

**MEMORANDUM OF ASSOCIATION  
&  
RULES OF MANAGEMENT  
OF  
CHINMAYA VISHWAVIDYAPEETH  
(Deemed University under Section 3 of the UGC Act, 1956)**

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**PREMABLE**

WHEREAS by and under a Trust Deed dated 18<sup>th</sup> September 2015 registered with Sub-Registrar of Assurances, Ernakulam, Kerala, under Document No 501 / IV of 2015, **Chinmaya Vishwavidyapeeth** came to be registered as a public charitable trust under the Indian Trust Act, 1882, inter alia to establish a Deemed University under the *de novo* category as prescribed by the UGC (Institutions Deemed to be Universities) Regulations 2010 as amended in 2014 & 2015;

AND WHEREAS the trustees of **Chinmaya Vishwavidyapeeth** approved and executed the Memorandum of Association and Rules of Management of the Institution Deemed to be University, i.e. **Chinmaya Vishwavidyapeeth** and furnished the same to UGC together with their application for approval as an Institution Deemed to be University, in pursuance of the above Trust Deed;

AND WHEREAS the Ministry of Human Resource Development, Government of India, on the recommendation of University Grants Commission (UGC) issued their Notification bearing No F.9-4/2015-U.3(A) dated 16<sup>th</sup> January 2017 *inter alia* declaring and granting the status of Deemed University, under Section 3 of the UGC Act 1956 on certain terms and conditions contained therein;

AND WHEREAS the said Notification declaring **Chinmaya Vishwavidyapeeth** as a Deemed University was issued subject to amendments and updation to the Memorandum of Association and Rules of Management to be carried out by **Chinmaya Vishwavidyapeeth** in consultation with UGC or the Government;

AND WHEREAS by a resolution of the Board of Management dated April 6<sup>th</sup> 2017, **Chinmaya Vishwavidyapeeth** authorized its Registrar to carry out such amendments/updation, in pursuance whereof, the following shall be the Memorandum of Association and Rules of Management of the Deemed University, i.e. **Chinmaya Vishwavidyapeeth**.

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## **MEMORANDUM OF ASSOCIATION**

1	Name of the Trust	<b>"CHINMAYA VISHWAVIDYAPEETH"</b>
2	Name of the Deemed University along with its constituent units	<b>CHINMAYA VISHWAVIDYAPEETH</b>  <u>Constituent Units</u> a. Chinmaya Eswar Gurukul for Indic Wisdom  b. Chinmaya Naada Bindu Gurukul for Performing Arts
3	Office of the Trust and Deemed to be University	The Registered Office of the Trust shall be situated at: -  Adi Sankara Nilayam, Adi Sankara Marg, Veliyanad, Ernakulam, Kerala 682313, India.  The office of the Deemed University shall be situated at: -  <u>Main Campus</u> Chinmaya International Foundation Adi Sankara Nilayam, Adi Sankara Marg, Veliyanad, Ernakulam, Kerala 682313  <u>Constituent Campus</u> Chinmaya Naada Bindu At Chinmaya Vibhooti, Post Kolwan, Taluka Mulshi, Dist Pune, Maharashtra 412108  <u>Note:</u> - The Trust Fund including all moveable and immovable properties which form an integral part of the institution deemed to be university shall be owned by the Trust herein. The Trust herein has obtained the immovable properties and other moveable assets of the campuses hereinabove from the respective trust(s)/society(s) on perpetual lease as per the UGC (Institutions Deemed to be Universities) Regulations 2016 and thus the property in these institutions stand vested in the name of the deemed to be university.

#### 4. Objectives

The objectives of **Chinmaya Vishwavidyapeeth** shall be:-

- a) To run and operate as a Deemed University in the *de novo* category under the UGC (Institutions Deemed to be Universities) Regulations 2016, as amended from time to time in the name and style described in (2) above with multiple campuses and/or centres as permitted under the said Regulations.
- b) To provide learning, teaching, capacity building, capability or skills development and research and development in all subjects of higher education covering the ancient knowledge traditions of India including but not limited to sanskrit studies, spiritual studies, performing arts, liberal arts, humanities, social sciences, teaching, education, vocational education, applied and creative arts, life sciences, associated professional disciplines etc, and their interdisciplinary studies and development and also inter-alia providing a synthesis between the ancient knowledge pool of India and their practical applications in the modern world.
- c) To provide instruction, teaching and training in higher education, arts, martial arts, sports, culture, spirituality, space sciences, ocean sciences, earth sciences and to conduct research thereon, based on ancient Indian knowledge and traditions complemented and supported by modern scientific methods and technologies.
- d) To create higher levels of cognitive and intellectual abilities, more particularly in life management skills.
- e) To create and deploy innovative and unique educational programmes to promote creativity, innovation and entrepreneurship for inventing new ways to promote national development and social reconstruction.
- f) To establish state-of-the-art facilities for providing education and development and also to carry out teaching and research, offering continuing quality education programmes.
- g) To establish links, collaborations and partnerships with other higher education and research institutions in India and abroad.

- h) To institute degrees, diplomas, certificates, scholarships, awards and other academic distinctions on the basis of such methods of evaluation as may gainfully assess the performance of students in keeping with guidelines of statutory authorities wherever applicable.
- i) To establish innovative approaches for creation of seamless academic structures, learning time-frames and to work for continuous evaluation processes to nurture and cultivate creativity and entrepreneurship.
- j) To pursue any other objectives as may be decided by the Trustees and/or the Board of Management, in pursuance of the objectives of the Deemed University.
- k) To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).
- l) To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the university education system that is - academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in arts, science, engineering, medicine, dental, pharmacy, management, etc. routinely offered by conventional institutions.
- m) To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in- house by substantial number of full time faculty / research scholars (PhDs and Post-Doctoral) in diverse disciplines.
- n) To enable creation of institutions deemed to be university under the '*de novo*' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions - particularly in specific areas of study and research preferably

sponsored by the Government of a State / UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with the eminent peers of academic community.

## 5. Definitions

Unless defined by the respective terms in respect of each of the terms hereinafter appearing, some of the terms herein shall be defined as below: -

- a. Board of Trustees shall mean the Board of Trustees of **Chinmaya Vishwavidyapeeth**
- b. Chinmaya Eswar Gurukul (CEG) shall mean the main campus of the deemed university and shall be the Gurukul for Indic Wisdom
- c. Chinmaya Naada Bindu (CNBG) shall mean the constituent campus of the deemed university and shall be the Gurukul for Performing Arts.
- d. Chinmaya Vishwavidyapeeth (CU) shall mean the deemed university constituted herein.
- e. Chinmaya Mission (CM) shall mean the group of international organisations and entities, whether independent or whether forming part of the umbrella of organisations under CCMT.
- f. Central Chinmaya Mission Trust (CCMT) shall mean the parent trust of Chinmaya Mission with international headquarters situated at Sandeepany Sadhanalaya, Powai, Mumbai, Maharashtra
- g. Mukhya Swami shall mean the International Head of Chinmaya Mission and the Chairman of Central Chinmaya Mission Trust
- h. Regulations shall mean UGC (Institutions Deemed to be Universities) Regulations 2016 as amended from time to time.
- i. Rules shall mean the rules and/or statutes formulated by Chinmaya Vishwavidyapeeth for smooth and efficient management of the deemed university.
- j. Sponsoring Trust shall mean Chinmaya International Foundation (CIF).
- k. Sponsoring Bodies shall mean the Trusts that enabled formation of the institution deemed to be university, namely Chinmaya International Foundation (CIF) and Central Chinmaya Mission Trust (CCMT).
- l. UGC shall mean the University Grants Commission under the Ministry of Human Resource Development (MHRD), Government of India
- m. "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956]

- n. "Campus" means Campus of the deemed university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town /village in India. While 'Off Campus centre' means an approved (by the Central Government) centre of the deemed university beyond its Campus in the country, an 'offshore Campus' means an approved [by the Central Government) centre of the institution deemed to be university beyond its Campus and outside India. 'Headquarters' includes all campuses situated in the same city/town/village.
- o. "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.
- p. "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- q. "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the notification.
- r. "Constituent Unit" means those units of the deemed university which were existing at the time of submission of the proposal to be declared as such under the notification.
- s. "De-novo Institution" means an institution devoted to innovations in teaching and research in unique and 'emerging areas of knowledge', so determined by eminent peers of the academic community.
- t. "Emerging area of knowledge" in the context of *de-novo* institutions means such area of knowledge which are considered desirable and useful but not currently taught in the country.
- u. "Government" means the Central Government, unless the context so specified.
- v. "Institution" means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- w. "Institution deemed to be university" means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- x. "Necessary Infrastructure" means infrastructure as required under the norms of the concerned Statutory Body/Commission.

- y. "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time,
- z. "Notification means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- aa. "Sponsoring body" means a body being a charitable or not-for-profit Society/Trust/Company under Section 8 of the Companies Act, 2013 making an application for declaring an institution under its administrative, academic and financial control as a deemed to be university.
- bb. "Statutory body/authority/council" means a body constituted under any law for the time be in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. or any other such regulatory body established under an Act of Parliament, shall be the Statutory bodies.

## 6. Powers and Functions

- a) To make rules, bye-laws and regulations for the conduct of the affairs of the deemed university and to add, amend, vary or rescind them from time to time
- b) To create centres / departments / schools / faculties in all branches of ancient knowledge traditions of India including but not limited to Sanskrit studies, spiritual studies, performing arts, liberal arts, humanities, social sciences, teaching, education, vocational education, applied and creative arts, life sciences, associated professional disciplines such as technology, social sciences, languages, medicine, para medicine, health and sanitation, management, education, community development, and other departments / branches in emerging areas relevant to preservation of cultural heritage of India with prior approval of UGC / MHRD.
- c) To include other institutions working in the overall areas as above and create off-campus and off-shore centres with prior approval of the UGC/MHRD.

- d) To conduct programmes with innovative pedagogies on "in campus mode" with approval of competent authority(s) wherever applicable.
- e) To provide for research for the advancement and dissemination of knowledge;
- f) To institute degrees, titles, diplomas and other academic distinctions;
- g) To hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who
  - a) shall have pursued an approved course of study in the deemed university unless exempted there from in the manner prescribed by the rules and passed the prescribed examinations of the university or
  - b) shall have carried on research under the conditions prescribed.
- h) To institute Professorships, Associate Professorships, Assistant Professorships, and other teaching and non-teaching posts required by the deemed university;
- i) To institute and award fellowships, traveling fellowships, scholarships, stipends, bursaries, exhibitions, medals and prizes;
- j) To publish books, monographs, periodicals and papers in furtherance of the above said objectives;
- k) To establish, maintain and manage hostels;
- l) To exercise such control over the students of the deemed university as will secure their health and well-being and discipline;
- m) To purchase or acquire on lease or otherwise, immovable properties and to construct, maintain and manage the same and/or other movable properties as found necessary.
- n) To hold and manage endowments and other properties and funds of the deemed university and to raise loans required for the purpose of this university;
- o) To fix fees and to demand and receive such fees as prescribed by the deemed university in accordance with UGC guidelines;
- p) To constitute such committees as it may deem fit;
- q) To delegate such of its powers as it may deem fit to any authority or authorities of the deemed university;
- r) To open the systems of education to persons of either sex of whatever race, creed, caste or class, religion, nationality, state, citizenship. And no condition shall be imposed on the above while admitting students or appointing faculty or non-faculty staff.

## 7. Governance System

The deemed to be university shall be governed as below: -

- i) The deemed university is a registered Trust under the Indian Trust Act, 1882 established strictly in accordance with the following provisions.



- ii) There shall be a Chancellor who shall be appointed by the Sponsoring Trust. He /she shall, when present, preside over the convocations of the deemed university, but shall not be the Chief Executive Officer. He/she shall hold office for a period of 5 years and shall be eligible for one more term.
- iii) There shall be a Pro-Chancellor who shall be appointed by the Sponsoring Trust whose role will be limited to carrying out tasks assigned to the Chancellor in his/her absence. The office of the Pro-Chancellor shall be co-terminus with that of the Chancellor and he/she shall be eligible to hold the post for a maximum of two terms.
- iv) The highest governing body of the deemed university shall be a Board of Management to be headed by the Vice-Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.
- v) The Board of Management of the deemed university shall be independent of the Trust herein as also the Sponsoring Trust with full autonomy to perform its academic and administrative responsibilities. The number of representatives/nominees of the sponsoring trust on the Board of Management shall be restricted to four.
- vi) The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.
- vii) The Board of Management shall perform its duties as per the Rules of Management hereinbelow.
- viii) The other statutory bodies of the deemed university shall be Academic Council, Planning and Monitoring Board, Finance Committee, Board of Studies and such other authorities as may be prescribed by the rules of the deemed university.

## 8. Admission and Fee Structure

- 1) The deemed university shall not, for admission in respect of any course or programme of study, conducted in such institution, accept payment towards admission and other fees and charges,
  - a) other than such fees or charges for such admission as fixed with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared by it in the prospectus for admission against any such seat, and on the website of the institution; and
  - b) without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.
- 2) The deemed university shall not charge any fees for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test; provided further that the deemed university shall

not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students

- 3) Admission of students to the deemed university, shall be made in the following manner: -
  - a) In the case the appropriate statutory authority has prescribed the process of selection of admission to any course or programme of study in any institution which includes conducting competitive admission test for ascertaining competence of any person to pursue such a course or programme of study in that case no person shall be admitted to such course or programme of study or such institution or group of institutions except through an admission test conducted by a recognized body or such institution or group of institutions if such institution or group of institutions have been so authorised by the Central Government or State Government or any statutory authority.
  - b) In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under clause (a) in that case no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of the institution.
- 4) Provided that admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / foreign students to the deemed university shall be governed by the guidelines / regulations framed by UGC in this behalf from time to time.
- 5) The deemed university shall
  - a) preserve the records of entire process of selection of candidates and preserve such records for a minimum period five years.
  - b) Exhibit such records on its website and
  - c) Be liable to produce such record whenever called upon to do so by any statutory authority or by the government under any law for the time being in force.
- 6) The deemed university shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and general public, namely:-

- a) each competent of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or programme of study, and the other terms and conditions of such payment;
- b) the percentage of the tuition fee and other charges refundable to a student admitted in the deemed university in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- c) the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- d) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the deemed university;
- e) the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- f) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- g) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;
- h) the minimum pay and other emoluments payable for each category of teachers and other employees;
- i) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the deemed university;
- j) broad outline of the syllabus specified by the appropriate statutory body or by the deemed university, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;

- k) all relevant instructions in regard to maintain the discipline by students within or outside the campus of the deemed university, and, in particular, such discipline relating to prohibition of ragging of any students and the consequences thereof and for violating the provision of any regulations in this behalf under the University Grants Commission Act, 1956 or other law for the time being in force.

Provided that the deemed university shall publish information referred to in items (a) to (k) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media; Provided further that the deemed university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- 7) The deemed university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
- 8) The deemed university shall not, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- 9) No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in the deemed university.
- 10) The deemed university, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall not refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in the deemed university.
- 11) In case a student, after having admitted to the deemed university, for pursuing any course or programme of study in such institution, subsequently withdraws from such admission, the deemed university, in

that case, shall not refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of the deemed university.

- 12) The deemed university shall not, issue or publish (a) any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.
- 13) Having been declared as a deemed university, it shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government: Provided that enrolment of students to the deemed university, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid; Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university shall continue to be students, for all purposes, of the affiliating university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.

## 9. Maintenance of Standards

The deemed university shall maintain standards higher than the minimum prescribed by any statutory or regulatory body concerned in its fields of education and maintain instructions, academic and physical infrastructure, qualifications of teachers etc. higher than as prescribed by such regulations, if any.

## 10. New Departments, Off-Campus Centres and Off-Shore Campuses

The deemed university shall start or include new departments, off-campus centres and off-shore campuses under its ambit only if they fulfill the

conditions laid down in the UGC (Institutions Deemed to be Universities) 2010 as amended in 2014 & 2015, and only with prior approval of the UGC or Ministry of Human Resource Development, Government of India, as the case may be.

#### 11. Inclusion of other institutions

The deemed university shall start or include other institutions under its ambit only with prior approval of the UGC or Ministry of Human Resource Development, Government of India.

#### 12. Joint Programmes

The deemed university shall conduct joint academic programme(s) with other universities / institutions deemed to be universities in India and/or abroad and/or other institutions / organisations provided the same are in consonance with the regulations framed by UGC for the purpose, with approval from the UGC wherever necessary, with sufficient safeguards to protect interests of students and shall be subjected to mandatory assessment and accreditation.

#### 13. Institution Open to All

- a. Admission and employment in the deemed university shall be open to all citizens of India regardless of race, religion, caste or creed and the area/place of residence in India
- b. All policies and procedures, as applicable to the university level of institutions of public and private funded institutions respectively, shall apply to the deemed university.

#### 14. Institution to be Unitary

The institution shall be unitary, and shall not affiliate any other institution under its ambit, except for those specifically approved by UGC in this regards as above.

#### 15. Reservation Policy

The deemed university shall implement reservations policy in admissions and recruitments in accordance with law enacted by any Act of Parliament for the time being in force.

#### 16. Distance Education

The deemed university shall not commence or conduct courses or programmes under the distance mode.

#### 17. Meetings of University Bodies

The deemed university shall conduct meetings of its statutory bodies at regular intervals as per the aforementioned regulations and display minutes of all such meetings on its website.

#### 18. Use of the word "university"

The deemed university shall not use the word "university" suffixed to its name but may mention the words "deemed to be university" within parenthesis suffixed thereto.

#### 19. Consequence of violation of regulations

- 1) The Central Government and UGC shall have the right to cause an inspection of the deemed university, its buildings, laboratories, its examinations, teaching and other work conducted or done and to cause an enquiry to be made, if considered necessary by the Central Government and UGC, in respect of any matter.
- 2) After conducting such an inspection of by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the deemed university, if the UGC is satisfied that the institution has violated any of the provisions of the regulations or any directives issued by UGC, the UGC may direct the institution not to admit new students for the period to be decided by the UGC and in case of deliberate continuous violation of the UGC Regulations, it may advise the Central Government for withdrawal of the declaration notifying the institution as an institution deemed to be university, and such consequences as prescribed under the UGC Regulations shall follow. In

the event of such withdrawal of the declaration, the entire moveable and immoveable properties of the institution deemed to be university shall stand transferred to the Commission. For first violation, the withdrawal may be restricted to one academic session which can be extended upto five academic sessions for repeated violations. However, for serious and deliberate violation, the status of deemed to be university shall be withdrawn permanently.

- 3) In the event of the withdrawal of the deemed university status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practices as applicable or determined for the specific situation.
- 4) If the institution wishes to withdraw itself or its constituents from the status of 'institution deemed to be university', it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the institution deemed to be university.

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## **RULES OF MANAGEMENT**

1. The academic, administration and management of the deemed university shall vest with a Board of Management, by whatever name called, which shall have discretion and powers to manage the same in accordance with the powers mentioned herein and the Regulations as amended from time to time.
2. The Authorities for Management of the Deemed University shall be: -
  - a. Board of Management
  - b. Academic Council
  - c. Planning and Monitoring Board
  - d. Finance Committee
  - e. Board of Studies
  - f. Such other authorities as may be declared by the rules to be authorities of the institution deemed to be university.
3. The Board of Management shall be a compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.
4. The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals, traditions and objectives mentioned herein. The Board of Management shall have a minimum of ten (10) and a maximum of fifteen (15) members and constitute: -
  - a. Vice-Chancellor.....Chairperson
  - b. Pro Vice-Chancellor (if applicable)
  - c. Deans of Faculties not exceeding two (by rotation based on seniority)
  - d. Three eminent academicians as nominated by the Chancellor, who shall have worked at the rank of Professor and shall neither be from the deemed university or the sponsoring body or be their relatives.
  - e. One eminent academician to be nominated by the Central Government in consultation with UGC
  - f. Two teachers (from Professors, Associate Professors) by rotation based on seniority.
  - g. Four nominees of the Sponsoring Trust.
  - h. The Registrar, who shall be the Secretary

5. The Board of Management shall be the principal organ of management and principal executive body of the Deemed University as specified in the Regulations and shall have the following powers, namely:

i) To establish, on the advice of the Academic Council, divisions and departments for the academic work and functions of the Deemed University and to allocate areas of study, teaching and research to them;

ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the UGC, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;

iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as maybe necessary on the recommendation of the Selection Committee;

iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the Deemed University in consultation with the Academic Council;

v) To provide for appointment of Visiting Fellows and Visiting Professors;

vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;

vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity scheme as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Deemed University;

viii) To regulate and enforce discipline among the employees of the Deemed University and to take appropriate disciplinary action, wherever necessary;

ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Deemed University;

x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;

xi) To approve the award of degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;

xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;

xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;

xiv) To advise the Board of Trustees on matters regarding acquisition, management and disposal of any immovable property for and on behalf of the Deemed University;

xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works, in consultation with and prior approval of the Board of Trustees, which may be necessary or convenient for the purpose of the Deemed University, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

xvi) To transfer or accept transfers of any movable or immovable property, on behalf of the Deemed University PROVIDED that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the Deemed University without the prior approval of the Sponsoring Trust/Bodies;

xvii) To execute, in consultation with the Board of Trustees, conveyance, transfer Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Deemed University or to be acquired for the purposes of the Deemed University;

xviii) To issue appeals for funds for carrying out the objectives of the Deemed University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;

xix) To raise and borrow in consultation with the Board of Trustees and with prior approval from the Board of Trustees money on bonds, mortgages,

promissory notes or other obligations or securities founded or based on any of the properties and assets of the Deemed University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Deemed University, all expenses incidental to the raising of money and to repay and redeem the money borrowed;

xx) To draw, accept, make, endorse, discount and/or negotiate Government of India's and other authorities' and institutions' promissory notes, bills of exchange, cheques or other negotiable instruments with prior approval from the Board of Trustees;

xxi) To maintain a fund to which shall be credited:

(a) all moneys provided by the Central or State Government(s)/ UGC, if any applicable

(b) all fees and other charges received by the Deemed University;

(c) all money received by the Deemed University as grants, gifts, donations, benefactions, bequest or transfers; and

(d) all money received by the Deemed University in any other manner or from any other source;

xxii) To open and operate bank account or accounts of the Deemed University, with any one or more scheduled banks and to lay down the procedures for operating the same;

xxiii) To deposit all moneys belonging to the funds of the Deemed University in scheduled banks or to invest them in consultation with the Finance Committee;

xxiv) To invest the funds of Deemed University or money entrusted to the Deemed University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.

xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet and statement of Income and Expenditure for every financial year ending on March 31<sup>st</sup>, in such form and within such time as may be prescribed by the Regulations/Bye-Laws;

xxvi) To manage, regulate and administer the revenue, finance, accounts, investments, properties, business and all other administrative affairs of the

Deemed University and for that purpose to appoint such agent or agents as it may deem fit;

xxvii) To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Deemed University;

xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Deemed University;

xxix) To recognise and maintain control and supervision of hostels owned and managed by other agencies for the students of the Deemed University and to rescind such recognition;

xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons to these committees as it thinks fit;

xxxi) To appoint in order to execute an instrument or transact any business of the Deemed University, any person as attorney of the Deemed University with such powers as it may deem fit;

xxxii) To appoint Auditor(s) for the ensuing year;

xxxiii) To select an emblem and to have a common seal for the Deemed University and to provide for the safe custody and use of such seal;

xxxiv) To delegate all or any of its powers to any Committee or Sub-Committee constituted by it or the Vice-Chancellor of the Deemed University or any other person;

xxxv) To conduct all administrative affairs of the Deemed University not otherwise specifically provided for;

xxxvi) To take all necessary decisions for the smooth and efficient functioning of the Deemed University;

xxxvii) To frame Rules of the Deemed University as provided by the Regulations, as amended from time to time.

## 5. Meetings of the Board of Management

a) The Board of Management shall meet at least four (4) times in a year.

- b) Not less than 15days' notice shall be given for a meeting of the Board of Management.
  - c) Eight (8) members shall make the quorum for a Board of Management meeting.
  - d) Every meeting of the members of the Board of Management shall be presided over by its Chairperson and in his/her absence, by a member chosen by the members present, from amongst themselves.
  - e) Each member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.
  - f) Any business which may be necessary for the Board of Management to perform, may be carried out by circulating appropriate resolution in writing 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 of Management and such circular resolution shall be noted and recorded in the next regular meeting of the Board of Management.
  - g) A copy of the minutes of the proceedings of each meeting shall be furnished to the Chancellor of the Deemed University as soon as possible after the meeting.
6. If a member, other than the Vice-Chancellor and those representing the teachers, accepts a fulltime appointment in the Deemed University or does not attend three (3) consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.
7. Subject to the provision of the Rules of the Deemed University, the Board of Management may, by a resolution in writing, constitute such Standing Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Deemed University or for inquiring into, reporting and advising upon any matter of the Deemed University. The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.
8. The Board of Management may, by a resolution in writing, delegate to the Vice Chancellor or any other officer of the Deemed University, of the Standing

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

9. The Academic Council shall be the principal academic body of the Deemed University and shall, subject to the provisions of the Rules shall have control over and responsibility for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests within the Deemed University and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Deemed University.
10. The Academic Council shall consist of the following persons, namely:
  - a. Vice Chancellor - Chairperson;
  - b. Pro Vice-Chancellor;
  - c. Dean(s) of Faculties;
  - d. Heads of the Departments;
  - e. All Professors other than the Heads of the Departments by rotation of seniority;
  - f. Two (2) Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority;
  - g. Two (2) Assistant Professors from the Departments by rotation of seniority;
  - h. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor
  - i. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge;
  - j. The Registrar, who shall be the Secretary of the Academic Council.The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Academic Council.
11. The term of members other than the ex-officio members, shall be two years.
12. The Academic Council shall have the following powers and duties, namely:

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments / faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the Deemed University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the Deemed University, acquire reports on such researches from time to time;
- iv. To prescribe courses of study leading to degrees and diplomas of the Deemed University;
- v. To make arrangements for the conduct of examinations in conformity with the Rules/Bye-Laws of the Deemed University;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognise diplomas and degrees of other universities and institutions and to determine equivalence with the diplomas and degrees of the Deemed University;
- ix. To suggest measures for departmental coordination;
- x. To make recommendations to the Board of Management on:
  - a) measures for improvement of standards of teaching research and training;
  - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
  - c) to recommend to the Board of Management, the establishment or abolition of departments/ centres; and
  - d) To frame rules covering the academic functioning of the Deemed University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;



- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and imparting standards of instruction;
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules of Deemed University.
13. The Academic Council shall meet as often as may be necessary but not less than three (3) times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.

One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

Each member, including its Chairperson, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.

Any business which may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

14. The Planning and Monitoring Board shall be the principal planning body of the Deemed University and shall be responsible for the monitoring of the development programmes of the Deemed University.

*Composition, powers and functions of the Planning and Monitoring Board*

- i) The Vice-Chancellor shall be the Chairperson;
- ii) The Registrar shall be its Secretary;
- iii) The Planning and Monitoring Board may include seven internal members and three outside eminent experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning and Monitoring Board shall be prescribed by the Rules of the Deemed University.

The Planning and Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Deemed University. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

15. The Finance Committee shall be the principal financial planning, budgeting and operations management body of the deemed to be university.

16. The Finance Committee shall consist of the following members:

- a. Vice Chancellor– Chairperson;
- b. Pro Vice-Chancellor;
- c. A person nominated by the University Trust;
- d. Two (2) nominees of the Board of Management, one of whom shall be a member of the Board;
- e. A representative of the Central Government;
- f. A representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government;
- g. Finance Officer- Secretary

17. All members of the Finance Committee other than ex-officio members shall hold office for a term of three (3) years.

18. Powers and Functions of the Finance Committee

- a. To consider the annual audited accounts and financial estimates of the Institution Deemed to be University and submit them to the Board of Management for approval;
- b. (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- c. (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Deemed University.
- d. No expenditure other than that provided in the budget shall be incurred by the Deemed University without the approval of the Finance Committee.

19. The Finance Committee shall meet at least twice in a year to examine the accounts and to scrutinise proposals for expenditure. Five (5) members shall constitute the quorum for the meeting.
20. There shall be one (1) Board of Studies for each department of the Institution Deemed to be University. The Board of Studies of each faculty/ department shall consist of:
1. Dean of Faculty/ Head of the Department – Chairperson;
  2. All Professors of the Faculty/ Department;
  3. Two (2) Associate Professors of the Faculty/ Department by rotation of seniority;
  4. Two (2) Assistant Professors of the Faculty/Department by rotation of seniority;
  5. Not more than two (2) persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The powers and functions of the Board of Studies shall be prescribed by the Rules of the Deemed University.

21. The Selection Committee shall make recommendations to the Board of Management for appointment of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenances of Standards in Higher Education 2010 as amended from time to time. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenances of Standards in Higher Education 2010 as amended from time to time.

22. Meetings of the Selection Committee

- (a) The meetings of the Selection Committees shall be convened by the Chairperson of the Selection Committee as and when necessary.
- (b) Four (4) members of the Selection Committee, consisting of at least two (2) eminent experts, shall form the quorum.

(c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

23. The following shall be the officers of the Deemed University

- a) Chancellor
- b) Pro-Chancellor
- c) Vice-Chancellor
- d) Pro-Vice Chancellor
- e) Registrar
- f) Finance Officer
- g) Controller of Examination
- h) Dean of Faculties
- i) Heads of Departments
- j) Such other officers as may be prescribed in the Rules of the deemed to be university.

24. Chancellor & Pro Chancellor

The Deemed University shall have a Chancellor who shall, when present, preside over the convocations of the Deemed University, but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the Sponsoring Trust and shall hold office for a period of five (5) years and shall be eligible for a second term.

Where power is conferred upon the Chancellor to nominate persons as a member of any of the authorities, s/he shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Deemed University.

Pro-Chancellor: The Sponsoring Trust of the Deemed University may appoint a person as a Pro-Chancellor, whose role will be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available to carry out the same. The Pro-Chancellor, if so appointed, shall hold office for a period co-terminus to that of the Chancellor and shall be eligible to hold the post for maximum two terms.

Expl: If a person holds the post for term of less than 5 years, then too it shall be treated as a term for this purpose.

## 25. Vice-Chancellor

The Vice-Chancellor shall be a whole time salaried officer of the Deemed University and shall be appointed in accordance with in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenances of Standards in Higher Education 2010 as amended from time to time.

- (i) The Vice-Chancellor shall hold office for a term of five (5) years. S/he shall be eligible for a second term, provided that in no case shall s/he hold office beyond the age of 70 years PROVIDED that notwithstanding the expiry of the period of five (5) years, s/he may continue in office for not more than six (6) months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.
- (ii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed or the existing Vice-Chancellor resumes duties, as the case may be.

## 26. Powers and duties of the Vice-Chancellor

- (i) The Vice-Chancellor shall be the Principal Executive Officer of the Institution Deemed to be University and shall exercise general supervision and control over the affairs of the Deemed University and shall be mainly responsible for implementation of the decisions of all the authorities of the Deemed University.
- (ii) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committees.
- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Deemed University.
- (iv) The Vice-Chancellor may, if s/he is of the opinion that immediate action is called for on any matter, s/he shall exercise any power conferred upon any authority of the Deemed University under its Regulations and Rules,

and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters. PROVIDED that if the authority concerned as mentioned above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final. PROVIDED further that if any person in the service of the Deemed University is aggrieved by the action taken by the Vice-Chancellor under the said clause, s/he shall have the right to appeal against such decision to the Board of Management within 30days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Deemed University are duly observed and implemented; and, s/he shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the Deemed University shall be vested in the Vice-Chancellor.
- (vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations and Rules

#### 27. Pro Vice-Chancellor

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.

- (iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Deemed University.

28. Registrar

- (i) The Registrar shall be a whole time salaried officer of the Deemed University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following: -
1. Vice Chancellor – Chairperson;
  2. One (1) nominee of the Chancellor;
  3. One (1) nominee of the Board of Management;
  4. One (1) expert appointed by the Board of Management who is not an employee of the Institution Deemed to be University.
- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Deemed University.
- (iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his/her direction
- (vi) The duties of the Registrar shall include:
- (a) to serve as the custodian of the records and the funds and such other property of the Deemed University as the Board of Management may commit to his/her charge;
  - (b) to conduct the official correspondence on behalf of the authorities of the Deemed University;

- (c) to issue notices convening meetings of the authorities of the Deemed University and all committees and sub-committees appointed by any of these authorities;
- (d) to maintain the minutes of the meetings of all the authorities of the Deemed University and of all the committees and sub-committees appointed by any of these authorities;
- (e) to make arrangements for and supervise the examinations conducted by the Deemed University;
- (f) to represent the Deemed University in suits or proceedings by or against the Deemed University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- (g) to enter into agreement, sign documents and authenticate records on behalf of the Deemed University;
- (h) to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Deemed University;
- (i) to perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

#### 29. Finance Officer

- (i) The Finance Officer shall be a whole time salaried officer of the Deemed University and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Deemed University.
- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) S/he shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) S/he shall be responsible for the management of funds and investments of Deemed University, subject to the control of Board of Management.



### 30. Controller of Examinations

(i) The Controller of Examinations shall be appointed by the Board of Management.

(ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institution Deemed to be University.

(iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

(iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

### 31. Dean of Faculties

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean

### 32. Heads of Department

(i) There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department PROVIDED that if there is no Professor in the Department or there is only one (1) Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

(ii) The term of the Head of the Department shall normally be three (3) years and s/he shall be eligible for reappointment for one more term, but not for two consecutive terms.

(iii) The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University.

### 33. Delegation of Powers

Subject to the provisions of the UGC Regulations and Rules of the Institution Deemed to be University, any authority or officer of the Institution Deemed to be University, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control

and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

#### 34. Seniority

Whenever in accordance with the Rules any person is to hold an office or to be a member of an authority of the Institution Deemed to be University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the Institution Deemed to be University and also in accordance with such other principles as the Board of Management may from time to time prescribe.

It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of the Rules of the Institution Deemed to be University apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause. If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own volition or at the request of any such person, submit the matter to the Board of Management whose decision shall be final and binding.

#### 35. Dispute as to Membership

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee the Institution Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

#### 36. Grievance Redress Mechanism

For dealing with all grievances or complaints, there shall be established a Grievance Redressal Mechanism, as prescribed by the Rules of the Institution Deemed to be University.

#### 37. Resignation

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.

### 38. Acting Chairperson of Meetings

Where no provision is made for a Chairperson to preside over a meeting of an authority of the Institution Deemed to be University or any committee of such authority, or if the Chairperson so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

### 39. Validation of Certain Actions

No action or proceedings of any authority or anybody or any committee of the Institution Deemed to be University shall be invalid merely by reason of any vacancy therein.

### 40. Disqualification

A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Institution Deemed to be University:

- i) if he/she is of unsound mind;
- ii) if he/she is an un-discharged insolvent;
- iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.

If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his/her decision shall be final.

### 41. Filing of Causal Vacancies

Casual vacancies among the members (other than ex-officio members) of any authority or any committee of the Institution Deemed to be University shall be filled as soon as it may be convenient by the such authority or the person who appointed or co-opted the 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 whose place she/he fills would have been a member.

### 42. Review of Academic Activities

The functioning of the academic activities of the Institution Deemed to be University may be reviewed after a period of every five (5) years or earlier, if necessary, by a Committee appointed by the UGC.

#### 43. Inspection by UGC

- i) The University Grants Commission may cause an inspection, to be made by such person or persons as it may direct, of the Institution Deemed to be University, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution.
- ii) The Commission shall, in every case, give notice to the institution of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the institution shall have the right to make such representations to the Commission as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Commission, the institution shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution to the Vice-Chancellor who shall communicate the same to the Board of Management.
- v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

#### 44. Utilisation of Income and Property

The income and property of the Institution Deemed to be University shall be utilised solely for promoting the objectives of the Institution deemed to be University only.

45. No portion of the income and property of the Institution Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institution Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institution Deemed to be University or for travelling or other allowances and such other charges.

#### 46. Funds, Accounts, Audits and Annual Report

The accounts of the Institution Deemed to be University shall be maintained in the name of the Institution Deemed to be University and not in the name of the Sponsoring Trust. The accounts of the Institution Deemed to be University shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the UGC. The accounts shall be audited by a Qualified Chartered Accountant or a firm of Chartered Accountants. The accounts shall be subject to Internal Audit by an independent qualified Chartered Accountant or a firm of Chartered Accountants. The accounts of the Institution Deemed to be University shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the UGC. The Annual Reports and the Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

#### 47. Rules

The Board of Management of the Institution Deemed to be University shall have powers to frame rules in relation to management of the Institution Deemed to be University as necessary in respect of matters not expressly covered herein and as prescribed in the aforementioned Regulations, which may provide for all or any of the following matters: -

- i. establishment of Departments of teaching;
- ii. courses of study to be laid down for all degrees, diplomas and certificates of the institute;
- iii. grant of academic awards distinctions; (such as degrees, conferment of honoris causa and diplomas)

- iv. admission of students to the institute and their enrolment as such;
- v. the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the institute.
- vi. conduct of examinations, appointment of examiners and approval and publication of results thereof;
- vii. institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- viii. maintenance of discipline among the students;
- ix. maintenance of discipline among the employees;
- x. establishment of halls of residence and conditions of residence and health of the students;
- xi. classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- xii. such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- xiii. constitution, powers and functions of the Planning & Monitoring Board
- xiv. Powers and functions of the Board of Studies;
- xv. composition, powers and functions of the Grievance Redressal Mechanism;
- xvi. prescribing persons as such other officers of the institute.
- xvii. such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- xviii. emoluments, terms and conditions of service of the Registrar;
- xix. emoluments, terms and conditions of service of the Finance Officer;
- xx. emoluments, terms and conditions of service of the Controller of Examinations;
- xxi. constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;
- xxii. establishment of special centers;
- xxiii. creation, composition and functions of any committees or body, which are considered necessary for the work of the institute;
- xxiv. procedure for preparation and submission of budget estimates;
- xxv. procedure for convening of meeting of any authority or committee;
- xxvi. laying down of procedures to be observed at any meeting of any authority or any committee;
- xxvii. constitution of any other body as an authority of the institute
- xxviii. delegation of powers to any authority or officer;
- xxix. rules for the recruitment of employees of the Institute.
- xxx. all other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

#### 48. Interpretation

In the event of a conflict of opinion with regard to interpretation of the aforementioned Regulations of the UGC, the opinion of UGC shall be final and binding.

#### 49. Adjustment of Income and Property on Dissolution of the Institution Deemed to be University

If in the event of withdrawal of the declaration of 'Deemed to be University' status or on the winding up or dissolution of the Institution Deemed to be University, either suo moto by the University Grants Commission, for any reason whatsoever or any other manner, if there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institution Deemed to be University or any of them, but shall be transferred to University Grants Commission or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

#### 50. Legal Proceedings

For all intents and purposes hereof, the person in whose name the Institution Deemed to be University may sue or be sued shall be the Registrar.

No suit or legal proceedings shall lie against the Central Government or the UGC or the Institution Deemed to be University or an Officer of the Institution Deemed to be University or a member of the authority of the Institution Deemed to be University in respect of anything done or purported or intended to be done in pursuance of any of the aforementioned Regulations.

#### 51. Alteration, Amendment and Additions to the Rules of the Institution Deemed to be University

No Rule and bye law governing the functioning of the Institution Deemed to be University may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the aforementioned provisions and the

Regulations; and, no alteration, amendment or addition to the Rules and bye laws shall be given effect to without the prior approval of the UGC in accordance with the provision of Indian Trust Act, 1882.

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