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महाराष्ट्र शासन राजपत्र

असाधारण भाग आठ

वर्ष ३, अंक ३८(४)]

बुधवार, मे ३, २०१७/वैशाख १३, शके १९३९

[पृष्ठे २०, किंमत : रुपये २७.००]

असाधारण क्रमांक ८१

प्राधिकृत प्रकाशन

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांनी प्रख्यापित केलेले अध्यादेश व केलेले विनियम आणि विधि व न्याय विभागाकडून आलेली विधेयके (इंग्रजी अनुवाद).

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Vishwakarma University Act, 2017 (Mah. Act No. XXXVIII of 2017), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRAKASH H. MALI,
Principal Secretary to Government,
Law and Judiciary Department.

MAHARASHTRA ACT No. XXXVIII OF 2017.

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 3rd May 2017)

An Act to provide for establishment, incorporation and regulation of Vishwakarma University, Pune for the development and advancement of higher education in the State and to provide for matters connected therewith or incidental thereto.

WHEREAS it is expedient to provide for the establishment, incorporation and regulation of the Vishwakarma University, Pune for the development and advancement of higher education in the State and to provide for matters connected therewith and incidental thereto, for the purposes hereinafter appearing ; it is hereby enacted in the Sixty-eighth Year of the Republic of India as follows :—

1. (1) This Act may called as the Vishwakarma University Act, 2017. Short title and commencement.
- (2) It shall come into force on such date, as the State Government may by notification in the *Official Gazette*, appoint.

(१)

Definitions.

2. In this Act, unless the context otherwise requires,—

(a) “adjunct professor”, “adjunct associate professor”, or “adjunct assistant professor” means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of colaboration or association with the university ;

(b) “authorities” means the authorities of the university as specified by or under this Act ;

(c) “Board of Management” means the Board of Management constituted under section 22 of this Act ;

(d) “campus” means the area of University within which it is established ;

(e) “center of excellence” means the state-of-the-art training or research center established in collaboration with industry or for the benefit of industry and society, to provide all types of relevant skills to students, in-service employees, working professionals and to undertake joint projects ;

(f) “distance education” means education imparted by combination of any two or more means of communication, viz. broadcasting, telecasting, correspondence courses, seminars, contact programmes and any other such methodology ;

(g) “employee” means any person appointed by the University and includes teachers, officers and other staff of the University ;

(h) “fee” means monetary collection made by the University or its colleges, institutions or study centers, as the case may be, from the students by whatever name it may be called, which is not refundable ;

(i) “Government” or “State Government” means the Government of Maharashtra.

(j) “Governing Body” means the Governing Body constituted under section 21 of this Act ;

(k) “higher education” means pursuit of knowledge beyond learning at the stage of higher secondary school education ;

(l) “hostel” means a place of residence for the students of the University, or its institutions and study centers, established or recognized to be as such by the University ;

(m) “notification” means a notification published in the *Official Gazette* ;

(n) “*Official Gazette*” means the *Maharashtra Government Gazette* ;

(o) “*President or Chancellor*” means the *Chancellor of the University* ;

(p) “prescribed” means prescribed by statutes or ordinances or regulations, as the case may be, made by or under this Act ;

(q) “regulating body” means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council of Technical Education, National Council of Teacher Education, Medical Council of India, Pharmacy Council of India, National Council of Assessment and Accreditation, Indian Council of Agriculture Research, Distance Education Council, Council of Scientific and Indian Research etc. and includes the Government ;

(r) “rules” means the rules made by the state government ;

(s) “section” means a section of this Act ;

(t) “sponsoring body” means the Bansilal Ramnath Agarwal Charitable Trust registered as a trust under the Maharashtra Public Trust Act ;

(u) “State” means State of Maharashtra.

(v) “statutes”, “ordinances” and “regulations” mean respectively, the statutes, ordinances and regulations of the University made under this Act ;

(w) “student” means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction instituted by the University, including a research degree ;

(x) “study center” means a center established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of distance education ;

(y) “teacher” means a professor, associate professor, assistant professor, adjunct professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the University ;

Incorporation.

(z) “University” means Vishwakarma University, Pune.

3. (1) There shall be established a University by the name of Vishwakarma University, Pune.

(2) The President, the Vice-Chancellor, the Governing Body, the board of management, the academic council and all other persons who may hereafter become such officers or members so long as they continue to hold such office or membership, are hereby constituted and declared to be a body corporate by the name of “Vishwakarma University, Pune”

(3) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

(4) The University shall function as a non-affiliating University established under this Act and it shall not affiliate any other college or Institute for the award conferment of degree, diploma and certificate of its degree to the students admitted therein.

(5) The University shall be situated and have its head-quarters at Vishwakarma University, S. No. 2/3/4 Laxminager, Kondhwa (BK), Pune 411048, Maharashtra.

4. The objects of the University shall be as follows:—

Objects of University.

(a) to provide learning, teaching, capacity, capability and skills development and research and development in higher and technical education, covering Liberal Arts, Humanities, Social Sciences, Life Sciences and Biotechnologies, Nano-Sciences and Technologies, Professional Disciplines such as Engineering, Technology, Management, Business and Commerce, Applied and Creative Arts, Vocational Education, Media, Information and Communication Technology and Education per se and their inter-disciplinary studies and development ;

(b) to provide instructions, teaching and training in Higher and Technical Education, Arts, Sports, Culture, Film, Space Technologies, Marine Research and make provisions for research ;

(c) to create higher level of cognitive, affective and psychomotor (head, hearts and hands) abilities ;

(d) to create higher levels of intellectual abilities ;

(e) to create and deploy new educational programs to promote creativity, innovation and entrepreneurship for inventing of new ways for development and social reconstruction and transformation ;

(f) to establish state-of-the-art facilities for education and development.

(g) to carry out teaching and research and offer continuing quality education programmes ;

(h) to create centers of excellence for research and development in Science and Technology and Socio-economic development, and for sharing knowledge and its application ;

(i) to use modern and post-modern processes, mechanisms and technologies for governance and management of learning, teaching, researching, evaluating, developing, organizing and creating socio-economic wealth for individuals and society for 21st century ;

(j) to provide professional and development services to the industry and public organizations and society ;

(k) to start higher education programs, courses in new and emerging areas with innovative approaches ;

(l) to establish links, collaborations and partnerships with other higher education and research institutions in India and abroad ;

(m) to institute degrees, diplomas, certificates and other academic distinctions on the basis of examinations, or any other methods of evaluation ;

(n) to establish innovative approaches for creation of seamlessness in academic structures, learning time-frames, and working and continuous evaluation processes for nurturing and cultivation of creativity and entrepreneurship ;

(o) to pursue any other objectives as may be suggested by the Government ;

(p) to ensure that the standard of the degree, diplomas, certificates and other academic distinctions conferred by a university are not lower than those laid down by the All India Council for Technical Education or the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993 or the University Grants Commission constituted under the University Grants Commission Act, 1956 or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 or the Bar Council of India constituted under the Advocates Act, 1961 or any other statutory body, as the case may be.

73 of
1993.
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1961.

Powers and
Function.

5. The University shall have the following powers and functions, namely : —

(i) to make provisions and adopt all measures (including adoption and updating of the curricula) in respect of study, teaching and research, relating to the courses through traditional as well as new innovative modes including on-line education mode ;

(ii) to institute and confer degrees, diplomas, certificates, awards, grades, credits and academic distinctions ;

(iii) to conduct and hold examinations ;

(iv) to provide for the degrees, diplomas, certificates, equivalent or corresponding to the degrees, diplomas, certificates of other recognized Universities, Boards or Councils ;

(v) to take all necessary measures for setting up campus ;

(vi) to set up central library, departmental libraries, museums and allied matters ;

(vii) to institute and confer honorary degrees as may be prescribed ;

(viii) to institute and award fellowships, scholarships, studentships as may be specified ;

(ix) to take special measures for spreading educational facilities among the educationally backward strata of the society ;

(x) to encourage and promote sports and other extra-curricular activities ;

- (xi) to create technical, administrative and other necessary posts and to make appointments thereto ;
- (xii) to undertake research projects on mutually acceptable terms and conditions ;
- (xiii) to provide consultancy services ;
- (xiv) to frame statutes, ordinances, rules and regulations for carrying out the objects of the University in accordance with the provisions of the Act ;
- (xv) to encourage and promote co-curricular activities for personality development of the teachers, students and employees of the University ;
- (xvi) to provide for dual degrees, diplomas or certificates *vis-a-vis* other Universities on reciprocal basis within and outside the country as per instructions of the State Government, Government of India and University Grants Commission ;
- (xvii) to make such provisions for integrated courses in different disciplines in the educational programmes of the University ;
- (xviii) to set-up colleges, institutions, off-campus centers, off-shore campus and study centres, as per the instructions issued by the State Government, Central Government and University Grants Commission from time to time ;
- (xix) to receive donations, gifts and grants and to acquire, hold, manage and dispose of any property, movable or immovable, including trust or endowed property within or outside the state for the purposes and objects of the University and to invest funds ;
- (xx) to prescribe the fee structure for various courses from time to time as per provisions of this Act ;
- (xxi) to demand and receive payments of such fees and other charges as may be specified from time to time ;
- (xxii) to seek collaboration with other institutions on mutually acceptable terms and conditions ;
- (xxiii) to determine salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission and the other regulatory bodies ;
- (xxiv) to organize and to undertake extra-mural teaching and extension services ;
- (xxv) to establish and maintain Halls and Hostels ;
- (xxvi) to recognize, supervise and control Halls and Hostels not maintained by the University and other accommodation for the residence of the students and to withdraw any such recognition ;
- (xxvii) to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures as may be deemed necessary ;
- (xxviii) to make arrangements for promoting health and general welfare of the students and the employees of the University ;
- (xxix) to co-operate with any other University in and outside the country, authority or any public or private body having in view the promotion of purposes and objects similar to those of the University for such purposes as may be agreed upon, on such terms and conditions as may, from time to time, be specified ;

(xxx) to provide for the printing, re-printing and publication of research and other work, including text books, which may be issued by the University ;

(xxxi) to comply and follow from time to time the provisions of the University Grants Commission (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003 or any other regulations or directions issued by the University Grants Commission.

(xxxii) to comply with and carry out directives issued by the State Government from time to time, with reference to above powers, duties and responsibilities of the University.

(xxxiii) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University ;

University
open to
all.

6. (1) No citizen of India shall be excluded from any office of the university or from membership of any of its authorities, bodies or committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course of study on the ground only of sex, race, creed, class, caste, place of birth, religious belief or profession, or political or other opinion ;

(2) The university shall adopt government policy and orders issued, from time to time, in regard to the reservation for Scheduled Castes, Scheduled Tribes, Denotified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes, Special Backward Category for the purpose of admission of students in the University departments and institutions.

(3) The University shall adopt the general policy of the State Government in regard to the welfare of various categories of weaker sections of the society and minorities as directed by the State Government from time to time.

University
to be self
financed.

7. The University shall be self-financed and it shall not be entitled to receive any grant or other financial assistance from the Government.

Endowment
Fund.

8. (1) The sponsoring body shall establish a permanent statutory fund to be called "the Endowment Fund" for the University which shall comprise of at least five crore rupees which may be increased *suomotu* but shall not be decreased.

(2) The Endowment Fund shall be kept as security deposit to ensure strict compliance of the provisions of this Act, rules, regulations, statutes or ordinances made there under.

(3) The Government shall have the powers to forfeit, in the prescribed manner, a part or whole of the Endowment Fund in case the University or the sponsoring body contravenes any of the provisions of this Act, rules, statutes, ordinances or regulations made there under.

(4) Income from Endowment Fund may be utilized for the development of infrastructure of the University but shall not be utilized to meet out the recurring expenditure of the University.

(5) The amount of Endowment Fund shall be kept invested, until the dissolution of the University, by way of long term securities received or guaranteed by the Government subject to the condition that the amounts so invested from the Fund shall not be withdrawn without the permission of the Government.

(6) The certificates of the long term securities shall be kept in the safe custody of the Government ; and the Government shall have the right to encash the deposit amount for the purpose mentioned in sub-section (3).

9. University shall also establish a fund, which shall be called the General Fund. General Fund to which following shall be credited, namely :—

- (i) fees and other charges received by the University ;
- (ii) any contribution made by the sponsoring body ;
- (iii) any income received from consultancy and other works undertaken by the University ;
- (iv) bequests, donations, endowments and any other grants ; and,
- (v) all other sums received by the University.

10. The General Fund shall be utilized for meeting all expenses, Application of recurring or non-recurring in connection with the affairs of the University: General Fund.

Provided that, no expenditure shall be incurred by the University in excess of the limits for total recurring expenditure and total non-recurring expenditure for the year, as may be fixed by the board of management, without the prior approval of the Board of Management.

11. The following shall be the officers of the University, namely :— Officers of the University.

- (i) the President who shall also be the Chancellor ;
- (ii) the Vice-Chancellor ;
- (iii) the Deans of Faculties ;
- (iv) the Registrar ;
- (v) the Chief Finance and Accounts Officer ;
- (vi) the Controller of Examinations ; and
- (vii) Such other persons in the service of the University as may be declared by the statutes to be the officers of the University.

12. (1) The President shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in such manner, as may be prescribed by the rules. President.

(2) The eligibility and criteria for the post of President shall be as may be prescribed by the rules and regulations issued by the State Government.

(3) The President shall be the Head of the University.

(4) The President shall preside over at the meetings of the Governing Body and convocation of the University for Conferring Degrees, diplomas or other academic distinctions.

(5) The President shall have the following powers, namely:—

- (a) to call for any information or record from any officer or authority of the University, relating to the affairs of the University ;
- (b) to appoint the Vice-Chancellor ;
- (c) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 14 of this Act ;
- (d) such other powers as may be specified by the statutes.

13. The President may be removed from his office by the sponsoring body, if it is satisfied that the incumbent,— Removal of President.

(a) becomes insane and stands so declared by a competent court ;
or

(b) has been convicted by a court for any offence involving moral turpitude ; or

(c) become an undischarged insolvent and stands so declared by a competent court ; or

(d) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability ; or

(e) willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes, or has abused the powers vested in him or if the continuance of the president in the office has become detrimental to the interests of the University :

Provided that, the President shall be given a reasonable opportunity to show-cause by the sponsoring body before taking recourse to action under clauses (d) and (e) for his removal from the said office.

Vice-
Chancellor.

14. (1) The Vice-Chancellor shall be appointed by the President, on such terms and conditions as may be specified by statutes, from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years :

Provided that, after the expiry of the term of three years, the Vice-Chancellor shall be eligible for re-appointment for another term of three years :

Provided further that, the Vice-Chancellor shall continue to hold office even after the expiry of his term till new Vice-chancellor joins, however, in any case, this period shall not exceed one year.

(2) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall have the powers of superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

(3) The Vice-Chancellor shall preside over at the convocation of the University in the absence of the President.

(4) If in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter :

Provided that, if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the President, whose decision thereon shall be final.

(5) If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by this Act or statutes, ordinances, regulations or rules made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the President and his decision thereon shall be final.

(6) The Vice-Chancellor shall exercise such powers and perform such duties as may be specified by the statutes or the ordinances.

(7) If at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-chancellor is not in the interests of the University, the President with approval of Governing Body may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order :

Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.

15. (1) The Deans of Faculties shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the statutes. Deans of Faculties.

(2) The Deans of Faculties shall assist the Vice-Chancellor in managing the academic and other affairs of the University and shall exercise such powers and perform such functions as may be prescribed by the regulations or be entrusted by the President and Vice-Chancellor.

16. (1) The Registrar shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the statutes. Registrar.

(2) The Registrar shall be the chief administrative officer of the University. Subject to the decision of the authorities of the University, he shall have the power to enter into agreement, contract, sign documents and authenticate records on behalf of the University. He shall exercise such powers and perform such duties as may be specified by the statutes.

(3) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council, but shall not have the right to vote.

(4) The registrar shall be the custodian of the records, the common seal and such other property of the University as the Governing Body may, commit to his charge.

(5) The registrar shall exercise such other powers and perform such other duties as may be prescribed by or under this Act, or, as may be conferred on him by the statutes or, may be assigned to him, by the vice-chancellor, from time to time.

17. (1) The Controller of Examinations shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the statutes. Controller of Examinations.

(2) The Controller of Examinations shall be the Principal officer-in-charge of the conduct of examinations and tests of the University and declarations of their results. He shall discharge his functions under the superintendence, directions and guidance of the Vice-Chancellor.

(3) The Controller of Examinations shall be a full-time salaried officer of the University and shall work directly under the direction and control of the Vice-chancellor of the University. His appointment shall be for a term of three years and he shall be eligible for re-appointment for a term not exceeding three years. The qualifications and experience for the purpose of selection of the Controller shall be such as may be prescribed by the statutes.

(4) The Controller of Examination shall be responsible for.—

(a) preparing and announcing in advance the calendar of examinations ;

(b) arrangement for printing of question papers ;

(c) arrangement for the timely publication of result of examinations and other tests ;

(d) taking disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of *malpractices* in relations to the examinations ;

(e) reviewing from time to time, the results of University examinations and forward reports thereon to the Academic Council ;

(f) Controller of Examinations shall exercise such other power and perform such other duties as may be prescribed or assigned to him.

Chief Finance
and Accounts
Officer.

18. (1) The Chief Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the University

(2) The Chief Finance and Accounts Officer shall be appointed by the President in such manner and on such terms and conditions of service as may be specified by the Statutes.

(3) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties, as may be specified by the Statutes.

Other
Officers.

19. (1) The University may appoint such other officers as may be necessary for its functioning.

(2) The manner of appointment of other officers of the University, the terms and conditions of service of such officers and their powers and functions shall be such as may be specified by the Statutes.

Authorities of
University.

20. The following shall be the authorities of the University, namely :—

(a) the Governing Body ;

(b) the Board of Management ;

(c) the Academic Council ;

(d) the Board of Examinations ; and

(e) such other authorities as may be declared by the statutes to be the authorities of the University.

Governing
Body.

21. (1) The Governing Body of the University shall consist of the following members, namely :—

(a) the President ;

(b) the Vice-Chancellor ;

(c) five persons, nominated by the sponsoring body out of whom two shall be eminent educationists ; one expert of management or information technology from outside the University, nominated by the President ;

(d) two persons, nominated by the state Government ;

(e) two representatives of the industries to be nominated by the president ;

(f) the Registrar of the University shall be the permanent invitee to the Governing Body but shall not have right to vote.

(2) The Governing Body shall be the supreme authority of the University.

(3) The Governing Body shall have the following powers, namely :—

(a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the statutes, ordinances, regulations or rules made there under ;

(b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the statutes, ordinances, regulations or rules made there under ;

(c) to approve the budget and annual report of the University ;

(d) to lay down the policies to be followed by the University ;

(e) to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts ; and

(f) such other powers as may be prescribed by the statutes.

(4) The Governing Body shall meet atleast thrice in a calendar year.

(5) The quorum for meetings of the Governing Body shall be five.

22. (1) The Board of Management shall consist of the following members, namely :— Board of Management.

(a) the Vice-Chancellor ;

(b) two members of the Governing Body, nominated by the sponsoring body ;

(c) two Deans of the University, by rotation, to be nominated by the Vice Chancellor ;

(d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body ; and

(e) three persons from amongst the teachers, nominated by the sponsoring body.

(2) The Vice-Chancellor shall be the Chairperson of the Board of Management.

(3) The powers and functions of the Board of Management shall be such as may be specified by the statutes.

(4) The Board of Management shall meet atleast once in every two months.

(5) The quorum for meetings of the Board of Management shall be five.

23. (1) The Academic Council shall consist of the Vice-Chancellor and such other members as may be specified by the Statutes. Academic Council.

(2) The Vice-Chancellor shall be the *Ex-officio* Chairperson of the Academic Council.

(3) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the rules, statutes and ordinances made there under, co-ordinate and exercise general supervision over the academic policies of the University.

(4) The quorum for meetings of the Academic Council shall be such as may be specified by the statutes.

24. (1) The Board of Examination shall be the principal authority of the University for conducting the examination and making policy decisions in regard to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners moderators and also prepare the Schedule of Examinations and declaration of results. The Board of Examination should also oversee and regulate the conduct of examinations in study centers, or any center related to the University. Board of Examination.

Explanation.—For the purposes of this section and of section 38, the expression “Schedule of Examinations” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.

(2) The Board of Examination shall consist of following members namely :—

- (a) the Vice Chancellor – Chairperson ;
- (b) Professor of each subject – Member ;
- (c) one evaluation expert, co-opted by the Board of Examination – Member ;
- (d) the Controller of Examination – Member-Secretary.

(3) The powers, and functions of the Board of Examinations shall be such as may be laid down by the statutes.

Other authorities. **25.** The constitution, powers and functions of other authorities of the University shall be such as may be specified by the statutes.

Dis-qualification. **26.** A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he,—

- (i) is of unsound mind and stands so declared by a competent court ; or
- (ii) has been convicted of any offence involving moral turpitude ; or
- (iii) is conducting or engaging himself in private coaching classes ; or
- (iv) has been punished for indulging in or promoting unfair practices in the conduct of any examination, in any form, anywhere.

Vacancies not to invalidate the proceedings of any authority or body of the university. **27.** No act or proceeding of any authority or body of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

Filling of casual vacancies. **28.** In case there occurs any casual vacancy in any authority or body of the University, due to death, resignation or removal of a member, the same shall be filled, as early as possible, by the person or body who appoints or nominates the member whose place becomes vacant and person appointed or nominated to a casual vacancy shall be a member of such authority or body for the residue of the term of such member in whose place he has been so appointed or nominated.

Committees. **29.** (1) The authorities or officers of the University may constitute committees with such terms of reference for specific tasks to be performed by such committees as may be necessary.

(2) The constitution of such committees shall be such as may be specified by the statutes.

First Statutes. **30.** (1) The First Statutes of the University shall be made by the Governing Body and shall be submitted to the Government for its approval.

(2) Subject to the provisions of this Act, and the rules made there under, the First Statutes of the University may provide for all or any of the following matters, namely :—

- (a) the constitution, powers and functions of the authorities and other bodies of the University as may be constituted from time to time ;
- (b) the terms and conditions of appointment of the Vice-Chancellor and his powers and functions ;
- (c) the manner of appointment and terms and conditions of service of the Deans of Faculties, Registrar and Chief Finance and Accounts Officer and their powers and functions ;
- (d) the manner of appointment and terms and conditions of service of the employees and their powers and functions ;
- (e) the procedure for arbitration in case of disputes between employees, students and the University ;
- (f) the conferment of honorary degrees ;
- (g) the provisions regarding exemption of students from payment of tuition fee and for awarding to them scholarships and fellowships ;
- (h) provisions regarding the policy of admissions, number of seats in different courses including regulation of reservation of seats ; and
- (i) provisions regarding fees to be charged from the students.

(3) The Government shall consider the First Statutes, submitted by the University and shall within four months from the date of its receipt give its approval thereon with such modifications, if any, as it may deem necessary.

(4) The Government shall publish the First Statutes, as approved by it, in the *Official Gazette* and thereafter, such Statutes shall come into force from date of such publication.

31. (1) Subject to the provisions of this Act and the rules made there under, the subsequent statutes of the University may provide for all or any of the following matters, namely :—

- (a) creation of new authorities of the University ;
- (b) accounting policy and financial procedure ;
- (c) representation of teachers in the authorities of the University ;
- (d) creation of new departments and abolition or restructuring of existing department ;
- (e) institution of medals and prizes ;
- (f) creation of posts and procedure for abolition of posts ;
- (g) revision of fees ;
- (h) alteration of the number of seats in different syllabi ; and
- (i) all other matters which under the provisions of this Act are to be specified by the statutes.

(2) The statutes of the University other than the First Statutes shall be made by the Board of Management with the approval of the Governing Body.

(3) The Board of Management may, from time to time, make new or additional statutes or may amend or repeal the statutes so made in the manner hereinafter provided in this section :

Provided that, the Board of Management shall not make any statute or any amendment of the statutes affecting the status, powers or constitution of any existing authority of the University until such authority has been given

an opportunity of expressing an opinion on the proposal and any opinion so expressed shall be in writing and shall be considered by the Governing Body.

(4) Every such statute or addition to the statutes or any amendment or repeal of the statutes shall be subject to the approval of the Government :

Provided that, no statutes shall be made by the Board of Management affecting the discipline of students and standards of instruction, education and examination except in consultation with the Academic Council.

First
Ordinance.

32. (1) The First Ordinances of the University shall be made by the Governing Body and shall be submitted to the Government for its approval.

(2) Subject to the provisions of this Act or the rules or statutes made there under, the Board of Management may make such First Ordinances with the approval of the Governing Body as it deems appropriate for the furtherance of the objects of the University and such ordinances may provide for all or any of the following matters, namely :—

(a) the admission of students to the University and their enrolment as such ;

(b) the courses of study to be laid down for the degrees, diplomas and certificates of the University ;

(c) the award of the degrees, diplomas, certificates and other academic distinctions, the minimum qualifications for the same and the means to be taken relating to the granting and obtaining of the same ;

(d) the conditions for awarding of fellowships, scholarships, stipends, medals and prizes ;

(e) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators ;

(f) fees to be charged for the various courses, examinations, degrees and diplomas of the University ;

(g) the conditions of residence of the students in the hostels of the University ;

(h) provisions regarding disciplinary action against the students ;

(i) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University ;

(j) the manner of co-operation and collaboration with other Universities and institutions of higher education ; and

(k) all other matters which are required to be provided by the ordinances under the provisions of this Act or the statutes made there under.

(3) The Government shall consider the First Ordinances submitted by the Vice-Chancellor under sub-section (1) and shall give its approval within four months from the date of its receipt, with such modifications, if any as it may deem necessary.

Subsequent
Ordinances.

33. (1) All ordinances other than the First Ordinances shall be made by the Academic Council which after being approved by the Board of Management shall be submitted to the Governing Body for its approval.

(2) The Academic Council shall either modify the ordinances incorporating the suggestions of the Board of Management and the Governing Body or give reasons for not incorporating the suggestions, and shall return the ordinances along with such reasons, if any, the Board of Management and the Governing Body shall consider the suggestions of the Academic Council and shall approve the ordinances of the University with or without such modification and then the ordinances, as approved by the Governing Body shall come into force.

34. The authorities of the University may, subject to the prior approval of the Board of Management, make regulations, consistent with the provisions of this Act, the rules, statutes and the ordinances made there under, for the conduct of their own business and of the committees appointed by them. Regulations

35. (1) Admission in the University shall be made strictly on the basis of merit. Admissions.

(2) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination for admission and achievements in co-curricular and extracurricular activities or on the basis of marks or grade obtained in the entrance test conducted at State level either by an association of the Universities conducting similar courses or by any agency of the State:

Provided that, admission in professional and technical courses shall be made only through entrance test.

(3) Seats for admission in the University, for the students belonging to Scheduled Castes, Scheduled Tribes, Vimukta Jattis, Nomadic Tribes, Other Backward Classes, Special Backward Category and handicapped students, shall be reserved as per the policy of the State Government :

Provided that the total reservation in any case shall not exceed fifty per cent.

(4) Out of the total approved intake capacity, seventy per cent. of the seats shall be reserved for the students having domiciled in the state of Maharashtra.

36. (1) The University may, from time to time, prepare its fees structure and forward it for approval of the committee constituted by the State Government for the purpose. Fee Structure.

(2) The Government shall constitute a Fee Structure Review Committee, in the manner as may be prescribed, to review the fee structure proposals received from University.

(3) The chairperson for the committee mentioned under sub-section (2) shall be a Retired Justice from Supreme Court or retired chief justice of any High Court. The chairman of the committee shall be a person who is recommended by the Hon'ble High Court at Mumbai.

(4) The committee shall consider the fees structure prepared by the University, review it and shall submit its recommendations to the Government after taking into consideration whether the proposed fee is—

(a) sufficient for :—

(i) generating resources for meeting the recurring expenditure of the University ; and

(ii) the savings required for the further development of the University ; and

(b) not unreasonably excessive.

(5) After receipt of the recommendations under sub-section (4), if the Government is satisfied, it may approve the fee structure. The fee structure approved by the Government shall remain valid until next revision.

(6) The State Government shall not reimburse any fees or shall not take any financial liability for students belonging to the backward classes admitted into the Self-financed University.

(7) The University shall not charge any fees, by whatever name called, other than that for which it is entitled under sub-section (5).

Prohibition of
Capitation
Fee.

37. (1) No capitation fee shall be collected by or on behalf of the University or by any person who is in charge of, or is responsible for, the management of such institution, from or in relation to any student in consideration of his admission to and prosecution of any course of study or of his promotion to a higher standard or class in such institution.

(2) Notwithstanding anything contained in sub-section (1), the management may in good faith collect or accept donations in cash or kind, in the prescribed manner, from benevolent persons or organization or public trusts or any other association of persons, for opening of new educational institutions, for creation of Endowment Fund for award of scholarship, prizes or the like, but while collecting or accepting such donations the management shall not reserve any seats in any educational institution run by it in consideration of such donations. Where in consideration of accepting such donations any seat is reserved for admission to any student in such institution such acceptance of donation shall be deemed to be collection of capitation fee, within the meaning of clause (a) of section 2 of the Maharashtra Educational Institutions (Prohibition of Capitation Fee) Act, 1987.

Mah. VI
of 1988.

Examinations.

38. At the beginning of each academic session and in any case not later than 30th June of every calendar year, the University shall prepare and publish a semester-wise or annual, as the case may be, Schedule of Examinations for each and every course conducted by it and shall strictly adhere to such Schedule :

Provided that, if for any reason whatsoever, University is unable to follow this Schedule, it shall, as soon as practicable, submit a report to the Government giving the detailed reasons for making a departure from the published Schedule of Examination. The Government may, thereon, issue such directions as it may deem fit for better compliance in future.

Declaration of
results.

39. (1) The University shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for a particular course and shall in any case declare the results latest within forty-five days from such date :

Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, thereon, issue such directions as it may deem fit for better compliance in future.

(2) No examination or the results of an examination shall be held invalid only for the reasons that the University has not followed the Schedule of Examination as stipulated in section 38 or that the University has failed to declare the results within the period specified in sub-section (1).

40. The convocation of the University shall be held in every academic year in the manner as may be specified by the statutes for conferring degrees, diplomas or for any other purpose. Convocation.

41. The University shall obtain accreditation from the National Council of Assessment and Accreditation (NAAC), Bangalore within three years of its establishment and inform the Government and such other regulating bodies which are connected with the courses taken up by the University about the grade provided by NAAC to the University. University shall get renewed such accreditation at an interval of every five years thereafter. Accreditation of the University.

42. Notwithstanding anything contained in this Act, the University shall be bound to comply with all the rules, regulations, norms, etc. of the regulating bodies and provide all such facilities and assistance to such bodies as are required by them to discharge their duties and carry out their functions. University to follow rules, regulations, norms etc. of the regulating bodies.

43. (1) The annual report of the University shall be prepared by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of its objects and shall be approved by the Governing Body and copy of the same shall be submitted to the sponsoring body. Annual Report.

(2) Copies of the annual report prepared under sub-section (1) shall also be presented to the Government.

(3) The State Government shall cause such report to be laid before each house of the State Legislature.

44. (1) The annual accounts including balance sheet of the University shall be prepared under the directions of the Board of Management and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose. Annual accounts and audit.

(2) A copy of the annual accounts together with the audit report shall be submitted to the Governing Body.

(3) A copy of the annual accounts and audit report along with the observations of the Governing Body shall be submitted to the sponsoring body.

(4) Copies of annual accounts and balance sheet prepared under sub-section (1) shall also be presented to the Government.

(5) The advice of the Government, if any, arising out of the accounts and audit report of the University shall be placed before the Governing Body and the Governing Body shall issue such directions, as it may deem fit and compliance thereof shall be reported to the Government.

45. (1) For the purpose of ascertaining the standards of teaching, examination and research or any other matter relating to the University, the Government may, after consultation with the Vice-Chancellor, cause an assessment to be made in such manner as may be prescribed, by such person or persons as it may deem fit. Powers of the Government to inspect the University.

(2) The Government shall communicate to the University its recommendations in regard to the result of such assessment for corrective action and the University shall take such corrective measures as are necessary so as to ensure the compliance of the recommendations.

(3) If the University fails to comply with the recommendations made under sub-section (2) within a reasonable time, the Government may give such directions as it may deem fit which shall be binding on the University.

Dissolution of the University by sponsoring body. **46.** (1) The sponsoring body may dissolve the University by giving a notice to this effect to the Government, the employees and the students of the University at least one year in advance :

Provided that, dissolution of the University shall have effect only after the last batches of students of the regular courses have completed their courses and they have been awarded degrees, diplomas or awards, as the case may be.

(2) On the dissolution of the University all the assets and liabilities of the University shall vest in the sponsoring body :

Provided that, in case the sponsoring body dissolves the University before twenty five years of its establishment all the assets of the University shall vest in the Government free from all encumbrances.

Special powers of the State Government in certain circumstances. **47.** (1) If it appears to the Government that the University has contravened any of the provisions of this Act or the rules, statutes or ordinances made there under or has contravened any of the directions issued by it under this Act or has ceased to carry out any of the undertakings given under section 5 of this Act, or a situation of financial mis-management or mal-administration has arisen in the University, it shall issue notice requiring the University to show cause within forty-five days as to why an order of its liquidation should not be made.

(2) If the Government, on receipt of reply of the University on the notice issued under sub-section (1), is satisfied that there is a *prima facie* case of contravention of all or any of the provisions of this Act or the rules, statutes or ordinances made there under or of contravention of the directions issued by it under this Act or of ceasing to carry out the undertaking given under section 5 of this Act, or of financial mis-management or mal-administration, it shall make an order of such enquiry as it may consider necessary.

(3) The Government shall, for the purpose of any enquiry under sub-section (2), appoint an inquiry officer or officers to inquire into any of the allegations and to make report thereon.

(4) The Enquiry Officer or officers appointed under sub-section (3) shall have the same powers as are vested in a civil court under the Code of Civil Procedure, while trying a suit in respect of the following matters, 5 of 1908.
namely :—

(a) summoning and enforcing the attendance of any person and examining him on oath ;

(b) requiring the discovery and production of any such document or any other material as may be predicable in evidence ;

(c) requisitioning any public record from any court or office ;
and

(d) any other matter which may be prescribed.

(5) The inquiry officer or officers, inquiring under this Act, shall be deemed to be a civil court for the purposes of section 195 and Chapter 26 of the Code of Criminal Procedure, 1973.

(6) On receipt of the enquiry report from the officer or officers appointed under sub-section (3), if the Government is satisfied that the University has

contravened all or any of the provisions of this Act or the rules, statutes, or ordinances made there under or has violated any of the directions issued by it under this Act or has ceased to carry out the undertakings given by it under section 5 of this Act or a situation of financial mis-management and mal-administration has arisen in the University which threatens the academic standard of the University, it shall issue a preliminary order for the liquidation of the University and appoint an administrator.

(7) The administrator appointed under sub-section (6) shall have all the powers and be subject to all the duties of the Governing Body and the Board of Management under this Act and shall administer the affairs of the University until the last batch of the students of the regular courses have completed their courses and they have been awarded degrees, diplomas or awards, as the case may be.

(8) After having awarded the degrees, diplomas or awards, as the case may be, to the last batches of the students of the regular courses, the administrator shall make a report to this effect to the Government.

(9) On receipt of the report under sub-section (8), the Government shall, by notification in the *Official Gazette*, issue a final order dissolving the University and from the date of publication of such notification, the University shall stand dissolved and all the assets and liabilities of the University shall vest in the sponsoring body from such date.

48. (1) Immediately after the commencement of this Act, there shall be established a Secretary Level Committee in order to verify and ensure compliance of the requirements to the guidelines relating to the establishment of self-financed universities, framed by the State Government from time to time ; and of the undertakings submitted by the sponsoring body. The committee shall consist of the Secretaries-in-charge of the Higher and Technical Education Department, the Finance Department, and the Planning Department.

Secretarial committee.

(2) The committee constituted under sub-section (1), shall submit its report to the Government.

(3) On receipt of the report under sub-section (2), the State Government shall, publish a notification allowing the operationalization of the University.

(4) The University shall, admit the students only after issuance of the notification under sub-section (3).

49. (1) The Government may, by notification, make rules for carrying into effect the purposes of this Act.

Power to make Rules.

(2) Without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely :—

(a) matters to be prescribed under clause (d) of sub-section (4) of section 47 ; and

(b) any other matter which is required to be, or may be, prescribed by rules.

(3) All the rules made under this Act shall be laid, as soon as may be after it is made, before each house of the State Legislature, while it is in session, for a total period of thirty days which may be comprised in one

session or in two successive sessions, and if, before the expiry of the session in which they are so laid or the sessions immediately following, both Houses agree in making any modification to the rule or both Houses agree that the rule should not be made, the rule shall from the date of publication of a notification, have effect only in such modified form or be of no effect, as the case may be ; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done there under.

Power to
remove
difficulties. **50.** (1) If any difficulty arises in giving effect to the provisions of this Act, the Government may, as occasion arises, by an order published in the *Official Gazette*, do anything not inconsistent with the provisions of this Act, which appears to it to be necessary or expedient for removing the difficulty.

(2) Every order made under sub-section (1), shall be laid, as soon as may be after it is made, be laid before each House of the State Legislature.



महाराष्ट्र शासन राजपत्र

असाधारण भाग चार-ब

वर्ष ३, अंक ४९(४)]

शुक्रवार, मे ५, २०१७/वैशाख १५, शके १९३९

[पृष्ठ ६, किंमत : रुपये ९.००

असाधारण क्रमांक ११५

प्राधिकृत प्रकाशन

महाराष्ट्र शासनाने महाराष्ट्र अधिनियमान्वये तयार केलेले
(भाग एक, एक-अ आणि एक-ल यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांव्यतिरिक्त) नियम व आदेश.

उच्च व तंत्रशिक्षण विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई ४०० ०३२, दिनांक ५ मे २०१७

अधिसूचना

सिंबॉयसिस स्किल्स अॅण्ड ओपन युनिव्हर्सिटी अधिनियम, २०१७.

क्रमांक स्वअवि-२०१३/(१४१/२०१३)/विशि-४.—सिंबॉयसिस स्किल्स अॅण्ड ओपन युनिव्हर्सिटी अधिनियम, २०१७ (२०१७ चा महा. ३७) याच्या कलम १, पोट-कलम (२) द्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून, महाराष्ट्र शासन याद्वारे दिनांक ५ मे २०१७ हा दिनांक अधिनियमाच्या प्रारंभाचा दिनांक म्हणून नियत करीत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सीताराम कुंटे,
शासनाचे अपर मुख्य सचिव.

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Madam Cama Road, Hutatma Rajguru Chowk,
Mantralaya, Mumbai 400 032, dated the 5th May 2017

NOTIFICATION

SYMBIOSIS SKILLS AND OPEN UNIVERSITY ACT, 2017.

No. SFU- 2013/(141/13)/UNI-4.—In exercise of the powers conferred by Sub-section (2) of Section 1 of the Symbiosis Skills and Open University Act, 2017 (Mah. XXXVII of 2017), the Government of Maharashtra hereby appoints the 5th of May 2017 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

SITARAM KUNTE,
Additional Chief Secretary to Government.

उच्च व तंत्रशिक्षण विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई ४०० ०३२, दिनांक ५ मे २०१७

अधिसूचना

डिएसके वर्ल्ड युनिव्हर्सिटी अधिनियम, २०१७.

क्रमांक स्वअवि-२०१५/(३३०/२०१५)/विशि-४.—डिएसके वर्ल्ड युनिव्हर्सिटी अधिनियम, २०१७ (२०१७ चा महा. ३९) याच्या कलम १, पोट-कलम (२) द्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून, महाराष्ट्र शासन याद्वारे दिनांक ५ मे २०१७ हा दिनांक अधिनियमाच्या प्रारंभाचा दिनांक म्हणून नियत करित आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सीताराम कुंटे,

शासनाचे अपर मुख्य सचिव.

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Madam Cama Road, Hutatma Rajguru Chowk,
Mantralaya, Mumbai 400 032, dated the 5th May 2017

NOTIFICATION

DSK WORLD UNIVERSITY ACT, 2017.

No. SFU- 2015/(330/15)/UNI-4.—In exercise of the powers conferred by Sub-section (2) of Section 1 of the DSK World University Act, 2017 (Mah. XXXIX of 2017), the Government of Maharashtra hereby appoints the 5th of May 2017 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

SITARAM KUNTE,

Additional Chief Secretary to Government.

उच्च व तंत्रशिक्षण विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई ४०० ०३२, दिनांक ५ मे २०१७

अधिसूचना

विश्वकर्मा युनिव्हर्सिटी अधिनियम, २०१७.

क्रमांक स्वअवि. २०१५/(१५२/२०१५)/विशि-४.—विश्वकर्मा युनिव्हर्सिटी अधिनियम, २०१७ (२०१७ चा महा. ३८) याच्या कलम १, पोट-कलम (२) द्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून, महाराष्ट्र शासन याद्वारे दिनांक ५ मे २०१७ हा दिनांक अधिनियमाच्या प्रारंभाचा दिनांक म्हणून नियत करीत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सीताराम कुंटे,
शासनाचे अपर मुख्य सचिव.

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Madam Cama Road, Hutatma Rajguru Chowk,
Mantralaya, Mumbai 400 032, dated the 5th May 2017

NOTIFICATION

VISHWAKARMA UNIVERSITY ACT, 2017.

No. SFU- 2015/(152/15)/UNI-4.—In exercise of the powers conferred by sub-section (2) of section 1 of the Vishwakarma University Act, 2017 (Mah. XXXVIII of 2017), the Government of Maharashtra hereby appoints the 5th of May 2017 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

SITARAM KUNTE,
Additional Chief Secretary to Government.

उच्च व तंत्रशिक्षण विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई ४०० ०३२, दिनांक ५ मे २०१७

अधिसूचना

संजय घोडावत युनिव्हर्सिटी अधिनियम, २०१७.

क्रमांक स्वअवि. २०१६/(१७८/२०१६)/विशि-४.—संजय घोडावत युनिव्हर्सिटी अधिनियम, २०१७ (२०१७ चा महा. ४०) याच्या कलम १, पोट-कलम (२) द्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून, महाराष्ट्र शासन याद्वारे दिनांक ५ मे २०१७ हा दिनांक अधिनियमाच्या प्रारंभाचा दिनांक म्हणून नियत करीत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सीताराम कुंटे,
शासनाचे अपर मुख्य सचिव.

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Madam Cama Road, Hutatma Rajguru Chowk,
Mantralaya, Mumbai 400 032, dated the 5th May 2017

NOTIFICATION

SANJAY GHODAWAT UNIVERSITY ACT, 2017.

No. SFU. 2016/(178/16)/UNI-4.—In exercise of the powers conferred by sub-section (2) of section 1 of the Sanjay Ghodawat University Act, 2017 (Mah. XL of 2017), the Government of Maharashtra hereby appoints the 5th of May 2017 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

SITARAM KUNTE,
Additional Chief Secretary to Government.

उच्च व तंत्रशिक्षण विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई ४०० ०३२, दिनांक ५ मे २०१७

अधिसूचना

डॉ. विश्वनाथ कराड एमआयटी वर्ल्ड पिस युनिव्हर्सिटी अधिनियम, २०१७.

क्रमांक स्वअवि. २०१३/(१४०/२०१३)/विशि-४.—डॉ. विश्वनाथ कराड एमआयटी वर्ल्ड पिस युनिव्हर्सिटी अधिनियम, २०१७ (२०१७ चा महा. ३५) याच्या कलम १, पोट-कलम (२) द्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून, महाराष्ट्र शासन याद्वारे दिनांक ५ मे २०१७ हा दिनांक अधिनियमाच्या प्रारंभाचा दिनांक म्हणून नियत करीत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सीताराम कुंटे,
शासनाचे अपर मुख्य सचिव.

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Madam Cama Road, Hutatma Rajguru Chowk,
Mantralaya, Mumbai 400 032, dated the 5th May 2017

NOTIFICATION

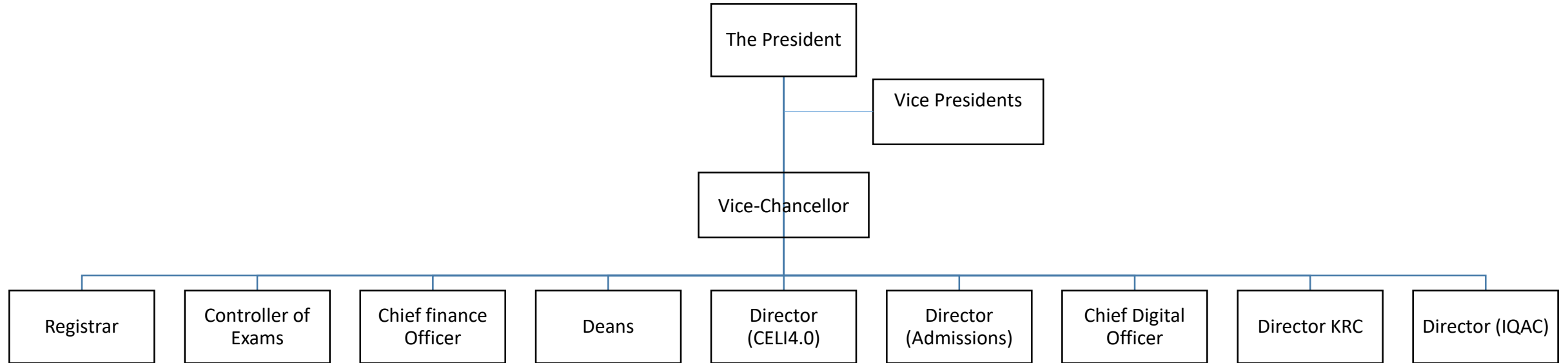
DR. VISHWANATH KARAD MIT WORLD PEACE UNIVERSITY ACT, 2017.

No. SFU. 2013/(140/13)/UNI-4.—In exercise of the powers conferred by sub-section (2) of section 1 of the Dr. Vishwanath Karad MIT World Peace University Act, 2017 (Mah. XXXV of 2017), the Government of Maharashtra hereby appoints the 5th of May 2017 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

SITARAM KUNTE,
Additional Chief Secretary to Government.

Organizational Chart of VU Officers





FIRST STATUTES
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Statutes of Vishwakarma University, Pune (Maharashtra)

CHAPTER – 1: PRELIMINARY

1.1 Short Title and Commencement of the Statutes

These Statutes may be called the First Statutes of the Vishwakarma University, Pune, Maharashtra.

1.2 Definitions

In these statutes, unless the context otherwise requires,-

- (1) "Act" means the Vishwakarma University Act, 2017;
- (2) "Adult and Continuing Education and Extension Services" means educational activities undertaken by the University, other than regular training activities for the purpose of transfer of technology to the backward areas of the State and includes the work which may be undertaken by the University for organizing villagers or groups of families for developmental activities and making them self-reliant by ensuring that necessary services, assistance and help are made available to them from the concerned quarters including the Government Departments and various organizations approved by the State Government;
- (3) "AICTE" means All India Council for Technical Education;
- (4) "AIU" means Association of Indian Universities
- (5) "BCI" means Bar Council of India;
- (6) "Board of Management" means the Board of Management constituted under section 22 of the Vishwakarma University Act, 2017;
- (7) "Campus" means the area of University within which it is established;
- (8) "Department" is a part of Faculty running one or more programmes in the University;
- (9) "Distance Education" means education imparted by combination of any two or more means of communication, viz. broadcasting, telecasting, correspondence courses, seminars, contact programs and any other such methodology;
- (10) "Employee" means any person appointed by the University and includes teachers, officers and other staff of the University;



- (11) "Faculty" is combination of various departments run in the University wherein these departments are specialized in one particular area of subjects or faculty;
- (12) "Fee" means monetary collection made by the University or its faculties/departments or study centers, as the case may be, from the students by whatever name it may be called;
- (13) "Government" or the "State Government" means the Government of Maharashtra;
- (14) "Governing Body" means the Governing Body constituted under section 21 of the Vishwakarma University Act, 2017;
- (15) "Higher Education" means pursuit of knowledge beyond learning at the stage of school education;
- (16) "Hostel" means a place of residence for the students of the University or its faculties/departments and study centers, established or recognized to be as such by the University;
- (17) "NCTE" means National Council for Teacher Education;
- (18) "Notification" means a notification published in the *Official Gazette*;
- (19) "*Official Gazette*" means the *Maharashtra Government Gazette*;
- (20) "PCI" means Pharmacy Council of India;
- (21) "Prescribed" means prescribed by statutes or ordinances or regulations, as the case may be, made under this Act;
- (22) "Regulating Body" means a body established by the Central Government which controls and supervises standard of education for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council of Technical Education, National Council of Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, National Board of Accreditation, Indian Council of Agriculture Research, Council of Scientific and Indian Research etc., and includes the Government;
- (23) "Rules" means the rules made by the State Government;
- (24) "Section" means a section of this Act;
- (25) "Sponsoring Body" means the Bansilal Ramnath Agarwal Charitable Trust, registered as a Trust under the Maharashtra Public Trusts Act; XXIX of 1950;
- (26) "State" means State of Maharashtra;
- (27) "Statutes", "Ordinances" and "Regulations" means respectively, the statutes, ordinances and regulations of the University;



- (28) "Student" means a person enrolled in the University for taking a programme of study for a degree, diploma or other academic distinction instituted by the University, including research degree;
- (29) "Study Center" means a center established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of education, distance education and online education;
- (30) "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the University;
- (31) "University" means Vishwakarma University, Pune;
- (32) "UGC" means University Grants Commission.



CHAPTER – 2: OFFICERS OF THE UNIVERSITY

2.1 Officers of the University

The following shall be the officers of the University namely:-

- (1) the President who shall also be the Chancellor;
- (2) the Vice-Chancellor;
- (3) the Pro-Vice-Chancellor;
- (4) the Deans of Faculties;
- (5) the Registrar;
- (6) the Chief Finance and Accounts Officer;
- (7) the Controller of Examinations;
- (8) the Director of Students' Welfare;
- (9) the Librarian.

2.2 The President

Appointment of the President:

- (1) The Sponsoring body shall appoint the President of the University with approval of the Government for tenure of three years. President shall hold his office during the pleasure of the Sponsoring body.
The President shall, by virtue of his office, be the Head of the University and shall preside over at the meeting of the Governing Body and for conferring degrees, diplomas and other Academic Distinction at the convocations of the University.
- (2) The eligibility and criteria for the Post of President shall be as may be prescribed by the rules and regulations issued by the State Government.

2.3 Powers and Duties of the President

- (1) The President may call for any information or records from any officers or authority of the University, relating to affairs of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the President, after perusal of such information or records, to give, in the interest of the University, any



directive to the Vice-Chancellor, or take any action against any person as he deems fit and the Vice-Chancellor shall comply with such directives.

- (2) The President shall have the right to conduct either, *suomotu* or on a representation received by him, an inspection of a School, department hostel, office, center or any other establishment or part of the University and of the examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University.
- (3) The President shall communicate to the Vice-Chancellor, the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the communication made by the President, the Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the President and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall take action on the advice given by the President within a reasonable time.
- (4) The Vice-Chancellor shall, along with his opinion, communicate to the President the action proposed to be taken by the concerned authority.
- (5) Where the Authority concerned does not take action to the satisfaction of the President within the time limit, if any, fixed by the President, the President may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions to the Vice-Chancellor or the authority as he may think fit and the Vice-Chancellor or the Authority, as the case may be, shall be bound to comply with such directions.
- (6) Without prejudice to the foregoing provisions, the President may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University:

Provided that, before making any such order, the President shall call upon the Officer or the Authority, as the case may be, of the University to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the President the same shall be considered.

- (7) Every proposal for the conferment of an Honorary Degree as recommended by the



Governing Body shall be subject to confirmation by the President.

- (8) In case of resignation or termination of the Vice-Chancellor, the President shall nominate the Pro-Vice-Chancellor as Officiating Vice-Chancellor due to temporary absence of the regular incumbent.
- (9) In case of an emergency like illness, absence or death of the President, in his absence, the Vice-Chancellor shall perform the duties of the President till the President reassumes his office or a new President is appointed as the case may be. However, such a period will normally not exceed six months.
- (10) The President shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- (11) The President shall be the appointing and disciplinary authority for the following officers of the university, namely:
 - (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Deans of Faculties;
 - (iv) the Registrar;
 - (v) the Controller of Examinations;
 - (vi) the Chief Finance and Accounts Officer;
- (12) The President may in writing under his signature, to the Sponsoring Body, resign from his office by giving a notice of three months. The Sponsoring Body may accept his resignation.

2.4 Removal of the President

The President may be removed from his office by the sponsoring body as per section 13 of the Vishwakarma University Act, 2017, if it is satisfied that the incumbent,

- (1) has become insane and stands so declared by a competent court; or
- (2) has been convicted by a court for any offence involving moral turpitude; or
- (3) has become an un-discharged insolvent and stands so declared by a competent court; or
- (4) has become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or



- (5) willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes, or has abused the powers vested in him or if the continuance of the president in the office has become detrimental to the interests of the University:

Provided that, the President shall be given a reasonable opportunity to show-cause by the sponsoring body before taking recourse to action as per section 13 of the Act under clauses (d) and (e) for his removal from the said office.

2.5 Removal of an Officer of the University other than President by the President

An Officer of the University other than President may be removed from his/her office if the President is satisfied that the incumbent,-

- (i) has become insane and stands so declared by a competent court;
- (ii) has been convicted by a court for any offence involving moral turpitude;
- (iii) has become an un-discharged insolvent and stands so declared by a competent court;
- (iv) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability;
- (v) has wilfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions, or has abused the powers vested in him/her or if the continuance of the said Officer of the University other than President in the office is detrimental to the interests of the university:

Provided that the said Officer of the University other than President shall be given a reasonable opportunity to show cause by the President before taking recourse for his/her removal.

Provided further that the President may, at any time before making such order, place the said Officer of the University other than President under suspension, pending enquiry.



2.6 Vice-Chancellor

Appointment, Terms and Conditions of the Vice- Chancellor:

- (1) There shall be a three member search committee constituted by the President for appointment of Vice-Chancellor.
 - (i) A nominee of the Sponsoring body nominated by its Chairman, who shall act as the Chairman of this committee.
 - (ii) An eminent educationist nominated by the Sponsoring body.
 - (iii) Vice-Chancellor of the other University nominated by the Governing Body.
- (2) The Search Committee shall recommend not more than five names in alphabetical order to the Governing Body in a sealed envelope for appointment to the post of Vice-Chancellor within such period as the President may stipulate while appointing the Search Committee.
- (3) The Vice-Chancellor shall be appointed by the President from three persons recommended by the Governing Body. The President may call all the three for discussion and appoint one of them as Vice-Chancellor.
- (4) In case the Search Committee fails to make a unanimous recommendation, each member of the Committee shall submit not more than five names to the Governing Body and the Governing Body shall recommend three persons to the President for appointment of the Vice-Chancellor.
- (5) Non Submission by any member of the Search Committee shall not invalidate the appointment of the Vice-Chancellor.
- (6) The Vice-Chancellor shall hold office for a term of three years from the date on which he enters upon his office and shall be eligible for reappointment for one more term of three years:

Provided that, the Vice-Chancellor shall continue to hold his office after the expiry of his term till new Vice-Chancellor joins for a period not exceeding one year, in the aggregate.
- (7) The eligibility and criteria for the post of Vice-Chancellor shall be as may be prescribed by the rules and regulations issued by the University Grants Commission from time to time.
- (8) The Vice-Chancellor may by writing addressed to the President, resign from his office by giving a notice of three months.
- (9) If the vacancy occurs in the office of the Vice-Chancellor because of leave, illness,



suspension pending departmental enquiry, resignation, termination or otherwise; the President may appoint Pro-Vice-Chancellor or in his absence, a suitable person to act as the Vice-Chancellor for a period not exceeding six months, in the aggregate.

2.7 Powers and Duties of Vice-Chancellor

- (1) The Vice-Chancellor shall be the principal executive and academic officer of the University responsible for the development of the University and shall have the powers of superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (2) The Vice-Chancellor shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, Regulating bodies and UGC are strictly followed and complied with.
- (3) The Vice-Chancellor shall have the power to convene the meetings of any of the authorities, bodies and committees as and when he considers it necessary so to do.
- (4) The Vice-Chancellor shall have the power to constitute committees which he deems necessary for the performance of the duty assigned to him by or under the Act.
- (5) The Vice-Chancellor shall oversee and monitor officers and staff; the working, performance and administration of the departments; institutions of specialized studies, laboratories, library, museums, hostels and schools maintained by the University.
- (6) The Vice-Chancellor may call for reports from the University Faculties and departments, hostels, centers or any other department imparting education or working under or supervision of the University in respect of any of the activities, as he may deem it necessary for the proper functioning of the University.
- (7) The Vice-Chancellor shall supervise and control the residence, conduct and discipline of the students of the University. He shall also oversee the general welfare of the students of the University.
- (8) The Vice-Chancellor shall, with the approval of the Board of Management, enter into, vary, carry out or cancel contracts on behalf of the University in exercise of the performance of the powers and duties assigned to him by or under the Act.
- (9) The Vice-Chancellor shall have power to call for any documents and information from any of the faculty of the University in respect of any matter connected with teaching, examination, research, finance or any matter affecting the discipline or



- efficiency of teaching in the schools, as he thinks fit and necessary.
- (10) In absence of the President, the Vice-Chancellor shall preside over the meetings of Governing Body and convocation of the University.
- (11) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, in his opinion the same is not consistent with the provisions of the Act, Statutes, Ordinances or Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the President for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the President, the Vice-Chancellor shall take the action as directed by the President and inform the authority, body or committee concerned accordingly.
- (12) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as would, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken (where such action does not affect any person in the services of the University), or on both, the matter shall be referred to the President whose decision shall be final: Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Governing Body.
- (13) Where any matter is required to be regulated by the Statutes, Ordinances and Regulations, but no Statutes, Ordinances or Regulations are made in that behalf the Vice-Chancellor may, for the time being, regulate matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Governing Body or other authority or body concerned for approval. He may, at the same time, place before such authority or body for



consideration the draft of the Statutes, Ordinances and Regulations, as the case may be, required to be made in that behalf.

- (14) As the Chairman of the authorities or bodies or committees of the University, the Vice-Chancellor shall have the power to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the President.
- (15) The Vice-Chancellor shall place before the Governing Body a report of the work of the university periodically as provided under the Ordinances.
- (16) The Vice-Chancellor shall be disciplinary authority for teachers and class I (Group A) officer of the University.



2.8 Pro-Vice-Chancellor

- (1) The Pro-Vice-Chancellor shall be appointed by the President from amongst the Professors of the University on the recommendation of Vice-Chancellor with the approval of the Board of Management and shall discharge his duties of Pro-Vice-Chancellor in addition to his duties as a Professor.
- (2) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging his duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the University authorities and bodies as assigned or in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor.
- (3) The Pro-Vice-Chancellor may resign from his post by submitting an application in writing to the Vice-Chancellor and on accepting the resignation resume his duties back as a Professor.
- (4) The provisions of removal of Vice-Chancellor shall *mutatis* and *mutandis* apply to removal of Pro-Vice-Chancellor.
- (5) The Pro-Vice-Chancellor shall work under the control, direction and superintendence of the Vice-Chancellor.
- (6) The Pro-Vice-Chancellor shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, Regulating bodies and UGC are strictly followed and complied with.



2.9 Dean of Faculty

Appointment, Terms and Conditions of the Dean:

- (1) The Dean of the Faculty shall be appointed by the President on the recommendation of Selection Committee duly constituted by the Governing body.
- (2) The Dean of the faculty shall be appointed from amongst the Professors in the departments under the said faculty:

Provided that if there is no Professor in a faculty, the Vice-Chancellor shall appoint, for the time being, a teacher in the said faculty as Dean.

- (3) The Dean of a faculty shall be appointed for a period of three years and shall not be eligible for consecutive or subsequent terms unless there is no other Professor eligible or suitable for the appointment as Dean of the said faculty.
- (4) The Dean shall be the Chief Executive and Academic Officer of the faculty and shall supervise and control over the affairs of the faculty and will take decision on the recommendation of the various Head of the Departments. He will be accountable to the Vice-Chancellor.
- (5) The Deans of all faculties shall work under the control, direction and superintendence of the Vice-Chancellor.

2.10 Powers and Duties of the Dean of Faculty

The Powers and duties of the Dean shall be as under:-

- (1) He shall preside over the meetings of departments under the faculty and shall see that the various decisions taken at these meeting are implemented and submit its report to the Vice-Chancellor;
- (2) He shall be responsible for the academic development and application of quality benchmarks for the various academic programmes, maintenance of standards of teaching and research and training of teachers within his faculty;
- (3) The Dean shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, Regulating bodies and UGC are strictly followed and complied with.
- (4) The Dean shall also exercise the following powers and perform following duties:



- (i) Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (ii) Arrange for feedback responses from the students, the teachers, the non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
- (iii) Organize of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (iv) Arrange for document of the various programs/activities of higher education, leading to quality improvement;
- (v) Coordinate the quality-related activities, including adoption and dissemination of good practices; development and maintenance of institutional database through management information system for the purpose of maintaining /enhancing the quality;
- (vi) Develop quality culture in higher education;
- (vii) Planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by University for academic competence of the faculty members;
- (viii) Make proposals to the Board of Management for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes and making regulations for their award;
- (ix) Recommend to the Board of Management through the Academic Council proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science & Technology Parks, entrepreneurship development and industry incubation centre, IPR centre, workshops, hobby centers, museums, etc.;
- (x) Control, regulate and coordinate research activities to maintain standards of teaching and research in the University Departments;
- (xi) Make recommendations to the Academic Council for conduct of post-graduate courses in University Departments;
- (xii) Make recommendations to the Academic Council regarding the norms of recognition of post-graduate teachers and research guides in post-graduate departments in the University;



- (xiii) Make recommendations to the Academic Council regarding the norms of recognition of undergraduate teachers and project guides for undergraduate programmes in accordance with and complying with the respective regulations from the relevant regulating bodies;
- (xiv) Recommend to the Academic Council the course structure for undergraduate, post-graduate, M. Phil., pre-Ph.D., and Ph. D. courses;
- (xv) Exercise such other powers and perform such other duties as directed by the Vice-Chancellor;
- (xvi) Co-ordinate and supervise the procedure of admission of students made by the various University Teaching Departments;
- (xvii) Make arrangements for classes including, evening classes, diploma courses, etc.;
- (xviii) Get the academic calendars prepared;
- (xix) Prepare proposals of fellowship and other distinctions;
- (xx) Co-ordinate with other Deans in respect of matters of inter-faculty;
- (xxi) Consider and decide upon the grievance of students regarding enrollment, eligibility and migration.
- (xxii) Preparation for Accreditation and providing information for ranking surveys
- (xxiii) Co-ordinate with Controller of Examinations and Registrar



2.11 Registrar

Appointment, Terms and Conditions of the Registrar:

- (1) The Registrar shall be a full time salaried employee of the University and shall be appointed by the President on the recommendation of a Selection Committee duly constituted by the Governing body, for tenure of three years, which may be renewed for similar term by the President.
- (2) The qualifications and experience for appointment of the Registrar shall be such as may be prescribed by the University Grants Commission and approved by the Government.
- (3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a suitable person to officiate as the Registrar until the Registrar resumes duties.
- (4) The Registrar may by writing under his signature addressed to the President, resign from his office by giving notice of three months.
- (5) The Registrar shall work under control, direction and superintendence of the Vice-Chancellor.

2.12 Powers and Duties of Registrar

- (1) The Registrar shall be Member Secretary of the Governing Body, the Board of Management and the Academic Council. He shall place before these authorities all such information as may be necessary for the transaction of the business. He shall also be the Member of Selection Committee for the appointment of the teachers of the University. However, he shall not be entitled to vote.
- (2) The Registrar shall be the chief administrative officer of the University. Subject to the decision of the authorities of the University, he shall have the power to enter into agreement, contract; sign documents and authenticate records on behalf of the University.
- (3) The Registrar shall be the disciplinary authority for non-teaching staff of group B, C and D (class II, III and IV) of the University:
Provided that the employee may prefer and appeal to the Vice-Chancellor against the order of the Registrar imposing any of the penalties within a period of thirty days



from the date of order.

- (4) The Registrar in his work shall be assisted by a number of other officers including Deputy and Assistant Registrars. They shall work under the control, direction and superintendence of the Registrar.
- (5) To represent the University in suits or proceedings by or against the University, the Registrar shall sign powers of attorney and verify the pleadings.
- (6) The Registrar shall make available such papers and documents and other information as the President or the Vice-Chancellor may require.
- (7) The Registrar shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, Regulating bodies and UGC are strictly followed and complied with.
- (8) It shall be the duty of the Registrar -
 - (i) to be custodian of the records, the common seal and such other property of the University as the Board of Management may commit to his charge;
 - (ii) to issue all notices convening meetings of the Governing Body, Board of Management, Academic Council or any other committee appointed by the authority of the University or Vice-Chancellor;
 - (iii) to prepare the agenda of the meetings of the authorities of the University and circulate the same to the concerned members;
 - (iv) shall receive complaints and suggestions regarding improvement of administration;
 - (v) shall advice the Vice-Chancellor in all matters related to the Administration and shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Vice-Chancellor and the President.



2.13 Controller of Examinations

Appointment, Terms and Conditions of the Controller of Examination:

- (1) The Controller of Examination shall be appointed by the President on the recommendation of a Selection Committee duly constituted by the Governing body
- (2) The Controller of Examination shall be a full time salaried officer of the University appointed for a tenure of three years, which may be renewed for similar term by the President.
- (3) The qualifications and experience for appointment of the Controller of Examination shall be such as may be prescribed by the University Grants Commission and approved by the Government.
- (4) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a suitable person to officiate as the Controller of Examinations.
- (5) The Controller of Examinations may by writing under his signature addressed to the President, resign from his office by giving a notice of three months.

2.14 Powers and Duties of Controller of Examinations

- (1) The Controller of Examinations shall be the principal Officer in-charge to conduct examinations and declaration of their results and making it available on internet and intranet for the students. He shall discharge his functions under the supervision, direction and control of the Vice-Chancellor.
- (2) The Controller of Examinations shall be the Member Secretary of the Board of Examination and may be invited to a meeting of the Board of Management or Governing Body, as and when required. But he shall have no right to vote.
- (3) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding and conducting examinations and tests properly and timely declaration of their results.
- (4) The Controller of Examinations shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, Regulating bodies and UGC are strictly followed and complied with.
- (5) Subject to the prior approval of the Vice-Chancellor, the Controller of Examinations



shall perform the following duties and responsibilities, namely:

- (i) to prepare and announce in advance the calendar of examinations which shall be placed before the Board of Examinations;
 - (ii) to appoint Examiners and Moderators from the list approved by the Board of Examinations;
 - (iii) to arrange for printing of question papers and blank answer books and their safe custody;
 - (iv) to arrange to get performance of the candidates at the examinations properly assessed and to process results;
 - (v) to postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons or department or school alleged to have committed malpractices;
 - (vi) to implement the recommendations of the Board of Examinations pertaining to conducting and supervising the online examinations pattern for the courses wherever feasible;
 - (vii) to take disciplinary action where necessary against the candidates, paper – setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - (viii) to make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure efficiency and confidentiality;
 - (ix) to submit report regarding conduct of examinations to the Board of Examination and Academic Council.
- (6) The Controller of Examination shall advice the Vice-Chancellor in all matters related to the Examinations and shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Board of Examinations, the Vice-Chancellor and the President.
- (7) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or otherwise, unable to perform his duties the Vice-Chancellor may appoint a suitable person to officiate as the Controller of Examinations until the Controller of Examinations resumes duties.



2.15 Chief Finance and Accounts Officer

Appointment, Terms and Conditions of the Chief Finance and Accounts Officer

- (1) The Chief Finance and Accounts Officer shall be a full time salaried officer of the University and shall be appointed by the President, on the recommendation of Selection Committee duly constituted by the Governing body, for a tenure of three years, which may be renewed for a similar term by the President.
- (2) The Chief Finance and Accounts Officer shall be an officer of the University responsible for handling finance, accounts and audit of the University.
- (3) When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a suitable person to officiate as the Chief Finance and Accounts Officer until the Chief Finance and Accounts Officer resumes duties.
- (4) The Chief Finance and Accounts Officer may by writing under his signature addressed to the President, resign from his office by giving a notice of three months.
- (5) The Chief Finance and Accounts Officer shall work under the direction, supervision and control of the Vice-Chancellor.
- (6) The Chief Finance and Accounts Officer shall be Member Secretary of the Finance Committee and the Central Purchase Committee and may be invited to a meeting of the Board of Management or the Governing Body, as and when required, but he shall have no right to vote.
- (7) The Chief Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts, balance sheet and audit report of statutory auditor to the Finance and Accounts Committee, the Board of Management and the Governing Body.



2.16 Powers and Duties of Chief Finance and Accounts Officer

The duties of the Chief Finance and Accounts Officer shall be to-

- (1) exercise general supervision over the funds of the university, and shall advise the Vice-Chancellor as regards the finances of the university;
- (2) hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the university;
- (3) ensure that the limits fixed by the university for recurring and non recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted; keep watch on the state of the cash and bank balance and of investments;
- (4) keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;
- (5) collect the income, disburse the payments and maintain the accounts of the University;
- (6) arrange for the conduct of continuous internal audit of the accounts of the University and shall pre-audit such bills as may be required in accordance with any standing orders in that behalf;
- (7) perform such other functions in respect of financial matters as may be assigned to him by the Governing Body or the Board of Management or the Vice-Chancellor;
- (8) ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable materials in all offices, University Departments, workshops and stores of the university is conducted regularly;
- (9) probe into any unauthorized expenditure and other financial irregularities and suggest to the competent authority, disciplinary action against persons at fault;
- (10) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any university teacher;
- (11) propose to the Registrar that explanation be called from any non-teaching staff for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;



- (12) call from any office, centre, laboratory, departments or faculty of the University, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;
- (13) have the accounts of the University audited regularly;
- (14) submit unaudited quarterly report to the President, Governing Body and Board of Management;
- (15) exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him, from time to time, by the Vice-Chancellor and the President.



2.17 Director of Students' Welfare

- (1) The Director of Students' Welfare shall be nominated by the Vice-Chancellor from amongst the teachers of the University, who possess teaching experience of not less than ten years and who is not below the rank of Associate Professor.
- (2) The Director shall hold office for a term of three years and shall be eligible for re-appointment for the period of three years.
- (3) The teacher who is appointed as Director of Students' Welfare shall perform his duties as Director in addition to his own duties as teacher.
- (4)
 - (i) The Director of Students' Welfare shall be assisted by a team of teachers, nominated by the Vice-Chancellor, who shall perform their duties in addition to their normal duties of teacher. The teachers so nominated shall be called Assistant Director of Students' Welfare.
 - (ii) One of the Assistant Director of Students' Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl students.
 - (iii) One of the Assistant Director of Students' welfare shall be appointed from amongst the reserved category teachers of the University who shall look after the welfare of the reserved category students.
- (5) It shall be the duty of the Director of Students' Welfare and the Assistant Directors of Students' Welfare to assist the students in matters requiring help and guidance and, in particular, to help and advise students and prospective students in:
 - (i) Obtaining admission to the University and its courses;
 - (ii) The choice of suitable courses and hobbies;
 - (iii) Finding living accommodation;
 - (iv) Making boarding arrangements;
 - (v) Obtaining medical advice and assistance;
 - (vi) Securing scholarships, stipends, part-time employment and other pecuniary assistance through earn and learn scheme;
 - (vii) Obtaining travel facilities for holidays and educational excursions;
 - (viii) Securing facilities for further studies abroad and; conducting themselves in proper pursuit of academic studies as to maintain the traditions of the University.



- (6) The Director of Students' Welfare may communicate with the guardian of students in respect of any matter requiring his assistance when necessary.
- (7) The Vice-Chancellor may on the recommendation of the Director of Students' Welfare take disciplinary action against students.
- (8) The Director of Students' Welfare shall work under the direction, supervision and control of the Vice-Chancellor.



CHAPTER – 3: AUTHORITIES OF THE UNIVERSITY

3.1 Authorities of the University

The following shall be the authorities of the University:

- (1) the Governing Body;
- (2) the Board of Management;
- (3) the Academic Council;
- (4) the Board of Examinations;
- (5) the Faculty;
- (6) the Boards of Studies;
- (7) the Planning and Monitoring Board; and
- (8) such other authorities as may be decided by the Governing Body of the University.

3.2 Governing Body

- (1) The Governing Body shall be the principal executive authority to lay policy of the University.
- (2) The Governing Body shall consist of the following members, namely:
 - (i) The President as Chairperson/President;
 - (ii) The Vice-Chancellor as Member Secretary;
 - (iii) Five persons, nominated by the sponsoring body out of whom two shall be eminent educationists; one expert of management or information technology from outside the University, nominated by the President;
 - (iv) Two persons, nominated by the State Government;
 - (v) Two representatives of the industries to be nominated by the President;
 - (vi) The Registrar shall be the permanent invitee, but shall not have right to vote.
- (2) The term of the members of the Governing Body shall be three years.



3.3 Meetings of Governing Body

- (1) The Governing Body shall meet at least three times in a year. A meeting of the Governing Body shall be convened by giving advance notice of fifteen days:
Provided that any emergency meeting of the Governing Body may be held without any notice if the quorum is complete either by the presence or the members at the venue of the meeting or the members joined through Video conference.
- (2) A copy of the proceedings of each meeting shall be furnished to the President of the University as soon as possible after the meeting.
- (3) The quorum for the meeting of the Governing Body shall be five.
- (4) Each member of the above Governing Body including its Chairman shall have one vote and decisions at the meeting of the Governing Body shall be taken by simple majority of members present. In case of a tie, the Chairman shall have a casting vote.
- (5) Any business, which may be necessary to be urgently transacted by the Governing Body, may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

3.4 Powers and Duties of Governing Body

- (1) The Governing Body shall be the supreme authority of the University and principal executive body of the University and shall have the following powers, namely:
 - (i) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act and Statutes and Ordinances of the University;
 - (ii) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Rules or regulations made there under;
 - (iii) to approve the budgets and annual report of the University;
 - (iv) to lay down the policies to be followed by the University;
 - (v) to approve statutes made, amended or repealed by Board of Management;



- (vi) to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts;
- (vii) to carry out such activities as may be necessary or feasible in furtherance of the objects of the University;
- (viii) to provide instruction, training and research in such branches of learning as the University may think fit and to make provision for research and advancement and dissemination of knowledge particularly in professional and innovative courses;
- (ix) to establish and maintain departments, faculties, centers of the University;
- (x) to develop innovative patterns of teaching for the courses run in the University;
- (xi) to make provisions for curricular, co-curricular, extracurricular activities for the students and employees;
- (xii) to create academic, administrative support staff and other necessary posts;
- (xiii) to hold examination and to grant and confer degrees, titles, diplomas, certificates and other academic distinctions on persons who have pursued and passed an approved course of study of the University, subject to such conditions as the University may determine and to withdraw any such degrees, titles, diplomas, certificates and other academic distinction on good and sufficient cause;
- (xiv) to recognize academic credits acquired through examinations, periods of study (whether in full or in part) of other universities, institutions or other places of higher learning as equivalent to examinations and periods of study in the University and to withdraw such recognition at any time;
- (xv) to consider the recommendation of the Board of Management, and thereupon confer honorary degrees or other academic distinctions;
- (xvi) to hold and manage endowments and arrange other properties and funds of the University and to raise loans required for the purposes of the University by seeking approval of the sponsoring bodies;
- (xvii) to fix fees and to demand and receive such fees and other charges as may be prescribed;



- (xviii) to institute and maintain hostels and to recognize places of residence for the students of the University and to withdraw such recognition accorded to any such places of residence;
- (xix) to supervise and control the places of residence for the students of the University and to regulate the discipline of the students of the University and to make arrangements for promoting their health;
- (xx) to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
- (xxi) to regulate and enforce discipline amongst the employees of the University and to take such disciplinary measures as may be necessary;
- (xxii) to institute professorship, associate professorship, assistant professorship and any other teaching academic or research posts as may be deemed necessary by the University and to appoint duly qualified persons as professors, associate professors, assistant professors, research assistant or otherwise as teachers and researchers of the University;
- (xxiii) to provide for printing, reproduction and publication of research and other works and to organize exhibitions;
- (xxiv) to organize and conduct refreshers courses, orientation courses, workshops, seminars, conferences and other programs for teachers, evaluators and other academic staff;
- (xxv) to determine standards of admission to the University with the approval of the Academic Council;
- (xxvi) to co-operate with other organizations in matters of education, training and research;
- (xxvii) to co-operate with institutions with higher learning in any part of the world having objects wholly or partly similar to those of the University , through faculty exchange programme and scholars and generally in such manner as may be conducive for furtherance of the objects of the University;
- (xxviii) to regulate expenditure and to manage the funds of the University;
- (xxix) to establish and maintain within the premises of the University or elsewhere such classrooms, study halls, etc., as the University may consider necessary, and to adequately furnish the same;
- (xxx) to receive grants, subscriptions, donations and gifts for the purpose of the University consistent with the objects for which the University is established;



- (xxxix) to establish, the centres, sub-centres, or study centres in and outside India with prior approval of Government concerned for promotion of distance education and online education;
 - (xxxii) to purchase, take on lease or accept as gift or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper, to construct buildings or alter and maintain any such buildings or works.
- (2) The Governing Body may by a resolution, delegate to the President, Vice-Chancellor, Pro-Vice-Chancellor or any other officer, such of its powers as it may deem fit, subject to the condition that the action taken by the President or the Vice-Chancellor or the Pro-Vice-Chancellor or the officer concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Governing Body.

3.5 Board of Management

- (1) The Board of Management shall consist of the following members, namely:
- (i) the Vice-Chancellor as Chairperson;
 - (ii) two members of the Governing Body, nominated by the sponsoring body;
 - (iii) two Deans by rotation, to be nominated by the Vice-Chancellor;
 - (iv) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (v) three persons from amongst the teachers, nominated by the sponsoring body;
 - (vi) the Registrar shall be Member Secretary but shall not have right to vote;
- (2) The Board of Management shall meet at least once in every two months.
- (3) The quorum for meetings of the Board of Management shall be five.
- (4) The term of the nominated members of the Board of Management shall be of three years. No member shall be nominated for more than two consecutive terms.

3.6 Powers and Functions of Board of Management

- (1) The Board of Management shall exercise the following powers and perform the following duties, namely:
- (i) to accept financial accounts and audit report;



- (ii) to present the budget estimate as received from the finance committee with its own modification, if any, to the Governing Body for its consideration and approval;
- (iii) to perform any other function that may be assigned by the Governing Body and the President;
- (iv) to make, amend or repeal Statutes for approval of Governing Body;
- (v) to recommend to the Governing Body to make, amend or repeal Ordinances recommended by Academic Council;
- (vi) to consider and approve the report of the selection committee and forward the same to the Governing Body for information;
- (vii) to monitor, control and administer the general activities of the University;
- (viii) to frame fee structure for various courses and decide criterion for exemption in fee to needy and meritorious students;
- (ix) to create teaching and other academic posts including Chairs;
- (x) to appoint such Professors, Associate Professors, Assistant Professors and other academic staff including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- (xi) to promote inter-disciplinary research through joint appointments of teaching staff in various faculties and Departments;
- (xii) to create administrative, ministerial and other necessary posts and to define their duties and conditions of their service and to make appointments thereto in the manner prescribed by the ordinances;
- (xiii) to regulate and enforce discipline among employees;
- (xiv) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agencies or persons as it may think fit;
- (xv) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;
- (xvi) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xvii) to enter into vary, carry out and cancel, agreements and contracts on behalf of the University;



- (xviii) to appoint examiners and moderators and, if necessary, to remove them, and to fix their emoluments and travelling and other allowances;
 - (xix) to select a common seal for the University and provide for the use of such seal;
 - (xx) to make such special arrangements as may be necessary for the residence of women students;
 - (xxi) to institute and decide the policy for award of fellowships, scholarships, studentships, medals and prizes;
 - (xxii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
 - (xxiii) to enter into partnership with industry and non-government organization for the advancement of knowledge and establish a corpus fund out of the profits of such partnership; and
 - (xxiv) To exercise such other powers and duties which are not assigned to any other authorities of the University?
- (2) The Board of Management shall have the power of management and administration of the revenues and property of the University and all other matters otherwise not provided for, anywhere in these Statutes.
 - (3) The Board of Management shall, from time to time, prepare its fees structure and forward it for approval of the committee constituted by the State Government for the purpose.
 - (4) The Board of Management shall not charge any fees, by whatever name called, other than that for which it is prescribed.
 - (5) Fees for duplicate mark-sheets, Re-evaluation of answer papers, issuance of degree certificates and for such other matters shall be charged from the students, as prescribed by the Board of Management.
 - (6) The Board of Management shall take action in regard to the number, qualifications and emoluments of teachers after considering the advice of Academic Council and the Faculty concerned.
 - (7) The Board of Management shall give due consideration to every resolution of the Governing Body and take such action thereon as necessary and report to the Governing Body, the action taken.



3.7 Academic Council

- (1) The Academic Council shall be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension and collaboration programmes in academic matters and evaluation of work-load of the teachers.
- (2) The Academic Council of the University shall consist of the following persons, namely:
 - (i) the Vice-Chancellor as Chairperson;
 - (ii) the Pro-Vice-Chancellor, if any;
 - (iii) the Deans of faculties;
 - (iv) the Chairpersons of the Board of Studies;
 - (v) the Controller of Examinations shall be the permanent invitee and shall have right to speak on matters pertaining to examinations but shall not have the right to vote;
 - (vi) The Registrar shall be the Member Secretary of the Academic Council but shall not have the right to vote.
- (3) The Academic Council shall meet as often as may be necessary but not less than twice a year.
- (4) One-third members of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (5) Any business which may be necessary for the Academic Council to transact except such as may be placed before its meeting, may be circulated along with the proposed resolution among all its members. The resolution so circulated and approved by a simple majority of total members shall be effective and binding as if such resolution has been passed in the meeting of the Academic Council.

3.8 Powers and Duties of Academic Council

- (1) The Academic Council shall be the principal academic authority of the University and shall be responsible for regulating and maintaining the standards of teaching, research and examination in the University.
- (2) The Academic Council shall exercise the following powers and duties, namely:



- (i) to recommend to the Board of Management regarding institution of degrees, diplomas, certificates and other academic distinctions;
- (ii) to recommend to the Board of Management to make, amend or repeal Ordinances on issues related to the students and academic matters;
- (iii) to allocate subjects to the faculties;
- (iv) to make proposals for the establishment of schools of the University, departments of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;
- (v) to consider and make recommendations regarding new proposals for creation of professorships, professorship of chair, associate professorships, assistant professorship, Head of Research and Publication and non vocational academic staff required by the university;
- (vi) to promote research within the University, acquire reports on such research from time to time;
- (vii) to make proposal to the Board of Management for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes and make regulations for their award;
- (viii) to prescribe qualifications and norms for appointment of papers setter, examiners, moderators and others, concerned with the conduct of examinations;
- (ix) to appoint committees to review periodically the utility and practicability of the existing courses of study and the desirability or necessity of reviewing or modifying them in the light of new knowledge or changing societal requirements;
- (x) to make proposal for the conduct of interfaculty and area or regional studies, common facilities, such as instrumentation centres, workshops, hobby centers, museums, etc.;
- (xi) to prescribe norms for recognition of teacher of the University as M.Phil./Ph.D. Guide;
- (xii) to make proposals to the Board of Management to prescribe fees and other charges;
- (xiii) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under the Act, the Statutes, Ordinances, and Regulations;



- (xiv) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Faculties, evaluation of research and improvement of academic standards;
 - (xv) to bring about and promote inter-faculty co-ordination and to establish or appoint such committees or boards as may deem necessary for the purpose;
 - (xvi) to consider matters of general academic interest either on its own initiative, or on a reference by a faculty or the Board of Management, and to take appropriate action thereon;
 - (xvii) to recognize diploma and degrees of other Universities including foreign Universities and to determine equivalence of such diplomas and degrees in consonance of existing norms;
 - (xviii) to assess the viability of collaboration of academic programme with other Universities including foreign Universities and make such recommendation of tie-up to the Governing Body.
- (3) Academic Council shall, generally, advice the University on all academic matters and submit to the Board of Management the details of the academic calendar and feasibility reports on academic programmes.

3.9 Board of Examinations

- (1) The Board of Examinations shall be the principal authority for conducting the examination and making policy decisions in regard to organising and holding examinations, improving the system of examinations, appointing the paper-setters, examiners, moderators and also prepare the schedule of dates of holding examinations and declaration of results. The Board of Examinations shall submit the detailed program of examinations to the Academic Council.
- (2) The Board of Examinations shall consist of following members, namely:
 - (i) the Vice-Chancellor as Chairperson;
 - (ii) Professor of each subject nominated by the Vice-Chancellor;
 - (iii) one evaluation expert, co-opted by the Board of Examinations;
 - (iv) The Controller of Examinations - Member-Secretary.



- (3) The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter related to conduct of examinations.
- (4) The Board of Examinations shall meet at least once in each academic term.
- (5) One-third of the total members of the Board of Examinations shall constitute the quorum for the meeting of the Board of Examinations.

3.10 Powers and Functions of the Board of Examinations

- (1) The Board of Examinations shall ensure proper organization of examinations and tests of the university, including moderation, tabulation and the declaration of results.
- (2) In particular and without prejudice to the generality of duties the Board of Examinations shall exercise the following powers and perform the following duties, namely:
 - (i) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Board of Studies and, where necessary, having regard to the recommendations made by the committee under the Statute 3.10 (5) (ii) to remove or debar them;
 - (ii) To undertake, exercise and experiment in examination reforms including distance and online examinations for the courses wherever feasible;
 - (iii) To exercise such other powers in relation to examinations as may be assigned to it by or under the Act.
- (3) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Board of Examinations the action taken by him.
- (4) (i) In order to appoint paper-setters, examiners and moderators, the Board of Examinations shall constitute committees for every subject consisting of:
 - (a) The Pro-Vice-Chancellor, if any, Chairman;
 - (b) The Dean of the concerned faculty; Chairman in the absence of the Pro-Vice-Chancellor;
 - (c) The Chairman of the concerned Board of Studies.
- (ii) The Controller of Examinations shall act as Secretary of such committees;



- (iii) The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;
 - (iv) No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner, moderator or referee;
 - (v) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairman of the committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seals intact shall be used for the examination purpose;
 - (vi) Assessment of answer books for all degree examinations shall be done centrally through central assessment system;
 - (vii) It shall be obligatory on every teacher and on the non-teaching employee of the university, to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action;
- (5) (i) In order to investigate and take disciplinary action for mal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever the Board of Examinations shall constitute a committee of not more than five persons of whom one shall be Chairman;
- (ii) Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit against the person or persons involved in the mal-practices, directly or indirectly.
- (6) The Board of Examinations shall prepare the financial estimates for incorporation in the budget of the university and shall submit the same to the Finance Committee.
- (7) The Board of Examinations shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.



3.11 Faculty

- (1) The faculties shall be principal academic co-ordinating authority of the university. The faculty shall co-ordinate studies and research in the subjects included in the faculty and also studies and research in multi-faculties.
- (2) The faculty shall consist of the following members:
 - (i) The Dean of the faculty – Chairman;
 - (ii) The Chairman of each Board of Studies for the subjects comprised in the faculty;
 - (iii) Two members of each Board of Studies to be nominated by the Vice-Chancellor.
- (4) There shall be the following faculties in the University namely:
 - (i) the Faculty of Science, Technology, Engineering and Mathematics;
 - (ii) the Faculty of Commerce, Management and Law;
 - (iii) the Faculty of Art, Design and Architecture;
 - (iv) the Faculty of Humanities and Social Sciences;
 - (v) the Faculty of Journalism, Media and Communication;
- (5) The faculty shall comprise of the subjects/disciplines as follows:
 - (i) Faculty of Science, Technology, Engineering and Mathematics
 - (a) Computer Engineering
 - (b) Mechanical Engineering
 - (c) Environmental Sciences
 - (d) Statistics and Mathematics
 - (ii) Faculty of Commerce, Management and Law
 - (a) Commerce
 - (b) Management
 - (c) Law
 - (iii) Faculty of Art, Design and Architecture
 - (a) Art
 - (b) Design
 - (c) Architecture
 - (iv) Faculty of Humanities and Social Sciences
 - (a) Arts
 - (v) Faculty of Journalism, Media and Communication
 - (a) Media Communication and Journalism

3.12 Board of Studies

- (1) There shall be a Board of Studies for every subject or group of subjects, as may be decided by the Dean of the Faculty concerned and approved by the Vice-Chancellor.
- (2) The Board of Studies shall consist of:
 - (i) Head of the Department - Chairman. If the Board has been constituted for more than one subject, the Vice Chancellor shall nominate the Chairman;
 - (ii) Three teachers each from the category of Professors, Associate Professors and Assistant Professors of the subjects nominated by the Vice-Chancellor;
 - (iii) Two Experts having experience in Industry or Academia or Research Organizations etc. nominated by the Vice-Chancellor.
- (3) The term of the nominated members shall be three years.

3.13 Powers and functions of the Board of Studies

- (1) The Board of Studies shall have the following powers and duties, namely:
 - (i) to prepare syllabus for various courses of studies and design online courses of studies, wherever feasible;
 - (ii) to recommend books, including textbooks, supplementary reading, reference books and other material for such courses of Graduate and Postgraduate studies;
 - (iii) to prepare requirements in respect of teaching of the subject at various courses including teachers' qualifications and infrastructure, such as library, laboratory equipment, consumables etc. for consideration of Academic Council and Board of Management;
 - (iv) to make recommendations to the Academic Council regarding the norms of recognition of postgraduate teachers;
 - (v) to make recommendations to the Academic Council regarding the conduct of courses in University;
 - (vi) to recommend names of suitable persons for inclusion in the panels for appointment of paper-setters, examiners and moderators at the University examinations in the subject;
 - (vii) To suggest organization of orientation and refresher courses in the subject.



- (2) Every decision of the Board of Studies shall be placed before the Dean of concerned Faculty for approval and make further recommendations to the Academic Council, wherever necessary.
- (3) (i) The Board shall meet as often as required but not less than four times in an academic year.
- (ii) The Chairman of the Board of Studies shall preside over the meetings of the Board. In the absence of the Chairman, the person elected by members present from amongst themselves shall preside at that meeting.
- (iii) The chairman shall convene the meeting of the Board by issuing a notice of minimum eight days and shall inform the Registrar. However, for the urgent and special meetings no notice will be required to be given provided all the members are present either in person or through video conference.
- (iv) The quorum for the meeting of Board of Studies shall be four.
- (v) Any items, questions, matters or proposals on the agenda shall be decided by majority votes of members present. In case of equality of votes, the Chairman shall have a casting vote.
- (vi) A copy of minutes of meetings will be forwarded to Registrar of University under the signatures of the Chairman and the Dean of faculty.

3.14 Planning and Monitoring Board

- (1) The Planning and Monitoring Board shall be the principal Planning Body of the University and shall be responsible for monitoring of the development programs.
- (2) The Planning and Monitoring Board shall consist of:
 - (i) the President as Chairperson;
 - (ii) the Vice-Chancellor;
 - (iii) the Pro-Vice-Chancellor, if any;
 - (iv) the Deans of all Faculties;
 - (v) the Chief Finance and Accounts Officer;
 - (vi) the University Engineer or Project Engineer of the University;
 - (vii) three persons to be nominated by the President, one of them should be from Board of Management, one should be renowned Architect and one should be

eminent Educationist;
(viii) the Registrar as Member-Secretary.

3.15 Powers and functions of Planning and Monitoring Board

- (1) The Planning and Monitoring Board shall have the following powers and duties:-
 - (i) To ensure compliance of the norms laid down by the University Grants Commission and other statutory bodies in respect of infrastructure and supportive teaching aids;
 - (ii) To assess the need and plan the utilization of the infrastructure as per the guidelines of the University Grants Commission and other statutory bodies;
 - (iii) To devise ways and means to augment the financial resources of University;
 - (iv) To plan the development of University campus and ensure its implementation;
 - (v) To consider any other matter which may be referred to it by the Governing Body or Board of Management.
- (2) The Planning and Monitoring Board shall meet at least twice in a year.
- (3) The minutes of the meeting of Planning and Monitoring Board shall be drawn by the Registrar and signed by the Vice-Chancellor and the President.
- (4) The Planning and Monitoring Board may advise the Governing Body and the Academic Council on any matter, which it may consider necessary for the fulfillment of the objectives of the University.
- (5) The quorum for meetings of the Planning and Monitoring Board shall be five.

3.16 Board of Inter-disciplinary Studies

- (1) There shall be a Board of Inter-disciplinary Studies.
- (2) The Board of Inter-disciplinary Studies shall consist of the following members:
 - (i) the Chairpersons of the Boards of Studies in the respective subjects including Chairpersons of Ad- hoc Boards, if any;
 - (ii) the Heads of University Departments in the respective subjects;
 - (iii) two members from each of the Boards of Studies concerned, nominated by the Academic Council, One of the members so nominated shall be a person with specialized knowledge, co-opted on the Board of Studies, and the other shall be a teacher in the subject concerned;



- (iv) one Professor, in the subject or discipline, to be nominated by the Vice Chancellor;
 - (v) one expert in the subject or discipline co-opted by the Board of Inter-disciplinary Studies.
- (3) The Chairman of the Board of Inter-disciplinary studies shall be elected from amongst the members, at its first meeting.

3.17 Powers and functions of Board of Inter-disciplinary Studies

- (1) The Board of Inter disciplinary studies shall have the following powers and duties, namely:
- (i) to recommend to the Academic Council, the projects relating to the Inter disciplinary subjects;
 - (ii) to make proposals to the Academic Council, for the conduct of inter disciplinary studies and area or regional studies;
 - (iii) to recommend to the Academic Council, upon a reference to it by the Governing Body or Board of Management or by the Academic Council or by the Faculty concerned or otherwise, the course of inter-disciplinary studies;
 - (iv) to recommend to the Academic Council and to the Board of Management and the Governing Body, projects relating to the inter-disciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic or such other development;
 - (v) Such other matters as may be referred to it by other authorities of the University.
- (2) The board of Inter-disciplinary Studies shall meet at least once in a year. The meeting of the Board shall be convened by the Chairperson.
- (3) The minutes of the meeting of Inter-disciplinary Studies shall be prepared by the Chairperson and submitted to the Academic Council for its consideration.

3.18 Board of University Teaching and Research

There shall be a Board of University Teaching and Research. It shall consist of the following members:

- (i) the Vice-Chancellor, ex-officio Chairperson;
- (ii) the Pro-Vice-Chancellor, if any;



- (iii) the Deans of the Faculties;
- (iv) the Head of each Department from the Faculties of University having Post-graduate teaching and research in the faculty;
- (v) one Professor other than the Head of the Department from each faculty to be nominated by the Vice-Chancellor;
- (vi) the Registrar as Member Secretary.

3.19 Powers and functions of Board of University Teaching and Research

- (1) Subject to the provisions of the Act, Statutes, Ordinances and Regulations, the Boards of University Teaching and Research shall have the power to control, regulate and co-ordinate post-graduate teaching, training and research in the University and to promote industry-university interactions.
- (2) In particular, and without prejudice to the generality of the foregoing provisions, the Board shall exercise the following powers and perform the following functions:
 - (i) To recommend to the Academic Council the conduct of post-graduate instruction, teaching, training and research in the University;
 - (ii) To recommend to the Academic Council the requirements regarding post-graduate teachers in the respective subjects including the adjunct teachers;
 - (iii) To recognise research guides and post-graduate teachers;
 - (iv) To determine the programmes of instruction, teaching, training and research, and decide the nature and extent of the work that the recognised teachers may be called upon to undertake;
 - (v) To exercise the powers of the University in so far as they are related to co-operation and collaboration with other universities, institutions, authorities or organisations; for research and advisory services and for such academic matters; to enter into appropriate agreements with other universities, institutions, organisations, authorities to conduct certain courses as the situation may demand; and further, to undertake development programmes in higher education, research consultancy based projects and training programmes for outside agencies by charging fees so as to generate resources;



- (vi) To approve subjects for research for various degrees and other requirements for research degrees.
- (3) The Board of University Teaching and Research shall ordinarily meet twice in a year.
- (4) The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor or in the absence of Pro-Vice-Chancellor, a Dean of the Faculty nominated for the meeting by the Vice-Chancellor shall preside over the meeting of the Board. The Chairman shall have a right to vote and in the case of equality of votes, a casting vote.

3.20 University Board of Sports and Physical Culture

- (1) The objectives of the Board are as under:
 - (i) To promote, organise and control the sports, games and physical culture in the University area;
 - (ii) To promote, inculcate and enhance the spirit of true sportsmanship;
 - (iii) To undertake and conduct University and Inter-University and other types of sports and tournaments.
- (2) The University Board of Sports and Physical Culture shall consist of the following:
 - (i) the Vice-Chancellor - Chairperson;
 - (ii) two experts in the field of sports and physical culture to be nominated by Vice-Chancellor;
 - (iii) two members of the Board of Management nominated by the Board of Management;
 - (iv) the Director of Students' Welfare;
 - (v) The Director of Sports and Physical Culture - Member Secretary.
- (3) The term of office of the nominated members shall be three years.
- (4)
 - (i) The Board of Sports and Physical Culture shall meet at least twice in a year.
 - (ii) The meeting of the Board shall be convened by the Vice-Chancellor.
 - (iii) Three members shall constitute the quorum.
 - (iv) The minutes of the meeting of the Board of Sports and Physical Culture shall be drawn by the Director of Sports and Physical Culture and submitted to the Board of Management for perusal.



3.21 Powers and functions of University Board of Sports and Physical Culture

- (1) The powers and functions of the Board shall be:
 - (i) to frame rules for the control and conduct of various sports, games and tournaments;
 - (ii) to prepare and present to the Board of Management the Annual Budget of the Board of Sports and Physical Culture;
 - (iii) to allot funds to various Councils, Committees and subcommittees;
 - (iv) to make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfillment of its objectives;
 - (v) to organize coaching camps with a view to raising the standards of sports in general and increase the caliber of sportsmen in particular;
 - (vi) to decide in which games, sports and tournaments the University should participate in the Inter University tournaments;
 - (vii) to select players for the various teams for participation in Inter-University tournament;
 - (viii) to appoint whenever necessary committees and sub-committees;
 - (ix) to organize and conduct University and Inter-University sports and meets;
 - (x) to incur expenditure within the frame-work of the sanctioned budget;
 - (xi) to institute and receive Prizes and Trophies and to receive donations for the purpose;
 - (xii) to settle disputes referred to it;
 - (xiii) to nominate team Managers, Selection Committees and Coaches for the teams which are participating in the Inter-University tournaments;
 - (xiv) to collect such amount, as decided by the Board of Management, from time to time, per year per student on the roll of University;
 - (xv) to advise the university in all matters pertaining to sports and physical culture:
Provided that an appeal shall lie with the Board of Management in respect of the interpretation of the rules, regulations and byelaws in respect of Sports. The decision of the Board of Management shall be final.
- (2) Generally, the Board of Sports and Physical Culture shall do everything except to enter into financial commitments, for the promotion of sports and physical culture.



3.22 Directorate of Adult and Continuing Education and Extension Services

- (1) There shall be a Directorate of Adult and Continuing Education and Extension Services. The Directorate shall have status of a University department and shall be headed by the Director.
- (2) The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- (3) The Director shall be appointed for tenure of three years and shall be eligible for reappointment of another term following due process of selection.
- (4) The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- (5) There shall be a Board of Adult and Continuing Education and Extension Services to plan and oversee the various academic and extension programmes of the directorate. The Board shall consist of:
 - (i) The Vice-Chancellor, Chairman;
 - (ii) Three persons, engaged in adult and continuing education or extension services, nominated by the Vice-Chancellor;
 - (iii) two members, one nominated by the Board of Management from amongst its members and the other shall be the Dean or Head of the Department of any other University or Institute or Organization where such activities are undertaken, nominated by the Academic Council;
 - (iv) The Director of Adult and Continuing Education and Extension Services - Member Secretary;
- (6) The Board shall meet at least twice in a year.
- (7) The meeting of the Board shall be convened by the Vice-Chancellor.
- (8) Three members shall constitute the quorum.
- (9) In the absence of the Vice-Chancellor, the member elected by the Board shall preside over the meeting.
- (10) The Board shall prepare an annual plan of programme of the Directorate within the broad frame work of University Grants Commission guidelines and shall review the same periodically.



3.23 Powers and Functions of Directorate of Adult and Continuing Education and Extension Services

(1) The Directorate shall have the following powers and functions:

- (i) The Directorate shall execute the annual plan of programme as prepared by the Board of adult and continuing education and extension services.
- (ii) The Directorate shall review the following areas of work which may be undertaken by it:
 - (a) Adult Education;
 - (b) Continuing Education;
 - (c) Population Education;
 - (d) Community Education and Programmes;
 - (e) Extra-mural Programmes;
 - (f) Part time programmes for working students;
 - (g) Extension Work and Field Action Projects.
- (iii) The Directorate shall recommend to the Academic Council institution of courses of studies leading to degrees, diplomas, certificates in various disciplines of Adult and Continuing Education and Extension Services.

(2) The Directorate shall perform the following duties:

- (i) to conduct part-time courses for working students in evening, week-ends and on Public Holidays for the all the courses of the University as per the demand of Students, Industries and Society;
- (ii) to provide for special training or coaching for competitive examinations, for recruitment to the public services, public undertaking and other competitive employment opportunities, with prior approval of the Board of Management;
- (iii) to make special provisions for the benefit of the university education to be made available to classes and communities which are socially and educationally backward;
- (iv) to make special provision for such benefits of the university education to be made available for women students and handicapped students as the university may think necessary;
- (v) to implement the national literacy and adult education programme through teachers and students on voluntary basis in the university system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;

- (vi) to prepare an annual report for perusal of the Board of Management.

3.24 Directorate of Skill Development

- (1) There shall be a Directorate of Skill Development in the University. The Directorate shall have the status of a University department and shall be headed by the Director.
- (2) The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- (3) The Director shall be appointed for tenure of three years and shall be eligible for reappointment of another term following due process of selection.
- (4) The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- (5) The Directorate of skill development shall be mainly concerned with the development of various types of skills of students in collaboration with various National and State Level Skill development agencies and shall have the following objectives:
 - (i) to build an alternative structure to increase capacity, to fulfill the demand of skilled craftsmen and to train the persons in the field of informal and unorganized sector through Skill Development mode;
 - (ii) to establish Skill Development Centres in Schools of the University for training of the craftsmen and training for Tribal Youth;
 - (iii) to prepare the work plans to meet sector specific skill sets;
 - (iv) to establish centres for Skill Development, Employment and Entrepreneurship guidance;
 - (v) to provide extensive training support & assistance for service seeker;
 - (vi) to provide congenial environment for progressive advancement of Technical Education and Vocational Training in the University;
 - (vii) to prepare proposals for upgrading skills through regular courses as per the needs of the industry and to provide technology courses in the emerging areas;
 - (viii) to upgrade professional and managerial skills;
 - (ix) to motivate students to achieve world class skills;



- (x) to provide opportunity of skill development and technical education to all sections of the society;
 - (xi) to ensure a transparent and fast system in the management of Technical Education and Vocational Training through the use of information and communication technology.
- (6) The Directorate of Skill Development shall consist of:
- (i) The Director, Directorate of Skill Development Department;
- Additionally, it may consist of
- (i) Trainers of the Skill Development department;
 - (ii) non-vocational academic staff.
- (7) There shall be an Advisory Board for the Directorate of Skill Development to plan and oversee the skill development programmes and shall consist of the following:
- (i) Vice-Chancellor – Chairman;
 - (ii) Two Deans associated with the activities of Skill Development, nominated by the Vice-Chancellor;
 - (iii) Two Skill Development Experts nominated by the Vice-Chancellor;
 - (iv) Three Faculty members associated with Skill Development in the University nominated by Academic Council;
 - (v) The Registrar;
 - (vi) Director, Directorate of Skill Development - Member Secretary.
- (8) The Director shall have the following powers and duties:
- (i) The Director shall execute the decisions of the Advisory Board of the Directorate of Skill Development, the Academic Council and the Board of Management, as the case may be;
 - (ii) The Director, shall conduct the Skill Development Examinations of the various courses offered by the Directorate and shall finalize the results;
 - (iii) the Director shall recommend to the Vice-Chancellor to place any matter of academic importance related to the courses offered under Skill Development Scheme before the concerned Board of Studies or Faculties or the Academic Council, as the case may be;
 - (iv) The Director shall exercise such powers and perform such duties assigned to him by the Board of Management or the Vice-Chancellor from time to time.

3.25 Directorate of Distance Education



- (1) There shall be a Directorate of Distance Education to impart education to those who could not otherwise pursue studies of education. The Directorate shall have the status of a university department. The department shall be mainly concerned with the development of distance education courses approved by the University Grants Commission. The Directorate shall be headed by the Director of Distance Education.
- (2) The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- (3) The Director shall be appointed for tenure of three years and shall be eligible for reappointment of another term following due process of selection.
- (4) The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- (5) The Director shall have the following powers and duties:
 - (i) To execute the decisions of the Advisory Board of Distance Education as approved by the Academic council or Board of Management or any other authority, as the case may be;
 - (ii) to conduct entrance examinations for various courses offered by the Directorate;
 - (iii) To recommend to the vice chancellor to place any matter of academic importance related to the courses offered under the distance education scheme before the concerned Board of Studies.
- (6) The university, under the Directorate of Distance Education, shall establish centre, sub-centre or study centre in and outside India with prior approval of Government concerned for promotion of distance education.
- (7) The Directorate shall for imparting distance education make use of broadcasting, telecasting, correspondence courses, seminars, contact programmes or any other online mode of distance education.
- (8) There shall be an advisory board of distance education to make recommendation to the Academic Council and the Board of Management, as the case may be, in all matters to the courses of studies offered by the Directorate.
- (9) The advisory board of the Distance Education shall consist of following members:
 - (i) the Vice Chancellor – Chairman;
 - (ii) two Deans of the faculties to be nominated by the Board of Management;



- (iii) two eminent educationists to be nominated by the President;
 - (iv) one member of the Governing Body to be nominated by the Governing Body;
 - (v) the Registrar;
 - (vi) The Director - Member Secretary.
- (10) University in response to its objectives to impart distance education shall conduct distance education courses approved by the University Grants Commission.
- (11) The University shall have control, supervision and jurisdiction over the centers, sub-centers or study centers established for the purpose of promotion of distance education system in and outside India, with prior permission of Government concerned.
- (12) Distance education courses, correspondence courses, or external degree courses of the University shall be commenced with prior permission of the Government concerned.

3.26 Powers and Functions of Directorate of Distance Education

The Directorate shall have the following powers and duties:

- (1) to recommend to the academic council to establish, maintain or recognize such centres as may be determined by the university;
- (2) to recommend to the academic council to start or conduct a sub center or study center within Maharashtra or outside the State of Maharashtra with prior approval of government concerned;
- (3) to undertake academic programmes in collaboration with Universities and Institutions abroad with approval of Government concerned;
- (4) to establish, maintain or recognize study centers as per the procedure and norms of the university grants commission;
- (5) to recommend to the academic council the conditions for admission of students to the courses of distance education study of the university and matters related to examinations;



- (6) to conduct the entrance examinations for various courses offered by the Directorate of distance education, wherever necessary;
- (7) to prepare an annual plan of programme for the distance education in accordance with broad frame work and guidelines of University Grants Commission;
- (8) to recommend to the Academic Council to institute courses of instructions and studies leading to degrees, diplomas, and certificates in various disciplines of distance education;
- (9) to make special provisions for the benefit of the socially and educationally backward classes and communities;
- (10) To make special provisions for women and handicapped students.

3.27 General Provisions

- (1) The term of every authority, except as otherwise provided in these statutes, shall be of three years from the date of its first meeting.
- (2) Notwithstanding anything contained in these Statutes, where a person, elected, nominated, appointed or co-opted as an officer of university or a member of any of the authorities or bodies of the university by virtue of his being eligible to be so elected, nominated, appointed or co-opted as such an officer or a member under any of the categories of the officers or members under the relevant statutes in relation to such office, authority or body, shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.
- (3) A meeting of an authority or body or committee shall be convened on the date determined by the Chairman by a notice issued by its Secretary.
- (4) Except as otherwise provided, the quorum for a meeting of authority, body or committee shall ordinarily be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting.
- (5) Where no provision is made by or under the Statutes for a President or Chairman to preside over a meeting of any authority or body of the university or the Chairman is



- absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.
- (6) Save as otherwise provided all items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairman shall have a casting vote. The Secretary, if not a member, shall have right to participate in the deliberations but shall not have the right to vote.
- (7) The officer who is designated to be the permanent invitee of the authority shall be entitled to receive the notice of its meetings and take part in the deliberations relating to the topics with which he is concerned, but shall not have right to vote.
- (8) The decisions, or proceedings or any action of any authority or body or committee shall not be deemed to be invalid merely on the ground of any vacancies or defect in constitution, or disqualification of member or any irregularity in procedure etc.
- (9) A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he or she:
- (i) is of unsound mind and stands so declared by a competent court;
 - (ii) is an undischarged insolvent;
 - (iii) has been convicted of any offence involving moral turpitude;
 - (iv) is conducting or engaging himself in private coaching classes; or
 - (v) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere;
 - (vi) Discloses or causes to disclose to the public in any manner whatsoever, any confidential matter in relation to the university the knowledge of which has come to his possession due to his official possession.
- (10) Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar of the University and the resignation shall take effect as soon as it is accepted by the concerned person or authority, as the case may be.
- (11) Casual vacancies, if any, among the members (other than ex-officio members) of any authority or any other committee of the University, shall be filled as soon as it may be convenient, by the person or the authority or committee who had appointed or co-opted such member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person in whose place he has been nominated would have held it, had the vacancy not occurred.



CHAPTER – 4: OTHER PROVISIONS

4.1 Committee for Selection and Appointment of University Teachers and Librarian

- (1) (i) There shall be a selection committees for making recommendations to the President for the appointment of teachers and librarian of the University.
- (ii) The selection committee shall consist of:
 - (a) The Vice-Chancellor, Chairman;
 - (b) The Dean of the faculty concerned;
 - (c) The Head of the University department concerned; and
 - (d) three subject experts, nominated by the Board of Management from a panel of not less than three persons recommended by the Vice-Chancellor, being persons not connected with the University, who have special knowledge of the subject for which the teacher is to be selected.
- (2) The Registrar shall act as Member Secretary of the Committee.
- (3) (i) Every post of a teacher of the University, to be filled by selection, shall be duly and widely advertised according to a draft approved by the Board of Management.
- (ii) The date of the meeting of every selection committee shall be so fixed as to allow notice thereof being given of at least thirty days to each member and to the candidates, and the particulars of each candidate shall be sent to each member so as to reach him at least seven days before the date of the meeting.
- (iii) The quorum at a meeting of every selection committee shall be four members of whom at least two shall be a person's nominated under sub-clause (1) (ii) (d) above.
- (iv) The selection committee shall interview, adjudge the merits of each candidate in accordance with the qualification advertised, and report to the President the names, arranged in order of merit of the person or persons if any whom it recommends for appointment.
- (v) The report of the selection committee shall be submitted to the President or a member of the Governing Body if nominated by the President. The President or a member of the Governing Body nominated by the President, as case may be, shall appoint from amongst the persons so recommended, the number of persons required to fill the posts as advertised:



Provided that, where the President or the member of the Governing Body nominated by the President, as the case may be, proposes to make an appointment otherwise than in accordance with the order of merit arranged by the selection committee, he shall record its reasons in writing:

Provided further that, where a selection committee recommends to the President or the member of the Governing Body nominated by the President, as the case may be, the name of one person only and that person is not acceptable, he shall record its reasons in writing for not accepting the recommendation, and direct the Registrar to advertise the vacancy.

4.2 Filling Temporary Vacancies of University Teachers

- (1) Where an appointment is to be made to a temporary vacancy of a teacher in the University, the appointment shall be made, if the vacancy is for a period of one year or more, on the recommendation of the selection committee constituted for regular selection of University teacher:

Provided that, if the Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill up the vacancy immediately, he may make the appointment of a person duly qualified for the post for a period not exceeding one year on the recommendation of a local selection committee constituted as follows, and shall inform the Board of Management of such appointment.

- (2) The Local Selection Committee shall consist of the following:
 - (i) the Vice-Chancellor, Chairman;
 - (ii) the Dean of the faculty concerned;
 - (iii) the Head of the University department concerned;
 - (iv) one person nominated by the Vice-Chancellor, except that, where the Head of the Department is also the Head of the School, the Vice-Chancellor shall nominate two persons instead of one, who have special knowledge of the subject for which the teacher is to be appointed:

Provided further that, before the expiry of six months, the Vice-Chancellor shall take steps to convene a meeting of the selection committee for regular appointment of University teacher.

4.3 Library Committee

- (1) There shall be a library committee for administering, organizing and maintaining the library of the University consisting of:
 - (i) The Vice-Chancellor, Chairman;
 - (ii) Three Deans of faculties, nominated by the Vice-Chancellor;
 - (iii) three Heads of University Departments, nominated by the Vice-Chancellor;
 - (iv) two teachers, nominated by the Board of Management;
 - (v) the Registrar;
 - (vi) two students by rotation faculty-wise in alphabetical order of faculty, nominated by the Vice-Chancellor; and
 - (vii) The Librarian *ex-officio* Secretary.
- (2) All members of the committee, other than *ex-officio* members, shall hold office for a period of three years.
- (3) The procedure at its meeting shall be such as may be decided by the Library Committee.

4.4 Central Purchase Committee

- (1) There shall be a Central Purchase Committee dealing with all matters pertaining to all purchases in respect of such items where individual cost of each items exceed Rs. Five Lakh at a time.
- (2) The Central Purchase Committee consists of:
 - (i) The Vice-Chancellor, Chairman;
 - (ii) Two members from amongst Board of Management nominated by the President;
 - (iii) Two Heads of Departments nominated by the Vice-Chancellor;
 - (iv) The Registrar; and
 - (v) The Chief Finance and Accounts Officer – Member Secretary.
- (3) The committee shall meet as and when convened by the Chairman.
- (4) All members of the committee other than *ex-officio* members shall have a term of three years.
- (5) The committee may, if necessary, suggest the names of the Technical experts to scrutinize the proposals of purchases of technical nature.



- (6) The Chief Finance and Accounts Officer shall in consultation with the Vice-Chancellor prepare the agenda for the meeting.
- (7) The quorum for the meeting of the Central Purchase Committee shall be five.
- (8) The notice of ten clear days excluding the day of meeting shall be given to each member.
- (9) The recommendations of the committee shall be placed before the Board of Management for approval.

4.5 The Finance Committee

- (1) Finance Committee consists of the following members:
 - (i) the President – Chairman;
 - (ii) the Vice-Chancellor;
 - (iii) the Pro-Vice-Chancellor, if any;
 - (iv) the Registrar;
 - (v) the Controller of Examinations;
 - (vi) one professor, not being a member of the Board of Management or the Academic Council but in the service of the University for at least five years, nominated by the President;
 - (vii) two experts in the field of finance, accounts or audit nominated by the Board of Management;
 - (viii) The Chief Finance and Accounts Officer - Member Secretary.
- (2) The term of membership of the persons other than ex-officio members shall be three years.
- (3) The Finance Committee shall guide the Chief Finance and Accounts Officer on matters relating to the administration of property and funds of the University. The committee shall, having regard to the income and resources of the University, decide the limits for the total recurring and non-recurring expenditure for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of Finance Committee shall be binding on the Chief Finance and Accounts Officer.
- (4) The financial estimates of the financial year of the University prepared by the Chief Finance and Accounts Officer shall be placed before the Finance Committee for consideration and approval. The finance committee shall with or without modification



in the proposed financial estimates forward it to the Board of Management. The Board of Management shall have the power to pass the financial estimates of the University for the financial year.

- (5) The Finance Committee shall meet at least twice in a year.
- (6) The statutory auditor for auditing the accounts of the University for every financial year shall be appointed by the Board of Management.

4.6 (I) the Admission Committee

- (1) There shall be an Admission Committee for admitting the students to the various courses of the University.
- (2) The committee consists of:
 - (i) Head of the concerned Department;
 - (ii) Two teachers of the concerned Departments, nominated by the Dean of the faculty concerned.
- (3) The process of admission of the students shall be carried out by the committee under the direction, supervision and control of the Dean of the faculty concerned.
- (4) If at any stage it is found that the student has been admitted to the course of the University on the basis of false information or false or forged documents by the student or otherwise in contravention of the criteria and norms of admission, his admission shall be cancelled forthwith by the Dean with the approval of the Vice-Chancellor and he shall not be allowed to appear for any examination conducted by the University.

(II) Admission and Registration of Students

- (1) Admission shall be based on merit providing equal opportunity to all students without any prejudice towards gender, religion, caste, creed or nationality of a candidate.
- (2) The University shall, from time to time, make provisions for reservation of the students belonging to weaker and backward sections of the society in accordance with the prevailing policy of the State Government for the University.



- (3) The Admission criterion including the number of seats in various courses of studies shall be as recommended by the Admission Committee and approved by the Dean of the faculty concerned.
- (4) The criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to the respective courses of the council.
- (5) The registration of the provisionally admitted and continuing students shall be done by the respective Departments.
- (6) Having regard to the maintenance of discipline, the admission of a student may be refused.

4.7 Grievance Redressal Committee

- (1) There shall be a Grievance Redressal Committee to entertain, adjudicate and redress grievances of the students and the employees of the University.
- (2) The Grievance Redressal Committee shall consist of:
 - (i) the Vice-Chancellor - Chairman;
 - (ii) one Dean of the faculty to be nominated by the Board of Management;
 - (iii) two members to be nominated by the Board of Management from amongst themselves;
 - (iv) two University teachers to be nominated by the Vice-Chancellor out of which one shall be female;
 - (v) one non-teaching staff from amongst the non-teaching staff of the University to be nominated by the vice chancellor;
 - (vi) one member of academic council to be nominated by the academic council;
 - (vii) Registrar – Member Secretary.
- (3) The term of the nominated members shall be three years.
- (4) The Grievance Redressal Committee shall deal with the grievances of teachers and other employees regarding the following:
 - (i) Any dispute, difference, claim or grievance in connection with any matter regarding functioning of the university;



- (5) Any employee aggrieved may prefer an application to the Grievance Redressal Committee within thirty days from the date of cause of action.
- (6) Every application regarding grievance of any employee shall be decided as expeditiously as possible. The Grievance Committee shall make endeavour to decide upon the grievance within three months after giving reasonable opportunities to both the parties of being heard.
- (7) The Grievance Redressal Committee shall decide the procedure to be followed for the disposal of grievance of the employee.
- (8) The decision or direction issued by the Grievance Redressal Committee shall be communicated to both the parties in writing and shall be complied with by the officer of the University.
- (9) Any employee aggrieved by the direction or the order of the Grievance Redressal Committee may within thirty days from the date of such direction or order prefer an appeal to the court of the University and the decision of the court shall be final and binding.

4.8 The Court

- (1) There shall be a Court of the University to consider and decide appeals against the direction or order of the Grievance Redressal Committee.
- (2) The Court shall consist of following members:
- (i) the President – Chairman;
 - (ii) two Members of the Sponsoring Body nominated by the Sponsoring Body.
- (3) The Court shall give reasonable opportunity to both parties of being heard and decide upon the appeals.
- (4) The decision of the Court on appeals shall be final and binding.
- (5) The Court shall decide the procedure to be followed for admission, hearing and disposal of the appeal.

4.9 The Arbitration in case of disputes between the employees and the University and between the Students and the University

- (1) In case of any dispute, difference, claim in connection with any matter related to the university, the same may be referred to a sole arbitrator to be appointed by the President with concurrence of the other party.



- (2) The Arbitrator shall be a person having knowledge of law or long standing experience in administration, not connected with the University and his decision shall be final and binding on both the parties.
- (3) No person shall have a right to take any matter to a civil court or any other Tribunal without first resorting to arbitration.
- (4) The matter regarding suspension, reduction in rank, removal, dismissal or otherwise termination of employees shall be governed by the Human Resource Manual.

4.10 Appointment, Emoluments and other Terms and Conditions of the University Employees

The qualification, experience, procedure of selection and appointment and terms and conditions of service for teaching as well as non-teaching employees, shall be as approved by the Board of Management.

4.11 Annual Report

The Vice-Chancellor of the University shall prepare Annual Report of the University by consolidating various activities performed by all Faculties, Departments, Directorates and Administration shall place the same before Board of Management for its perusal.

4.12 Annual Accounts and Audit Report

The Annual Accounts and Audit Report shall be prepared by the Chief Finance and Accounts Officer and present the same before Board of Management for its approval.

4.13 Convocation

- (1) Convocation for conferring Degrees, Diplomas and Certificates shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the President. At such Convocation, Dean of each Faculty or in his absence, a person, nominated by the

Vice-Chancellor, as the case may be, shall present the persons who have sought admission to the respective Degrees, Diplomas, or Certificates.

- (2) In the meeting preceding to the Convocation, the Academic Council shall recommend the names of Degrees, Diplomas and Certificates to be conferred in the Convocation to the Board of Management.
- (3) The Board of Management shall consider the question of giving assent to confer Degrees, Diplomas and Certificates and to pass the grace at the Convocation upon persons duly qualified, and in accordance with such assent of the Board of Management, the grace shall be passed at the Convocation.
- (4) The Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually.
- (5) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma and Certificates, Citations and other Documents, their text and procedure for holding Convocation.

4.14 Honorary Degree

- (1) The Governing Body may consider and decide upon the conferment of an honorary degree or other academic distinction on any persons without requiring him to undergo any test or examination, on the ground solely that he by reason of his eminent position, attainments and public service, is fit and proper person to receive such degree or other academic distinction and such recommendation shall be deemed to have been duly passed, if supported by a majority of not less than two-thirds of the members present at the meeting of the Governing Body, and not less than one-half of its total membership.
- (2) The Governing Body shall not entertain or consider any proposal in that behalf without the Board of Management having obtained previous approval of the President.
- (3) Honorary degrees shall be conferred only at convocation, and may be collected in person or in absentia.
- (4) The presentation at the Convocation of person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence, by a member of the Governing Body, nominated by the President.
- (5) The certificate of an honorary degree shall be signed by the President.



- (6) The following shall be the degrees to be conferred as Honorary Degrees:
- (i) Doctor of Literature, D.Litt.;
 - (ii) Doctor of Science, D.Sc.



FIRST ORDINANCES
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Ordinances of the Vishwakarma University, Pune (Maharashtra)

1. Short Title and Commencement

- 1.1 The "Ordinances" shall mean the Ordinances of the Vishwakarma University, Pune, Maharashtra.

2. Definitions

- 2.1 "Academic Advisor" means a faculty member who is assigned with the task of providing the course-specific and program specific information to a group of students and to advise them on the choice of suitable courses.
- 2.2 "Act" means the Vishwakarma University Act, 2017;
- 2.3 "Academic Handbook" means the rules and regulations pertaining to the curriculum and syllabi of the academic programmes offered by the University and duly approved by the Academic Council.
- 2.4 "AICTE" means All India Council for Technical Education;
- 2.5 "BCI" means Bar Council of India;
- 2.6 "Board of Management" means the Board of Management constituted under section 22 of the Act;
- 2.7 "Board of Examinations" means the authority for governing the Examinations work and section both; and making policy decisions in regard to organizing and holding examinations and improving the systems of examinations, subject to the rules and procedures laid down in this regard.
- 2.8 "Campus" means the area of University within which it is established;
- 2.9 "Class" means specific group of students meeting for specific instructional courses;
- 2.10 "Continuing Student" means a student, who has completed at least one term, prior to the current term.
- 2.11 "Course" means a prescribed set of instructions in a subject offered as a unit of studies within an academic program;
- 2.12 "Course Co-ordinator" means the teacher who teaches and/or coordinates the various activities of a Course;
- 2.13 "Course Detail" means detailed scheme of a course;
- 2.14 "Curriculum" includes the set of Academic Regulations, Course-Structure and Course-Contents;
- 2.15 "Department" is a part of Faculty running one or more academic programmes in the University.
- 2.16 "Distance Education" means education imparted by combination of any one or more means of communication, viz. broadcasting, telecasting, correspondence courses,

seminars, contact programs and any other such methodology including online courses, instructions etc.;

- 2.17 "ESE" means End Sessions Examinations (End Annual / Semester/ Trimester Examination).
- 2.18 "Examinations Handbook" means the rules and regulations pertaining to the evaluation and examinations for the academic programmes offered by the University, prepared by the Board of Examinations and duly approved by the Academic Council.
- 2.19 "Expulsion" means removal of a student for a specified period of time from the University rolls.
- 2.20 "Faculty" is combination of various departments run in the University wherein these departments are specialized in one particular area of subjects or faculty;
- 2.21 "Faculty Advisor" means the Faculty Advisor or the Panel of Faculty Advisors in the Department for a group of students;
- 2.22 "Fee" means monetary collection made by the University or its colleges, institutions or study centers, as the case may be, from the students by whatever name it may be called, which is not refundable;
- 2.23 "Government" or the "State Government" means the Government of Maharashtra;
- 2.24 "Governing Body" means the Governing Body constituted under section 21 of the Act;
- 2.25 "Higher Education" means pursuit of knowledge beyond learning at the stage of school education;
- 2.26 "Hostel" means a place of residence for the students of the University or its institutions and study centers, established or recognized by the University;
- 2.27 "NCTE" means National Council for Teacher Education;
- 2.28 "Official Gazette" means the Government of Maharashtra Gazette;
- 2.29 "PCI" means Pharmacy Council of India;
- 2.30 "Practical" means classes that require students (generally in smaller groups compared to lecture) to perform certain activities that help them to test and understand what is being taught in the course of studies or otherwise;
- 2.31 "Prescribed" means prescribed by statutes or ordinances or regulations, as the case may be;
- 2.32 "Programme Co-ordinator" means a faculty in charge of an academic programme;
- 2.33 "Regulating Body" means a body established by the Central Government which controls and supervises standard of education for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council of Technical Education, National Council of Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Council of Assessment and Accreditation, Indian Council of Agriculture

Research, Council of Scientific and Indian Research etc., and includes the Government;

- 2.34 "Roll Number" means a number given to every student admitted in the University;
- 2.35 "Rustication" from the University means the withdrawal of right of access to entire premises and facilities of the University for a specified period of time and till the fulfillment of specified conditions;
- 2.36 "Sponsoring Body" means the Bansilal Ramnath Agarwal Charitable Trust, registered as a Trust under the Maharashtra Public Trusts Act; XXIX of 1950;
- 2.37 "State" means State of Maharashtra;
- 2.38 "Statutes", "Ordinances" and "Regulations" means respectively, the statutes, ordinances and regulations of the Vishwakarma University;
- 2.39 "Student" means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction instituted by the University, including research degree;
- 2.40 "Study Center" means a center established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of education, distance education and online education;
- 2.41 "Suspension from the University" means withdrawal of the right of access to all or some of the facilities or premises of the University as an interim measure pending further investigation;
- 2.42 "Syllabi or a Curriculum" means and includes description of nature, duration, pedagogy, syllabus and related details of a program;
- 2.43 "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the University;
- 2.44 "Term" means Academic year or a part of academic year and includes Semester/Trimester, wherever applicable;
- 2.45 "Tutorial" means a class that offers students (generally in smaller groups compared to lectures) an opportunity to discuss in detail about the subjects taught, ask questions with their classmates and the teacher;
- 2.46 "University" means the Vishwakarma University, Pune;
- 2.47 "UGC" means University Grants Commission.

3. Admission and Registration of Students

- 3.1 Admission shall be based on merit providing equal opportunity to all the students without any prejudice towards gender, religion, caste, or creed.
- 3.2 The University shall make provisions for reservation of the students belonging to weaker and backward section of the society and others in accordance with the prevailing policy of Government of Maharashtra.

- 3.3 The admission criteria as recommended by the Competent Authority and approved by the Vice-Chancellor shall be followed for admission in all the programmes of studies. The criterion, if any, prescribed by Statutory Councils shall be followed in admissions to the programmes of studies governed by the respective councils.
- 3.4 The registration of the provisionally admitted and continuing students shall be done by the respective Faculty as per the dates notified in Academic calendar each year. If it is not possible, for any reason, to follow the Academic Calendar the Admission Committee shall record the reasons thereof in writing.

4. Programmes of Studies and Degrees

- 4.1 The University shall offer Certificate, Diploma, Under Graduate, Post Graduate and Doctoral programmes in the subject under respective faculties as mentioned in the Statutes duly approved by the Board of Management on the recommendation of the Academic Council.
- 4.2 The nomenclature of various degrees shall be as per the Regulations issued by the University Grants Commission from time to time.
- 4.3 The structure and duration of the Academic programs shall be as approved by the Board of Management on the recommendation of Academic Council.
- 4.4 On the recommendations of the Dean of the concerned faculty the Vice-Chancellor shall make appropriate provisions for admission through lateral entry or transfer of credits.
- 4.5 The University may also run courses through distance learning, Correspondence and in online modes. The guidelines of University Grants Commission shall be followed in this respect.

5. Medium of Instruction and Examinations

The medium of instructions and examinations shall be English, Hindi or Marathi.

6. Conferment of Degrees, Diplomas and other Distinctions

- 6.1 The Academic Council shall approve the degrees, diplomas and other distinctions to be conferred.
- 6.2 The Examinations unit shall prepare a list of students who have completed all the requirements for conferment of a degree, diplomas and forward it to the Dean of the Faculty.
- 6.3 The Academic Council shall approve the text and the format of the degrees, diploma and the citations.
- 6.4 The mark sheet / Grade Card shall be signed by the Controller of Examinations.
- 6.5 The Provisional Passing Certificate/ Degree, if demanded, shall be signed by the Controller of Examinations.
- 6.6 The Degree Certificates shall be signed by the Registrar & the Vice-Chancellor.

7. Award of Fellowships, Scholarships, Medals and Prizes

The Academic Council on the recommendation of the Dean of the concerned faculty shall decide the policy for the award of fellowships, scholarships, studentships, medals and prizes.

8. Co-operation and Collaborations

8.1 The University may cooperate and collaborate with other Universities, Institutions, Centers of Excellence and 'Persons of Eminence' on mutually agreed terms in the following areas:

- (i) Establishment of University Centre abroad;
- (ii) Joint Research projects funded by national and international agencies;
- (iii) Exchange of faculty;
- (iv) Twinning programme, Articulation of syllabus, Exchange of students at Under Graduate, Post Graduate level and higher levels under credit transfer arrangement;
- (v) Sharing of course and instruction materials;
- (vi) Developing e-courses for interactive and integrated learning;
- (vii) Sharing of Library, Laboratory and other learning resources;
- (viii) Joint arrangement for:
 - (a) Holding Conferences, Seminars and Workshops;
 - (b) Training and Internship Programs;
 - (c) Refresher and continuing education Courses;
- (ix) Expert lectures;
- (x) Any other activities of mutual interest.

8.2 The scope and the terms and conditions of cooperation and collaboration shall be as approved by the Board of Management from time to time.

9. University Fees

9.1 The Vice-Chancellor shall appoint a committee to propose the tuition, examination and any other fees chargeable from the students for various programmes of degrees, diplomas and certificate courses of the University.

9.2 The committee shall consist of the following:

- (i) One Nominee of Governing Body – Chairman;
- (ii) One Nominee of Governing Body – Member;
- (iii) Vice – Chancellor – Member;
- (iv) Pro- Vice- Chancellor – Member;
- (v) Registrar – Member;
- (vi) One Professor to be nominated by Vice – Chancellor – Member;
- (vii) Two Finance experts – Member;
- (viii) Chief Finance & Accounts Officer – Member Secretary.

- 9.3 The committee shall take into account the expenses incurred and income earned and prepare a proposal to be submitted to the Academic Council. The Academic Council shall consider the same and submit its recommendation with or without modifications to the Board of Management for its approval.
- 9.4 The revised fee shall be applicable to all the students admitted in that Academic year and onwards.
- 9.5 The fees chargeable to the students as decided by the Board of Management shall be submitted to the appropriate authority constituted by the State Government, wherever necessary.

10. Maintenance of discipline among Students

- 10.1 (i) All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice- Chancellor.
- (ii) The Vice-Chancellor may delegate his powers pertaining to exercise of disciplinary control over the students to the Heads of the Departments of the respective departments in different faculties.
- (iii) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall constitute as an act of misconduct on the part of a student of the University:
- (a) physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University;
 - (b) remaining absent from class, test or examination or any other curricular or co-curricular activity without permission of the concerned person;
 - (c) carrying of, threat of, or use of any weapon;
 - (d) misbehavior with employee of the University or a fellow student;
 - (e) encouraging or indulging in violence or any act of unbecoming of student;
 - (f) involving in any act or any offence involving moral turpitude;
 - (g) violation of status, dignity and honor of a student belonging to weaker and socially deprived class or community;
 - (h) discrimination against any student or staff on grounds of caste, creed, language, place of origin or social and cultural background;
 - (i) practicing casteism and untouchability in any form or inciting any other person to do so;
 - (j) any act, whether verbal action or otherwise or derogatory remarks in case of a woman;
 - (k) any form of gambling;
 - (l) an attempt of bribing or corruption in any manner;
 - (m) willful destruction of the University property;

- (n) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;
 - (o) causing disruption in any manner of the academic functioning of the University;
 - (p) indulging in or encouraging any form of disruptive activity related to the assessment or the examination work or any other activities of the University;
 - (q) indulging in any act of ragging;
 - (r) use of drugs or other intoxicants banned by the Government;
 - (s) any other act that may be construed as misconduct such as:
 - (i) an act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus;
 - (ii) resorting to mass bunks;
 - (iii) staging, dharna or any other form of protest against the University without resorting to Grievance Redressal mechanism of the University;
 - (iv) committing theft of equipment, books, appliances, gadgets or any other material, tangible or intangible.
 - (iv) The Vice-Chancellor may, on the recommendation of Head of the Department, in exercise of the powers vested in him, order or direct that a student:
 - (a) be expelled from the University for a specified period;
 - (b) be rusticated for a specified period and shall not be admitted to any course in the University nor shall he be allowed for any examination of the University;
 - (c) be imposed by fine.
- 10.2 At the time of admission, every student shall sign a learning agreement that he shall submit himself to the disciplinary jurisdiction of the Vice-Chancellor and Dean of the Faculty / Head of the Department where he has been admitted.
- 10.3 (i) Ragging in any form is strictly prohibited within the University premises, in public transport or at any other place, public or private. Anybody found involved in an act of ragging shall be dealt with strongly including registration of criminal case with the police.
- (ii) Any individual or collective act or practice of ragging shall be treated as an act of gross indiscipline and shall be dealt with under the provisions of this Ordinance or the provisions of law enacted from time to time.
- (iii) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices consisting of:
- (a) Physical assault or threat to use physical force;
 - (b) Violation of the status, dignity and honor of students;
 - (c) Expose students to ridicule or contempt or commit an act which may lower their self-esteem;

- (d) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior.
- (iv) The Head of the Department shall take immediate action either suo moto or on the receipt of a complaint or information of ragging or its likelihood coming to his knowledge.
- (v) The Vice-Chancellor, if satisfied that there was ragging or an attempt of ragging, shall impose a penalty on the students involved in such act of ragging.
- 10.4 The Disciplinary Committee shall be constituted by the Vice-Chancellor to maintain discipline on the premises of the campus including hostels and avoid acts of indiscipline and ragging of students. The composition of the Disciplinary Committee shall be as under:
 - (i) a Professor of the University - Chairman;
 - (ii) five teachers, of which one shall be a lady teacher and one from Backward Class of the University;
 - (iii) Director – Students Welfare shall be the Member Secretary of the welfare.
 - (iv) The tenure of Disciplinary Committee shall be for a period of two years.

11. Migration of Students

Inter-university migration of the students may be allowed on the recommendation of an Equivalence committee consisting of five members appointed by the Vice-Chancellor.

12. Convocation

- 12.1 The Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually / bi-annually on such date as the President may fix.
- 12.2 The President or in his absence; the Vice-Chancellor shall preside over the convocation or the special convocation.

13. Academic Calendar

- 13.1 The normal duration of the course leading to respective degrees shall be divided into the number of semesters / trimesters specified in the structure of the respective programmes.
- 13.2 Every academic year shall be divided into two semesters / three trimesters, each of minimum ninety working days / sixty working days duration including Examinations.
- 13.3 The schedule of academic activities for a Semester/ Trimester, including the dates of registration, concurrent evaluation, end session examination, re-examination, project viva-voce (if any), inter-semester / trimester vacation, etc. shall be called as the Academic Calendar of the Semester/Trimester, which shall be prepared by the Dean and approved by the Vice-Chancellor.
- 13.4 The Academic Calendar must be adhered to, and all other activities including co-curricular or extra-curricular activities must be scheduled so as not to interfere with the Curricular Activities as stipulated in the Academic Calendar.

- 13.5 Under any circumstances when any of the teaching days are declared as Holidays or otherwise when the classes get suspended, irrespective of any reasons, appropriate makeup for such loss shall be made by Program Coordinator by arranging the lectures or laboratory or teaching sessions on suitable days.

14. Appointment of Examiners, Paper Setters and Moderators

- 14.1 The Academic Council shall lay down the guidelines for eligibility criteria including qualifications, experience of teaching or research etc. for appointment of examiners, paper setters, jury, referee, moderators and super moderators, supervisors, invigilators, junior supervisors, senior supervisors, etc.
- 14.2 The Board of Studies shall prepare a panel of eligible teachers as per the guidelines of Academic Council for each course of studies as paper setters, examiners and moderators.
- 14.3 The Examinations Committee shall appoint for every BoS, out of a panel suggested by Board of Studies, the papers setters, examiners and moderators for specified turn of examinations.
- 14.4 The Examinations Committee shall consist of The Chairman of the concerned Board of Studies and two members of the Board of Studies nominated by it from amongst its members of whom at least one shall be a Post-Graduate teacher. No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner, moderator, jury or referee.
- 14.5. The Dean of the concerned faculty shall table the same in the meeting of the Board of Examinations for record and observations, if any.

15 Conduct of Examinations

- 15.1 The Controller of Examinations in consultation with the Head of the Department shall nominate from amongst the faculty members of the Department the Chief Conductor of the Centre where examination is to be conducted.
- 15.2 The Chief Conductor shall make necessary arrangements for smooth conduct of examinations such as arrangements of stationery required, making seating arrangement of examinees, appointment of Invigilator or Jr. Supervisor, distribution and collection of answer books and question paper wherever necessary.
- 15.3 The Chief Conductor shall do all the necessary administrative work as may be prescribed by the Controller of Examinations.
- 15.4 The Chief Conductor shall ensure that the students are not resorting to unfair means and practices & report such incidences to the Controller of Examinations as per laid down norms.

16 Unfair Means Committed by the Students

- 16.1 The Board of Examinations shall be the competent authority to take disciplinary action against a student for his misconduct and use of unfair means at the examination of the University.
- 16.2 Explanations: Unless the context otherwise requires
- (i) student means and includes a person who is enrolled by the University for receiving instructions qualifying for any degree, diploma or certificate awarded



- by the University. It includes ex-student and student registered as candidate (examinee) for any of the Degree, Diploma or Certificate examinations.
- (ii) unfair means includes one or more of the following acts or omissions on the part of student/s during the examination period:
- (a) possessing material and or copying therefrom;
 - (b) transcribing any unauthorised material or any other use thereof;
 - (c) intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination;
 - (d) unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall;
 - (e) mutual or mass copying;
 - (f) smuggling out, either blank or written or smuggling in answer books as copying material;
 - (g) smuggling in blank or written answer book and forging signature of the Jr. Supervisor or Invigilator therein;
 - (h) interfering with or counterfeiting of University seal or answer books or office stationary used in the examination;
 - (i) insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations;
 - (j) impersonation at the University examinations;
 - (k) revealing identity in any form in the answer written or in any other part of the answer book by the student at the University examinations;
 - (l) any other similar act/s of omission/s or commission which may be considered as unfair means by the competent authority.
- (iii) "Unfair means relating to examination" means and includes directly or indirectly communicating or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (iv) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (v) "Possession of unfair means material by a student" means having any unauthorised material on his person or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (vi) "Student found in possession" means a student reported in writing as having been found in possession of unfair means material by a Invigilator or Jr. Supervisor, Sr. Supervisor or a member of the Vigilance committee or Examination squad or any other person authorised for this purpose in this behalf, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible:

Provided that report to that effect is submitted by the Invigilator or Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Head of the Department concerned or any officer authorised in this behalf.

- (vii) Material related to the subject of Examination means and includes any material certified by a teacher or expert of that subject and if the material has become illegible or not available for any of the reasons referred to in clause (vi) above, the presumption shall be that the material did relate to the subject of examination.
- (viii) During examination, examinees and other students shall be under disciplinary control of the Chief Conductors
- (ix) Chief Conductor shall draw, after consulting the Head of the Department, the necessary non-teaching staff and support staff, from amongst the existing staff, for smooth conduct of the examinations. The Controller of Examinations shall provide the staffing pattern for the same.
- (x) Chief Conductor of the examination centre shall in the case of use of unfair means, follow the procedure as under:
 - (a) The student shall be called upon to surrender to the Chief Conductor, the unfair means material found in his or her possession, if any, and his answer-book;
 - (b) Signature of the concerned student shall be obtained on the relevant materials and on the list of the material prepared. Concerned Invigilator and the Chief Conductor shall also sign on all the relevant materials and documents;
 - (c) Statement of the student and his undertaking in the prescribed format and the statement of the concerned Invigilator or Jr. Supervisor shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give undertaking the concerned, the Invigilator and the Chief Conductor shall record accordingly under their signature;
 - (d) Chief Conductor shall take one or more of the following decisions depending upon seriousness or gravity of the case:
 - (i) In the case of impersonation or violence, expel the concerned student from the examination and not allow him to appear for remaining examination;
 - (ii) Obtain undertaking from the student to the effect that the decision of the concerned competent authority in his case shall be final and binding and allow him to continue with his examination;
 - (iii) May report the case to the concerned Police Station;
 - (iv) Confiscate his answer books and mark as suspected unfair means case and issue him fresh answer books duly marked.
- (xi) All the material and list of material mentioned in sub-clause (a) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (b) & (c) and the answer-books shall be forwarded by the Chief Conductor along with his report to the Controller of Examinations or Head of the Department, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".
- (xii) In case of unfair means of oral type, the Invigilator or Jr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the Controller of Examinations or Head of the Department, as the case may be.

17 Procedure to be Followed by Examiner during Assessment

- 17.3 If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the students whose answer books, the examiner is assessing appears to have resorted to unfair means in the examination, the Examiner shall forward his report, along with the evidence, to the Controller of Examinations with his opinion in a separate confidential sealed envelope marked as "suspected unfair means case".
- 17.4 Cases of unfair means reported to the University by the Chief Conductor shall be inquired into by the Unfair Means Committee appointed by the Board of Examinations.
- 17.5 Examination Results of the concerned students involved in such cases shall be held in reserve till the Board of Examinations take the final decision in the matter and the concerned students shall be informed accordingly.

18 Appointment of Unfair Means Inquiry Committee

- 18.3 For the purpose of investigating unfair means resorted to by students at the University Examination, the Board of Examinations shall appoint the Unfair Means Committee consisting at least seven members, out of which at least one member shall be a lady & one member shall belong to the reserved category. The Board of Examinations shall appoint a Dean as the Chairman of the Unfair Means Committee. The Controller of Examinations shall be the Member Secretary of the Committee. The Committee may co-opt up to two subject matter experts as members if deemed necessary.
- 18.4 The unfair means enquiry committee shall give an opportunity to the student of being heard in his defence. The committee if proposes any penal action shall again give an opportunity to the student of being heard on the punishment proposed. The committee shall submit its recommendations in the form of a report to the Board of Examinations.

19 Punishment

- 19.3 The Board of Examinations after consideration of the report of the investigation committee may exonerate him from the charges or may impose any one or more of the following punishment on the student/s found guilty of uses unfair means:
- (i) Annulment of performance of the student in full or in part in the examination he has appeared for;
 - (ii) Debarring student from appealing for any examination of the University for a stipulated period not exceeding five years;
 - (iii) Debarring student from taking admission for any course in the University for a stipulated period not exceeding five years;
 - (iv) Cancellation of the University scholarship/s or award/s prize or medal etc. awarded to him;
 - (v) In addition to the above mentioned punishment, the competent authority may impose a fine not exceeding Rs. 1000/- on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment or penalty as it may deem fit;
 - (vi) The student concerned shall be informed of the punishment finally imposed on him in writing by the concerned officer in this behalf.
- 19.2 As far as possible the quantum of punishment shall be as follows:



The broad categories of Unfair Means adopted by Students at the University examinations and the quantum of punishment for each category thereof

Sr. No.	Nature of Malpractices	Quantum of Punishment
1.	Possession of copying material	Annulment of the performance of the student/s at the University Examination in full. (Note:- This quantum of punishment shall apply also to the following categories of malpractices at Sr. No, 2, to Sr. No. 12 in addition to the Punishment prescribed thereat)
2.	Actual copying from the copying material.	Exclusion of the student from University examination for one additional examination
3.	Possession of another students Answer Book	Exclusion of the student from University examination for one additional examination (Both the students)
4.	Possession of another students' Answer book and actual evidence of Copying therefrom	Exclusion of the student from University examination for two additional examinations (Both the Students)
5.	Mutual or Mass copying.	Exclusion of the student from University examination for two additional examinations.
6. (a)	Smuggling out or smuggling in of Answer book as copying material.	Exclusion of the student from University examination for two additional examinations.
(b)	Smuggling in of written answer book based on the question paper set at the Examination	Exclusion of the student from University Examination for three additional examinations.
(c)	Smuggling in of written answer book and forging signature of the Invigilator or Jr. Supervisor thereon	Exclusion of the student from University Examination for four additional examinations.
7.	Attempt to forge the signature of the Invigilator or Jr. Supervisor on the answer book or Supplement.	Exclusion of the student from the University examination for four additional examinations
8.	Interfering with or counterfeiting of University seal or Answer books, or office stationary used in the examination	Exclusion of the student from University examination for four additional examinations.
9.	Answer book main or supplement written Outside the examination hall or any other insertion in answer book.	Exclusion of the student from University examination for four additional, examinations.



10.	Insertion of currency notes to bribe or attempting to bribe any of the person/s connected with the conduct of Examination	Exclusion of the student from University Examination for four additional examinations. (Note: This money shall be credited to the Vice-Chancellor's Fund.)
11.	Using obscene language or violence or threat at the examination centre by a student at the University Examination to Invigilator Jr. Supervisor or Sr. Supervisor or Chief Conductor or Examiners.	Exclusion of the student from University examination for four additional Examinations.
12. (a)	Impersonation at the University examination	Exclusion of the Student from University examination for five additional examinations, (Both the students if impersonator is University student)
(b)	Impersonation by a University student at S.S.C. or H.S.C. or any other Examinations	Exclusion of the Student from University Examination for five additional examinations.
13.	Revealing identity in any form in the answer written or in any other part of the Answer book by the student at the University Examination.	Annulment of the performance of the student at the University Examination in full.
14.	Student found having written on palms or on the Body, or on the clothes while in the Examination	Annulment of the performance of the student at the University Examination in full.
15.	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the University Examination in full and severe punishment depending upon the gravity of the offence
16.	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he is found again while using unfair means at the examinations, in this event he shall be dealt with severely. Enhanced punishment can be imposed on such student. This enhanced punishment may extend to double the punishment provided for the offence when committed at the second or subsequent examinations.	
17.	PRACTICAL OR DISSERTATION OR PROJECT REPORT EXAMS Student involved in malpractices at practical or dissertation or project report examinations shall be dealt with as per the punishment provided for the theory examination.	

18.	The competent authority in addition to the above mentioned punishments may impose a fine not exceeding Rs. 1000/- on the student declared guilty.
	<i>Note:</i> The term annulment of performance in full includes performance of the student of the theory as well as annual practical examination, but does not include performance at term-work, project work and dissertation examination unless malpractice used thereat.

20. Malpractices used or lapses committed by any Paper Setters or Examiners or Moderators or Referees or Teachers or any other persons connected with the conduct of Examinations

- 20.1 For the purpose of investigating malpractices or lapses committed by any Paper Setters or Examiners or Moderators or Referees or Teachers or any other persons connected with the conduct of Examinations, the Board of Examinations shall appoint Lapses Committee consisting of at least seven members, out of which at least one member shall be a lady & one member shall belong to the reserved category. The Board of Examinations shall appoint a Dean as the Chairman of the Lapses Committee. The Controller of Examinations shall be the Member Secretary of the Committee. The Committee may co-opt up to two subject matter experts as members if deemed necessary.
- 20.2 The Lapses Committee shall submit its report to the Board of Examinations. The Board of Examinations shall record its observations and forward the same to the Academic Council. The Academic Council shall recommend the course of further action to the Governing Body. The Governing Body shall in its wisdom, with or without modifications, decide the final action on the same.

21. Explanations: Unless the context otherwise requires

- 21.1 "Paper setter, Examiner, Moderator, referee and teacher means and includes person/s duly appointed as such for the examination by the Board of Examinations and the term any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by authorized person.
- 21.2 Malpractice or lapses includes one or more of the following acts or omissions on the part of the person/s appointed on examinations duty:
- (i) Leakage of question/s or question paper set at the University examination, before the time of examination;
 - (ii) Examiner or Moderator, intentionally awarding more marks to student in assessment of answer books dissertation or project work to which the student is not entitled or not assigning proper marks to the student to which the student is entitled;
 - (iii) Paper setter repeating questions or setting questions outside the scope of syllabus;
 - (iv) Examiner or Referee showing negligence in detecting malpractice used by student/s;
 - (v) Invigilator or Jr. Supervisor or Chief Conductor showing negligence or apathies in carrying out duties or aiding or abetting or allowing or instigating students to use malpractice/s;
 - (vi) Or any other similar act/s and or omissions/s which may be considered as malpractices or lapses by the concerned authority.

- 21.3 "Malpractices or lapses relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him or any other person or causing wrongful loss to other person/s or omitting to do what he is bound to do as duties.

24.Procedure for Investigation

- 24.1 The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University shall be placed before the Lapses Committee for further investigation.
- 24.2 The concerned person will be asked to appear before the Lapses Committee on a day, time and place fixed for the meeting, with written reply or explanation to the show cause notice served on him and charge levelled against him therein. The concerned person himself only shall present his case before the committee.
- 24.3 The documents that are being taken into consideration to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him by the inquiry committee, if he presents himself before the committee. The evidence if any shall be recorded in presence of the delinquent.
- 24.4 Reasonable opportunity, including oral hearing shall be given to the concerned person in his defence before the committee. The reply or explanation given to the show cause notice shall also be considered by the committee before making final report or recommendation.
- 24.5 The committee should follow the above procedure in the spirit of principle of natural justice.

25.Remuneration for Examinations

The Board of Examinations shall prepare the financial estimates for examinations for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Committee.

The Governing Body shall on the recommendation of the Finance and Accounts Committee and Board of Examinations may from time to time decide the remuneration for paper setters, moderators, examiners, evaluators, invigilators, tabulators and other staff members engaged in examination work.

The duties related to work of examination such as invigilation, paper setting, assessment, moderation, revaluation and assistance in compiling results of the University examinations, etc., shall, however, be mandatory for the University teachers and other employees.

26. Improvement in Academic Life of the University

- 26.1 With a view to improve academic life of the University, the Academic Council on the basis of the feedback of the students and the teachers and the need of the hour constitute various committees for the purpose.
- 26.2 The Academic Council shall recommend the compositions and functions of such committees. The Vice-Chancellor shall give effect to such recommendations of the Academic Council. The committees shall periodically submit their report to the Academic Council.

27. Hostels

The University shall make suitable provision for residence of the students of the University. There shall be separate Hostel for Girl students. The admission to the Hostels shall be made by a Hostel committee constituted by the Vice-Chancellor. The Hostels shall be supervised by Rector or Warden appointed by the Vice-Chancellor. There shall be separate Rector or Warden for the each Hostel. The Hostel Committee shall oversee the discipline among the residents of the Hostels. The Hostel committee shall prepare the rules for proper maintenance and smooth functioning of the Hostels.

28. Interpretation

- 28.1 Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provision of these Ordinances shall be referred to the Board of Management whose decision shall be final and binding.
- 28.2 Notwithstanding anything contained in these Ordinances, any issue not covered by these Ordinances, or in case of difference of opinion in interpretation and in respect of all the matters, whether expressly provided herein or not, the Vice-Chancellor may take such measures as may be necessary for removal of discrepancies and to issue clarifications wherever necessary and expedient to do so.

Institutional Governance Feedback Form

Questionnaire for taking Institutional and governance feedback

1. When you meet students who have taken a similar programme at other Universities do you feel that your programme is ?
1) superior 2) equal 3) inferior
2. How do you rate the student-teacher relationship in the University as a whole?
1) very good 2) good 3) satisfactory 4) unsatisfactory 5) very poor
3. How do you find the University administrative offices?
1) very helpful 2) helpful 3) indifferent 4) unhelpful 5) cumbersome
4. How do you find the University non-teaching staff ?
1) very helpful 2) helpful 3) indifferent 4) unhelpful 5) cumbersome
5. What is your rating on hostel facilities?
1) very good 2) good 3) average 4) poor 5) very poor
6. How do you rate the health care facilities?
1) very good 2) good 3) average 4) poor 5) very poor
7. Did you participate in any of the extra curricular activities of the University?
1) very often 2) often 3) sometimes 4) rarely 5) never
8. Has your time at the University been intellectually enriching?
1) yes 2) marginally 3) no
9. How do you rate the sanitation facilities in the university?
1) very good 2) good 3) satisfactory 4) unsatisfactory 5) very poor
10. How do you rate the library facility in the university?
1) very good 2) good 3) satisfactory 4) unsatisfactory 5) very poor
11. How are the drinking water facilities in the University ?
1) very good 2) good 3) satisfactory 4) unsatisfactory 5) very poor
12. How are the security arrangements in the University ?
1) very good 2) good 3) satisfactory 4) unsatisfactory 5) very poor
13. How are the canteen facilities in the University ?
1) very good 2) good 3) satisfactory 4) unsatisfactory 5) very poor

Faculty : Art & Design

Department : _____

Programme : _____

Semester: ____

AY : 2018 – 2019

Faculty Feedback Form (Monthly)

(1: Below Average, 2 : Average 3 : Good 4 : Vey Good 5 : Excellent)

Course Code	Course Name	Subject Command & Preparedness	Time Sense	Teaching Methods	Helping Aids	Communication Skills
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

- **Subject Command and Preparedness:** Focus on Syllabi, teaching the subject matter, well Prepared in Class.
- **Time Sense:** Punctuality, regularity, attendance, completeness of syllabus, Scheduled organization of assignments, etc.
- **Teaching Methods:** Use of supportive teaching methods, innovative and interactive teaching methods.
- **Helping Aids:** Providing demonstration, providing study material, approachability.
- **Communication skills:** Effective classroom discussions, use of examples/cases to communicate the idea, creating interest in the subject.

Faculty : Commerce & Management

Department : Management

Programme : Bachelor of Business Administration (BBA)

Semester : III

AY : 2018 – 2019

Room : 1108

Faculty Feedback Form (Monthly)

(1: Below Average, 2 : Average 3 : Good 4 : Vey Good 5 : Excellent)

Code	Course	Subject Command	Time Sense	Teaching Methods	Helping Attitude	Class Control
BBA301	Business Communication					
BBA302	Macro-Economics					
BBA303	Marketing Management					
BBA304	Management Accounting					
BBA305	Foreign Language - German					
BBA306	Entrepreneurship Development					
BBA307	Event Management					
BBA308	Trekking & Adventure					

- Subject Command : Focus on Syllabi, Communication skills, classroom discussions, teaching the subject matter, creating interest in the subject, discussing latest developments in the field etc.
- Time Sense : Punctuality, regularity, attendance, completeness of syllabus, Scheduled organization of assignments, class test, quizzes and seminars etc.
- Teaching Methods : Use of different teaching methods, Use of teaching aids, innovative teaching methods, Shares the answers of class etc.
- Helping Attitude : Helping approach towards varied academic interests, providing study material, approachability, helps developing professional skills, realizing career goals, strengths and developmental needs etc.
- Class Control : Class discipline, addressing inappropriate behavior (if any), Inspiring students for ethical conduct, Acting as a role model.

Suggestions / Comments, if any :

Name & Signature of Student (optional) : _____.



5. Does the teacher encourage discussion in class: 1. Yes/2. No/3. Occasionally									
6. Attending a class is a learning exercise : 1. Yes/2. No/3. Marginally									
7. Comment on the punctuality of the Teacher: 1. Very good/2. Good/3. Irregular									
8. Comment on the behavior of Teacher: 1. Excellent/2. Very good/3. Good/4. No comment									
9. Comment on the evaluation of answer sheets by the Teacher: 1. Perfect/2. Unbiased/3. Biased/4 Not Applicable									
10. Any other point you may like to make:									

Faculty : Science & Technology

Department : _____

Programme : _____

Semester: _____

AY : 2018 – 2019

Faculty Feedback Form

Feedback Questions (Faculty of Science and Technology)

1. Is the teacher punctual ? (Did he/she starts and ends lecture in time?)
2. Is the teacher regular in engaging the class ? (In term's of engaging allotted lectures / week)
3. Is the teacher well prepared in the lecture?
4. Is the teacher regular for practical sessions?
5. Does teacher assess you regularly for practical?
6. How are the communication skills? (Not language but the way of explanation, Clarity in the explanation and clarity in language spoken.)
7. How is the presentation on the board? (Neat & clear sketches, readable text etc. / teaching aids, LCD, OHP, etc)
8. How is the teacher interaction in the class.? (Did the teacher encourage questions to the students and answered them satisfactorily?)
9. How is the class control ability of the teacher? (Maintenance of the Discipline along with a friendly atmosphere)
10. How is interaction level during practical?

Department of Journalism and Mass Communication

Faculty feedback form

QUESTIONS

RESPONSES 28

Student Feedback

Subject

Email address *

Valid email address

This form is collecting email addresses.

Name of Student *

Short answer text

Roll number *

Short answer text

Exhibits command of subject matter (1 is low n 10 is best) *

1 2 3 4 5 6 7 8 9 10

Exhibits depth- breadth of subject knowledge (1 is low n 10 is best) *

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

General exhibits knowledge of contemporary developments in the
respective domain (1 is low n 10 is best)

*

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Uses variety of learning approaches (1 is low n 10 is best)

*

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Effectively uses method of inquiry (1 is low n 10 is best)

*

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Innovatively uses technology (1 is low n 10 is best)

*

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Uses effective transitions (1 is low n 10 is best) *

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explains clearly (1 is low n 10 is best) *

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Summarizes, reviews (1 is low n 10 is best) *

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Can be easily heard (1 is low n 10 is best) *

1	2	3	4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Has clarity of language (1 is low n 10 is best) *



2

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Is enthusiastic in giving responses to students' learning difficulties & gave appropriate solutions (1 is low n 10 is best) *

1	2	3	4	5	6	7	8	9	10
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Shows enthusiasm and conviction (1 is low n 10 is best)

1	2	3	4	5	6	7	8	9	10
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Demonstrates confidence and appropriate authority in controlling class (*
1 is low n 10 is best)

1	2	3	4	5	6	7	8	9	10
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Faculty: Humanities & Social Sciences**Department : Psychology****Programme : Bachelor of Arts in Psychology(Honors)****Semester : II****AY : 2018 – 2019****Room : C-305****Faculty Feedback Form (Monthly)**

(1: Below Average, 2 : Average 3 : Good 4 : Very Good 5 : Excellent)

Code	Course	Subject Command	Time Sense	Teaching Methods	Helping Attitude	Class Control
BAPSY201	Psychology of Individual Differences					
BAPSY202	Fundamentals of Group Dynamics & Social Influence					
BAPSY203	Economics					
BAPSY204	German					
BAPSY205	Sociology					
BAPSY206	E.V.S.					
BAPSY207	Entrepreneurship Development					
BAPSY208	Soft Skills-II					
BAPSY209	Reading the Classics-Book Review					

- Subject Command : Focus on Syllabi, Communication skills, classroom discussions, teaching the subject matter, creating interest in the subject, discussing latest developments in the field etc.
- Time Sense : Punctuality, regularity, attendance, completeness of syllabus, Scheduled organization of assignments, class test, quizzes and seminars etc.
- Teaching Methods : Use of different teaching methods, Use of teaching aids, innovative teaching methods, Shares the answers of class etc.
- Helping Attitude : Helping approach towards varied academic interests, providing study material, approachability, helps developing professional skills, realizing career goals, strengths and developmental needs etc.
- Class Control : Class discipline, addressing inappropriate behavior (if any), Inspiring students for ethical conduct, Acting as a role model.

Suggestions / Comments, if any :

Name & Signature of Student (optional) : _____.



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Faculty: Humanities & Social Sciences

Department : Psychology

Programme : Master of Arts in Psychology

Semester : II

AY : 2018 – 2019

Room : C-304

Faculty Feedback Form (Monthly)

(1: Below Average, 2 : Average 3 : Good 4 : Very Good 5 : Excellent)

Code	Course	Subject Command	Time Sense	Teaching Methods	Helping Attitude	Class Control
MAPSY201	Learning & Memory					
MAPSY202	Applied Psychometrics					
MAPSY203	Research Methodology					
MAPSY204	Psychology Practical Experiments					
MAPSY205	Indian Psychology					

- Subject Command : Focus on Syllabi, Communication skills, classroom discussions, teaching the subject matter, creating interest in the subject, discussing latest developments in the field etc.
- Time Sense : Punctuality, regularity, attendance, completeness of syllabus, Scheduled organization of assignments, class test, quizzes and seminars etc.
- Teaching Methods : Use of different teaching methods, Use of teaching aids, innovative teaching methods, Shares the answers of class etc.
- Helping Attitude : Helping approach towards varied academic interests, providing study material, approachability, helps developing professional skills, realizing career goals, strengths and developmental needs etc.
- Class Control : Class discipline, addressing inappropriate behavior (if any), Inspiring students for ethical conduct, Acting as a role model.

Suggestions / Comments, if any :

Name & Signature of Student (optional) : _____.

Faculty: Humanities & Social Sciences

Department : Psychology

Programme : Master of Arts in Psychology

Semester : IV

AY : 2018 – 2019

Room : C-304

Faculty Feedback Form (Monthly)

(1: Below Average, 2 : Average 3 : Good 4 : Very Good 5 : Excellent)

Code	Course	Subject Command	Time Sense	Teaching Methods	Helping Attitude	Class Control
MAPSY401	Motivation & Emotion					
MAPSY402CO	Areas of Counselling					
MAPSY403CO	Guidance & Career Counselling					
MAPSY404CO	Internship					

- Subject Command : Focus on Syllabi, Communication skills, classroom discussions, teaching the subject matter, creating interest in the subject, discussing latest developments in the field etc.
- Time Sense : Punctuality, regularity, attendance, completeness of syllabus, Scheduled organization of assignments, class test, quizzes and seminars etc.
- Teaching Methods : Use of different teaching methods, Use of teaching aids, innovative teaching methods, Shares the answers of class etc.
- Helping Attitude : Helping approach towards varied academic interests, providing study material, approachability, helps developing professional skills, realizing career goals, strengths and developmental needs etc.
- Class Control : Class discipline, addressing inappropriate behavior (if any), Inspiring students for ethical conduct, Acting as a role model.

Suggestions / Comments, if any :

Name & Signature of Student (optional) : _____.

Grievance Redressal Mechanism

(1) There shall be a Grievance Redressal Committee to entertain, adjudicate and redress grievances of the students and the employees of the University.

(2) The Grievance Redressal Committee shall consist of:

- (i) the Vice-Chancellor - Chairman;
- (ii) one Dean of the faculty to be nominated by the Board of Management;
- (iii) two members to be nominated by the Board of Management from amongst themselves;
- (iv) two University teachers to be nominated by the Vice-Chancellor out of which one shall be female;
- (v) one non-teaching staff from amongst the non-teaching staff of the University to be nominated by the vice chancellor;
- (vi) one member of academic council to be nominated by the academic council;
- (vii) Registrar – Member Secretary.

(3) The term of the nominated members shall be three years.

(4) The Grievance Redressal Committee shall deal with the grievances of students, teachers and other employees regarding the following:

- (i) Any dispute, difference, claim or grievance in connection with any matter regarding functioning of the university;

(5) Any student or employee aggrieved may prefer an application to the Grievance Redressal Committee within thirty days from the date of cause of action.

(6) Every application regarding grievance of any student or employee shall be decided as expeditiously as possible. The Grievance Committee shall make endeavor to decide upon the grievance within three months after giving reasonable opportunities to both the parties of being heard.

(7) The Grievance Redressal Committee shall decide the procedure to be followed for the disposal of grievance of the student or employee.

(8) The decision or direction issued by the Grievance Redressal Committee shall be communicated to both the parties in writing and shall be complied with by the officer of the University.

(9) Any student or employee aggrieved by the direction or the order of the Grievance Redressal Committee may within thirty days from the date of such direction or order prefer an appeal to the court of the University and the decision of the court shall be final and binding.

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Anti-Ragging Redressal Mechanism

10. Maintenance of discipline among Students

- 10.1 (i) All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice- Chancellor.
- (ii) The Vice-Chancellor may delegate his powers pertaining to exercise of disciplinary control over the students to the Heads of the Departments of the respective departments in different faculties.
- (iii) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall constitute as an act of misconduct on the part of a student of the University:
- (a) physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University;
 - (b) remaining absent from class, test or examination or any other curricular or co-curricular activity without permission of the concerned person;
 - (c) carrying of, threat of, or use of any weapon;
 - (d) misbehavior with employee of the University or a fellow student;
 - (e) encouraging or indulging in violence or any act of unbecoming of student;
 - (f) involving in any act or any offence involving moral turpitude;
 - (g) violation of status, dignity and honor of a student belonging to weaker and socially deprived class or community;
 - (h) discrimination against any student or staff on grounds of caste, creed, language, place of origin or social and cultural background;
 - (i) practicing casteism and untouchability in any form or inciting any other person to do so;
 - (j) any act, whether verbal action or otherwise or derogatory remarks in case of a woman;
 - (k) any form of gambling;
 - (l) an attempt of bribing or corruption in any manner;
 - (m) willful destruction of the University property;

- (n) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;
 - (o) causing disruption in any manner of the academic functioning of the University;
 - (p) indulging in or encouraging any form of disruptive activity related to the assessment or the examination work or any other activities of the University;
 - (q) indulging in any act of ragging;
 - (r) use of drugs or other intoxicants banned by the Government;
 - (s) any other act that may be construed as misconduct such as:
 - (i) an act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus;
 - (ii) resorting to mass bunks;
 - (iii) staging, dharna or any other form of protest against the University without resorting to Grievance Redressal mechanism of the University;
 - (iv) committing theft of equipment, books, appliances, gadgets or any other material, tangible or intangible.
 - (iv) The Vice-Chancellor may, on the recommendation of Head of the Department, in exercise of the powers vested in him, order or direct that a student:
 - (a) be expelled from the University for a specified period;
 - (b) be rusticated for a specified period and shall not be admitted to any course in the University nor shall he be allowed for any examination of the University;
 - (c) be imposed by fine.
- 10.2 At the time of admission, every student shall sign a learning agreement that he shall submit himself to the disciplinary jurisdiction of the Vice-Chancellor and Dean of the Faculty / Head of the Department where he has been admitted.
- 10.3 (i) Ragging in any form is strictly prohibited within the University premises, in public transport or at any other place, public or private. Anybody found involved in an act of ragging shall be dealt with strongly including registration of criminal case with the police.

- (ii) Any individual or collective act or practice of **ragging** shall be treated as an act of gross indiscipline and shall be dealt with under the provisions of this Ordinance or the provisions of law enacted from time to time.
 - (iii) **Ragging**, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices consisting of:
 - (a) Physical assault or threat to use physical force;
 - (b) Violation of the status, dignity and honor of students;
 - (c) Expose students to ridicule or contempt or commit an act which may lower their self-esteem;
 - (d) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior.
 - (iv) The Head of the Department shall take immediate action either suo moto or on the receipt of a complaint or information of **ragging** or its likelihood coming to his knowledge.
 - (v) The Vice-Chancellor, if satisfied that there was **ragging** or an attempt of **ragging**, shall impose a penalty on the students involved in such act of **ragging**.
- 10.4 The Disciplinary Committee shall be constituted by the Vice-Chancellor to maintain discipline on the premises of the campus including hostels and avoid acts of indiscipline and **ragging** of students. The composition of the Disciplinary Committee shall be as under:
- (i) a Professor of the University - Chairman;
 - (ii) five teachers, of which one shall be a lady teacher and one from Backward Class of the University;
 - (iii) Director – Students Welfare shall be the Member Secretary of the welfare.
 - (iv) The tenure of Disciplinary Committee shall be for a period of two years.

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