the Shobhit University;
 - (vii) "University" means The Shobhit University;

Seal, Flag, Anthem, etc. of the University

3. (i) The University shall have a common seal to be used for the purpose of the university and the design of the seal shall be as approved by the Executive Council.

(ii) The Executive Council may decide to make and use such flag, Anthem, and other symbolic or graphic expression, abbreviations or likewise, for such purpose as deemed necessary from time to time, and which are not of such nature that are restricted by the State or the Central Government.

Academic Calendar of the University

4. (i) Academic Calendar of the Shobhit University shall be approved by the Executive Council and shall be in conformity with the guidelines issued by the State Government and other Regulatory Bodies from time to time.



(ii) The University shall publish its Academic Calendar on its website.

(iii) In case of International students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances.

CHAPTER II OFFICERS OF THE SHOBHIT UNIVERSITY

Appointment, Powers and Functions of Chancellor

5. (i) A person of eminence shall be appointed as the Chancellor by the Governing Body for a period of five years.
- (ii) The Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body. Provided that, Sponsoring Body shall have the power to reappoint the Chancellor for the second or successive terms.
- (iii) Subject to the provisions of the Act, the Sponsoring Body shall determine the salary of the Chancellor and Pro-Chancellor.
- (iv) The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act.
- (v) The Chancellor shall have power to issue cheques and authorize payment or he/she may delegate this power to any other officer/officers or mentor of the Finance Committee.
- (vi) The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his/her powers to any Authority/Officer(s) at his discretion and have right to modify or recall his/her order of delegation of such power.
- (viii) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out the provisions of the Act and Statutes, when such Officer or Authority of the University is not available.
- (ix) The Chancellor may, by addressing in writing to the Pro Chancellor/Vice President, resign from office. The Pro-Chancellor shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its decision.
- (x) Decision taken by the Chancellor shall be placed before the Governing Body, for information.
- (x) The Chancellor shall be authorized to issue directions to any officer/ authority of the University from time to time as necessary in the interest of the University.



**Appointment, Powers and
Functions of Pro Chancellor**

- (xi) If any vacancy arises in the office of the Vice Chancellor and it is not being possible to appoint a regular Vice Chancellor by following the procedure prescribed for appointing of such Vice Chancellor, the Chancellor shall have the power to appoint a person as officiating Vice Chancellor for a period of not beyond six months.

**Appointment, Powers, and
Functions of Vice-Chancellor** 7.

- 6. (i) The Pro-Chancellor shall be appointed in accordance with Section 16 of the Act for a period of five years and upon the expiry of the term, he/she shall be eligible for re-appointment.
 - (ii) Pro-Chancellor shall exercise such powers as may be delegated to him/her in writing by the Chancellor.
- 7. (i) Vice-Chancellor shall be selected by a Search Committee to be constituted by the Chancellor.
 - (ii) The Search Committee shall comprise of following members:
 - a. One member nominated by the Sponsoring Body.
 - b. One serving or retired Professor from outside the university nominated by the Governing Body.
 - c. One member nominated by the Chancellor.
 - (iii) The Search Committee shall recommend a panel of three names to the Governing Body within the period stipulated by the Chancellor in his/her order constituting the Search Committee.
 - (iv) The Governing Body shall after receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chancellor for appointment of the Vice-Chancellor.
 - (v) In case, none of the recommended names are found suitable, the Chancellor shall advise the Search Committee to suggest a fresh panel.
 - (vi) The Vice Chancellor shall have the following additional powers and functions:
 - a. The Vice Chancellor shall be entitled to be present at and to address any meeting of any Body of the university.
 - b. It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Rules, Statutes, Ordinances and Regulations of the university are duly observed.
 - c. The Vice Chancellor shall have power to grant leave to any officer, teachers, employee or



student of the University, other than the Chancellor/President and Pro-Chancellor/Vice President and make necessary arrangements for the discharge of the functions of such person during the period of his/her absence. Provided that the Vice Chancellor may delegate such powers to any other Officer or Officers of the University.

- d. The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various bodies/committees of the University other than the Sponsoring Body, Finance Committee, Planning Board and the Governing Body.
- e. The Vice Chancellor may in writing addressed to the Chancellor, resign his office, and his/her resignation shall be effective from the date of acceptance by the Governing Body.

Appointment, Powers And Functions of Pro-Vice Chancellor

- 8 (i) The Executive Council shall appoint the Pro-Vice Chancellor from among the Professors of the University on the advice of the Vice-Chancellor.
- (ii) In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall discharge the day to day duties of the office of the Vice-Chancellor unless otherwise directed by the Vice-Chancellor or the Chancellor/President.

Appointment, Powers and Functions of Registrar

- 9. (i) The Registrar shall be appointed by the Executive Council of the University.
- (ii) The qualification, term of office, conditions of service and procedure of appointment of the Registrar shall be determined by the Governing Body.
- (iii) The power and functions of the Registrar shall be as may be determined by the Governing Body.

Appointment, Powers and Functions of Dean of Faculties

- 10. (i) Dean of every Faculty shall be appointed by the Executive Council from amongst the Professors of of the concerned Faculties.
- (ii) The Executive Council shall have power to remove the Dean if he/she is found guilty of any misconduct or if he/she fails to perform the duties of his/her office.
- (iii) The Dean shall preside over the meeting of the faculty Board
- (iv) The Dean shall exercise such other powers and discharge such other functions as may be laid



**Appointment, Powers
And Functions of Dean
Of Students' Welfare**

down by the Ordinances or Regulations.

**Appointment, Powers and
Functions of Directors**

11. Dean of Students' Welfare shall be appointed by The Executive Council.
12. (i) The Director shall be appointed by the Executive Council from amongst the Professors of the concerned Schools/Centers.
(ii) The qualifications, term of office, conditions of Service and procedure of appointment of the Director shall be determined by the Executive Council.

**Appointment, Powers and
Functions of Controller of
Examinations**

13. (i) The Controller of Examinations shall be appointed by the Executive Council.
(ii) The qualification, term of office, conditions of service and procedure of appointment of the Controller of Examinations shall be determined By the Executive Council.

**Appointment, Powers and
Functions of Chief
Proctor**

14. (i) The Finance Officer shall be appointed by the Executive Council of the University on the advice of the Governing Body.
(ii) The qualification, terms of office, conditions of service and procedures of appointment of the Finance Officer shall be determined by the Executive Council.
(iii) The Powers and Functions of the Finance Officer shall be as may be determined by the Governing Body.

**Appointment, Powers and
Functions of Head of
Department**

15. (i) Head of Department shall be appointed by the Executive Council from amongst the Professors of the concerned department.
(ii) The Executive Council shall have power to remove the Head, if he/she is found guilty of any misconduct or if he fails to perform the duties of his/her office.
(iii) The Head of Department shall preside over the meetings of the Board of Studies.
(iv) The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations.



CHAPTER III
BODIES OF THE SHOBHIT UNIVERSITY

The Sponsoring Body

17. (i) The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loans as per the provisions of the Act.
- (ii) The Sponsoring Body of the University shall have power to determine the limits of the financial powers of any officer, authority, teacher or employee of the university from time to time.
- (iii) The Sponsoring Body shall have powers to take decisions in all such matters which have not been specifically conferred on any Officer or Authority of the University.

The Governing Body

18. (i) The Governing Body shall consist of following members:
- a. The Chancellor -Chairman
 - b. The Pro-Chancellor
 - c. The Vice-Chancellor
 - d. One member to be nominated by the Sponsoring Body
 - e. One eminent educationist to be nominated by the Sponsoring Body
 - f. One member from industry/corporate to be nominated by the Sponsoring Body
 - g. One legal expert to be nominated by the Sponsoring Body
 - h. One financial expert to be nominated by the Sponsoring Body
 - i. Registrar as ex-officio Secretary who shall have right to speak at the meeting but not the right to vote
 - j. The Sponsoring Body shall have the power to nominate up to six additional persons as members to the governing body.
- Provided that the number of members of the Governing Body shall not be less than nine and more than fifteen.
- (ii) The term of nominated members shall be three years or till they hold their office.
- (iii) The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- (iv) The Sponsoring Body shall have power to remove any member of the Governing Body for reasons to be recorded in writing.
- (v) The other terms and conditions of nomination of the members to the Governing Body including the remuneration, if any, shall be determined by the Sponsoring Body from time to time and modify Nominations made by it.
- (vi) Meetings of the Governing Body shall be convened



by the Chairman either on his own initiative or on a Requisition signed by not less than four members of the Governing Body.

- (vii) Decisions on all issues considered in the meetings of The Governing Body shall be taken by majority votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting votes.

(viii) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his/her absence, the Chancellor may nominate Pro Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.

- (ix) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting.

The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary courses.

- (x) Agenda should be circulated by the Registrar to the members at least ten days before the meeting except in case of emergent meeting.
- (xi) Notices of motion for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- (xii) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (xiii) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
- (xiv) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Governing Body unless the Chairman desires otherwise.
- (xv) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of



by the Chairman either on his own initiative or on a Requisition signed by not less than four members of the Governing Body.

- (vii) Decisions on all issues considered in the meetings of The Governing Body shall be taken by majority votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting votes.
- (viii) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his/her absence, the Chancellor may nominate Pro Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.
- (ix) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting.

The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary courses.

- (x) Agenda should be circulated by the Registrar to the members at least ten days before the meeting except in case of emergent meeting.
- (xi) Notices of motion for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- (xii) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (xiii) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
- (xiv) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Governing Body unless the Chairman desires otherwise.
- (xv) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of



The Executive Council

19.

- officers, teachers and employees of the University to perform such functions as it deems necessary.
- (i) The Executive Council shall meet as often as may be necessary but not less than twice during an academic calendar.
 - (ii) Meetings of the Executive Council shall be convened by the Vice-Chancellor *suo-moto* or on a requisition signed by not less than four members of the Executive Council.
 - (iii) A written notice of every meeting shall be sent by the Registrar to every member of the Executive at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting, provided that the Chairman may call a special meeting of the Executive Council at short notice to consider urgent/special matters.
 - (iv) The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.
 - (v) Agenda will be circulated by the Registrar to the members at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least 10 days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
 - (vi) The ruling of the Chairman in regard to all questions of procedure shall be final.
 - (vii) The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Executive Council. The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept upon for inspection during the office hours by the members of the Executive Council.
 - (viii) The minutes of the Executive Council shall be placed before the Governing Body.
 - (ix) If a member of the Executive Council fails to attend three consecutive meetings without due notice, he/she shall cease to be a member of the Executive Council, unless the Chairman desires otherwise.
 - (x) The Executive Council may delegate such of its powers to the Chancellor, Pro Chancellor and Vice-Chancellor and Pro Vice-Chancellor, as it may deem appropriate.
- However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting.



- (i) The Academic Council shall consist of the following Members, namely-
 - a. The Vice-Chancellor-Ex-Officio Chairman
 - b. The Pro-Vice-Chancellor-Ex-Officio
 - c. All Deans-Ex-Officio
 - d. All Directors-Ex-Officio
 - e. All HoDs-Ex-Officio
 - f. All Professors
 - g. Two Associate Professors and Two Assistant Professors-members by rotation in order of seniority.
 - h. Two distinguished academicians from outside the University to be nominated as members by the Chancellor.
 - i. The Registrar-Secretary(Ex-Officio)
- (ii) The term of the office of the Ex-Officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years.
- (iii) The procedure for the meeting of the Academic Council shall be as follows:
 - a. The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairman either suo-moto or on a requisition signed by not less than 20% members of the Academic Council.
 - b. A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; provided that the Chairman may call a special meeting of the Academic Council at short notice to consider urgent matters.
 - c. Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
 - d. All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the chairman shall have a second or casting vote.
- (iv) In emergent cases, the Chairman of the Academic Council may exercise the powers of the Academic Council. In case, the Chairman exercises any of the powers of the Academic Council, the members shall be informed through email, ex-post facto, and such decision of the Chairman shall be placed at



the next meeting of the Academic Council for its ratification.

- (v) The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.

- (vi) The recommendations of the Academic Council shall be placed before the Executive Council for its decision.

- (vii) Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions-

- a. To consider the proposals submitted by the Board of Faculties of the Universities;
- b. To recommend to the Executive Council the recognition of the degree and diplomas of other Universities and Institutions and to determine their equivalent degree and diplomas of the University.

The Finance Committee

21. (i) The Finance Committee shall consist of the following:
- a. The Chairman shall be nominated by the Sponsoring Body.
 - b. The Vice-Chancellor-Ex-Officio member.
 - c. One Member nominated by the Governing Body.
 - d. One Member nominated by the Executive Council.
 - e. The Pro-Vice-Chancellor-Ex-Officio
 - f. One Financial Expert nominated by the Sponsoring Body.
 - g. The Finance Officer-Ex-Officio Secretary.
 - h. Any special invitees whom the Finance Committees deems fit.
- (ii) a. The term of office of Ex-Officio members shall continue so long they hold the office by virtue of which they are members.
- b. The term of office of a nominated member shall be three years.
- (iii) Four members of the Finance Committee including the Chairman shall form a quorum for a meeting of the Finance Committee.



- (iv) In the event of absence of the Chairman, a member chosen from among the present members shall preside over the meeting.
 - (v) The procedure for the meetings of the Finance Committee shall be as follows:
 - a. The Finance Committee shall meet as often may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than three members of the Finance Committee.
 - b. A written notice of every meeting shall be sent by the Finance Officer to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Finance Committee at short notice to consider urgent matters.
 - c. Agenda shall be circulated by the finance Officer to the members at least one week before the meeting.
 - d. All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
 - (vi) In emergent cases, the Chairman of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairman exercises any of the powers of the Finance Committee, the members shall be informed through emails, ex-post facto, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
 - (vii) The Finance Committee shall have the following powers and functions:
 - a. To examine and recommend the annual budget of the University.
 - b. To examine and recommend the budget for any purchase or construction exceeding rupees five lakhs.
 - c. To give its views on any financial matter solicited from it by any officer or authority of the University.
 - (viii) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.
22. (i) The Planning Board shall consist of the following:
- a. The Chairman shall be a nominee of the Sponsoring Body

The Planning Board



- b. Vice-Chancellor-Ex Officio
- c. Pro-Vice Chancellor-Ex Officio
- d. One Architect/Engineer to be nominated by the Chancellor
- e. Such other persons from whom planning board needs any assistance from
- f. The Finance Officer-Ex Officio
- g. The Registrar-Ex-Officio-Secretary

(ii) a. The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.

b. The term of office of nominated members shall be three years.

(iii) The Planning Board shall advise the Executive Council to ensure that the necessary infrastructure and academic support systems are available to the University as per the norms of the Regulatory Bodies; Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support Systems together with its advice tendered to the Executive Council.

(iv) The Planning Board shall meet as and when needed and be free to adopt its own procedure for such meetings.

Board of Faculties,
Board of Studies,
Admission Committee,
Examination Committees,
And other Authorities of
the University

23. The constitution, powers and functions of the Board of Faculties, the Board of Studies, the Admission Committee, the Examination Committee and of such other authorities of the University which may be declared by the Statutes to be the authorities of the University, shall be as may be laid down in the Ordinances of the University

CHAPTER IV TEACHING AND EMPLOYESES OF THE UNIVERSITY

Minimum Qualifications
of Teachers

24. (i) The minimum eligibility for appointment and career advancement of teachers in the university shall be such as may be prescribed by the Executive Council in conformity with the guidelines of the relevant Regulatory Bodies.
- (ii) NET/SLET/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant Professors and Assistant Librarian. Provide that, NET/SLET/SET shall not be required for such discipline for which the NET/SLET/SET is not conducted.

The Appointment of
Teachers of the
University & other
Academic and administrative



Staff and their emoluments

25. (i) All regular/contractual appointments of teachers and other administrative and academic staff shall be made on the recommendations of the duly constituted selection committee.
The Selection Committee for Professors, Associate Professors and Assistant Professors will comprise of the following:
1. The Vice Chancellor-Chairman
 2. One nominee of the Chancellor
 3. Three subject experts to be nominated by the Chancellor
 4. Dean/Director of the concerned faculty/school/Centre
 5. Head of Concerned Departments
 6. The Registrar-Ex officio non-member secretary
- (ii) Recommendations of Selection Committee will be placed before the Executive Council for its decision. Provided that, in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor/President for decision.
- (iii) Teaching positions shall be advertised in at least two leading National Dailies and the University Website as per the norms prescribed by the UGC or any other Regulatory Body for wide circulation at least one month before the last date for application.
- (iv) The salary and allowances shall be paid to the teachers and employees online into their bank accounts.
- (v) For non-teaching staff, the constitution of the selection committees shall be decided by the Executive Council.

The Conditions of Service of Employees

26. (i) Every teachers and salaried officer and such other employees are mentioned in the Statutes shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.
- (ii) Subject to the conditions laid down in the Ordinances, the terms and conditions of service shall be made in the form of service rules and approved by the Executive Council. It would cover all the conditions as would be applicable to an employee and would generally include, but not be restricted to following-
- a. Recruitment norms
 - b. Personnel policies
 - c. Pay & Allowances
 - d. Travel Rules
 - e. Leave Rules
 - f. Policy covering health and wellbeing/medical/insurance
 - g. Policy on Loans and Advances
 - h. Dependent's Policy
 - i. Appraisal and Career Progression
 - j. Ethics policy and code of conduct



**Disciplinary Action
against Teachers of
the University**

- k. Policy on Sponsored Projects and Consultancy
- l. Policy on dealing with sexual harassment at work place
- m. Discipline policy
- n. Gratuity, Provident Fund
- o. Honorarium rates and rules.

27. (i) A teacher of the university shall at all times maintain absolute Integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- (ii) A breach of any of the provisions of the Code of Professional Ethics prescribed by the Regulatory Bodies shall be deemed to be misconduct.
- (iii) A teacher of the University may be removed or his services terminated on or more of the following grounds:
- a. Willful neglect of duty
 - b. Misconduct
 - c. Breach of any of the terms of contract of service
 - d. Dishonestly connected with University Examination;
 - e. Scandalous conduct or conviction for an offence involving moral turpitude;
 - f. Physical or mental unfitness;
 - g. Incompetence;
 - h. Abolition of the post;
- (iv) No order of dismissal, removal or termination of the services of a teacher of the University on any ground mentioned in the clause (I) (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity of hearing.
- a. Of submitting a written statement of his/her defense;
 - b. Of being heard in persons, if he so chooses; and
 - c. Of calling and examining such witnesses in his/her defense as he may wish. Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.
- (v) The Executive Council may, at any time ordinarily within two months from the date of the enquiry officer's report, pass a resolution dismissing or removing the teacher concerned from service or terminating his services mentioning the ground of such dismissal, removal or termination.
- (vi) The Resolution shall forthwith be communicated to the teacher concerned.
- (vii) The Executive Council may instead of dismissing, removing or terminating the services the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding



**Disciplinary action
Against No-Teaching
Employees**

- three years and or by stopping increments of his salary for a specified period or may deprive the teacher of his pay during the period of his suspension, if any.
- (viii) A teacher of the university shall be deemed to have been placed under suspension:
- a. With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
 - b. In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.
28. (i) Where there is an allegation of misconduct against an Employee, the Vice-Chancellor shall institute an enquiry committee for the purpose. The Vice-Chancellor may, if he thinks fit, by order in writing, place the employee under suspension.
- (ii) Based on the report of enquiry committee, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of services of the employee concerned.
- (iii) No employee shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.
- (iv) The removal of an employee shall take effect from the date on which the order of removal is made.
- (v) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employees if:
- a. He/she is of unsound mind;
 - b. He/she is an undercharged insolvent;
 - c. He/she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
 - d. He/she is otherwise guilty of misconduct.

Provided that no employee of the University shall be removed unless resolution to that effect is passed by the Executive Council.

**CHAPTER V
MISCELLANEOUS PROVISIONS**



Withdrawal of Degree,
Diploma, Certificate
and other academic
Distinction

29. (i) The Executive Council, may on the recommendation of the Academic Council by a special resolution passed by a majority of not less than two-third of the members present and voting, recommend withdrawal of any Degree or Academic Distinction conferred on, or any Certificate or Diploma granted to, any person by the University for good and sufficient cause.
Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his objections, if any, and any evidence he produces in support of them, have been considered by the Academic Council.
- (ii) The decision stating the reasons there for shall be communicated to the person concerned.
- (iii) Any person aggrieved by the decision taken by the Executive Council may appeal to the Chancellor within thirty days from the date of such decisions.

Institution of Fellowship,
Scholarship, Studentship,
Medals and Prizes

30. The Rules as provided for in the Ordinances of the University shall be applicable.

Maintenance of Discipline
among the Students

31. (i) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice Chancellor.
- (ii) Without prejudice to the generality of his powers relating to the maintenance of discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his powers aforesaid, order that any student be expelled from the University, or be fined a sum that may be specified in the Ordinances, or be debarred from taking an examinations or examinations for one or more years or that the results of the examination or examinations in which he has appeared be cancelled.
- (iii) The Vice-Chancellor may delegate all or such of his powers, as he deems proper, to



**The Establishment and
Abolition of Faculties,
Departments, Schools,
Centers etc.**

the chief Proctor, and to such other persons
as he may specify in this behalf.

32. (i) The Executive Council based on the advice of the Academic Council may establish Faculties, Departments, Schools, Centers in the campus of the University.
- (ii) The University shall offer such programs in the Faculties, Departments, Schools, Centers as the Executive Council through Ordinances.
- (iii) The Executive Council may reconstitute a Faculty, Department, Centre or School on recommendation of the Academic Council.
- (iv) The Executive Council based on the advice of the Academic Council may phase out any Faculty, Department, School or Centre based on the following:
- When the course offered by the Department become obsolete.
 - When the subscription to such courses become untenable to continue.
 - When alternate and better programs become available.
 - Before approving such discontinuation, the Executive Council shall ensure that the existing students in the programs are allowed to complete their courses in which they are registered.

**The Delegation of Powers
Vested in the Authorities
Or Officers of the University**

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

**Conferment of Honorary
Degree and other
Distinction. (Ref. Section
11(e) of the Act)**

34. Subject to the provision of sub-section (e) of section 11 of the Act, the Executive Council shall send recommendations to the State Government for approval for granting of honorary degrees and other distinctions.

