

NIMS UNIVERSITY RAJASTHAN JAIPUR



STATUTES

NIMS UNIVERSITY
Shobha Nagar, Jaipur-Delhi Highway
Jaipur – 303121 (Rajasthan)



सत्यमेव जयते

राजस्थान राज-पत्र
विशेषांक

साधिकार प्रकाशित

RAJASTHAN GAZETTE
Extraordinary

Published by Authority

आश्विन 6, मंगलवार, शाके 1932-सितम्बर 28, 2010
Asvina 6, Tuesday, Saka 1932-September 28, 2010

भाग 4 (ग)

उप-खण्ड (II)

राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा
जारी किये गये कानूनी आदेश तथा अधिसूचनाएं।

**EDUCATION (Gr-4) DEPARTMENT
NOTIFICATION**

Jaipur, September 22, 2010

S.O. 289.—In exercise of powers conferred by sub-section (3) and (4) of section 29, of the Nims University Rajasthan, Jaipur, Act, 2008 (Act No. 7 of 2008), the Government of Rajasthan hereby approves the following Statutes of the Nims University Rajasthan, Jaipur, and publish finally approved Statutes as required by sub-section (5) of section 29 of the said Act, namely:-

Statutes

of

The Nims University Rajasthan, Jaipur, 2010

In exercise of powers conferred by sub-section (1) and (2) of section 29, of the Nims University Rajasthan, Jaipur Act, 2008 (Act No. 7 of 2008), the Board of Management of the Nims University Rajasthan, Jaipur hereby makes the following Statutes, namely:-

CHAPTER - 1

Preliminary

1. Short title and commencement: 1.1. These Statutes may be called Statutes of the Nims University Rajasthan, Jaipur, 2010.

1.2 They shall come into force from the date of their publication in the Official Gazette by the State Government.

2. Definitions: In these Statutes, unless the context otherwise requires,

- (a) "Act" means the Nims University Rajasthan, Jaipur Act, 2008 (Act No. 7 of 2008); and
- (b) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by these Statutes.

CHAPTER – 2

Constitution, Powers and Functions of the Authorities of the University

2.1 AUTHORITIES OF THE UNIVERSITY:

2.1.1. Board of Management:

- (1) The tenure of membership of members in each category referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act shall be till further nomination. However, the persons so nominated shall be eligible for re-nomination for further terms.
- (2) The quorum for meetings of the Board of Management shall be five. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- (3) Powers and Functions of Board of Management:
In addition to powers and functions specified in Section 22 of the Act, the Board of Management shall have following powers and functions, namely:
 - (i) to regulate and enforce the discipline among members of the teaching, administrative and other staff of the

University in accordance with these Statutes and the Ordinances;

- (ii) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (iii) to take authorize whatever measures necessary to protect and defend the interests of the University, in any legal or other proceedings by or with third parties;
- (iv) to constitute standing/special committees consisting of one or more of members of the Board, or persons outside the University to advise in the functions of the Board;
- (v) to select a common seal for the University and provide for the custody and use of such seal;
- (vi) to institute honorary degree, fellowships, scholarships, studentship, medals and prizes on the recommendation of the Academic Council / Chairperson; and
- (vii) to exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statutes.

2.1.2 Academic Council:

- (1) The Academic Council shall consist of the followings:
 - (i) President - Chairman;
 - (ii) Pro-President;
 - (iii) Dean of each faculty;
 - (iv) Director of Institutes/Schools;

- (v) Principal/Head of each Department;
 - (vi) University Librarian;
 - (vii) Such number of external experts/ University teacher as may be co-opted by the President with the consent of Chairperson; and
 - (viii) Controller of Examinations as *Ex-Officio* member without right to vote.
- (2) All nominated members shall hold their membership for a period as nominated.
- (3) The Registrar shall be the Secretary to the Academic Council and shall attend its meetings without right to vote.
- (4) One third of the total members of the Academic Council shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- (5) The Academic Council shall meet at least two times each year. The Academic Council may adopt its own rules of procedure for scheduling and conduct of its meetings.
- (6) Committee:
- (i) The Academic Council may constitute one or more standing or special committees to assist it in performance of its functions.
 - (ii) The Academic Council may, on the recommendation of the President, constitute an inter-seasonal Standing

Committee for Academic Affairs, comprising the President, Pro-President and a nominee of the Chairperson and the said Committee shall assist the President on all matters within the scope of powers and functions of the Academic Council.

- (iii) All decisions/actions taken by the President on the basis of recommendations of the Standing Committee for Academic Affairs shall be placed before the next meeting of the Academic Council for its ratification.

- (7) Powers and functions of the Academic Council:

In addition to the powers and functions, as specified in the Act, the Academic Council shall have the following powers and functions, namely:-

- (i) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among faculties, evaluation of research or improvements in academic standards;
- (ii) to approve the syllabus of programmes of studies as recommended by Board of Studies, periodic review of syllabi, teaching methods, training faculty and

assessment of performance of students and library resources;

- (iii) to bring about inter-Faculty and inter school co-ordination, to establish or appoint committees or boards, for taking up projects on an inter-Faculty basis;
- (iv) to consider matters of general academic interest either at its own initiative or referred to by a Faculty, or the Board of Management and to take appropriate action thereon;
- (v) to review the working of the Faculties as and when necessary;
- (vi) to formulate, modify or revise schemes for the organisation of, and assignment of subjects to Faculties and to report to the Board of Management as to the expediency of the abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties;
- (vii) to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Schools, Departments, Centres, Institutes of higher learning, specialized laboratories, libraries and museums, howsoever designated through Chairperson;
- (viii) to formulate, revise, or redefine the academic fields of study or subjects,

allocated to a School/Institute/
Faculty/Centre, a Department or any
unit of an academic programme;

- (ix) to recommend to the Board of Management the new draft Ordinances or Regulations for various academic programmes of the University. However, for various academic programmes Academic Council will be the final authority;
- (x) to recognise diplomas and degrees of other Universities and institutions and to determine their equivalence with the diplomas and degrees of the Nims University Rajasthan, Jaipur and to collaborate with other Universities anywhere;
- (xi) to make arrangements for conducting the examinations, including their venues and schedules and to maintain proper standards of examinations;
- (xii) to recommend the Chairperson through the President, the list of examiners for each programme of study, and where appropriate, a list of external examiners;
- (xiii) to constitute such Advisory Councils/Committees of students' Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances;
- (xiv) to perform in relation to academic matters, all such functions and to do

all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and Ordinances;

- (xv) to consider and take decisions on the recommendations of the Committee for Advance Studies and Research constituted under Statute 2.1.6;
- (xvi) to make recommendations to the Board of Management, on creation, abolition of teaching posts, their reallocation or re-designation through Chairperson;
- (xvii) to make proposals for institution of fellowships, scholarships, freeships and other fee exemptions, medals and other awards;
- (xviii) to promote and support research within and outside the University, and to require periodic reports thereon;
- (xix) to promote publications by the teachers and others including publication of Journals and other publications by and in the name of the University;
- (xx) to submit an annual report of its activities to the Chairperson; and
- (xxi) to frame such regulations and rules consistent with the Statutes and Ordinances regarding the academic functioning of the University, discipline, residences, admissions, Fee and attendance and any other requirement of University in this regard.

2.1.3 Faculties:

- (1) Each Faculty shall consist of followings, namely:-
 - (i) Dean of concerned Faculty - Chairman
 - (ii) Director/Principal of Institute/School
 - (iii) Head of each department
 - (iv) One or more teachers from the faculty nominated by the President.
- (2)
 - (i) The meeting of the Faculties shall be held twice a year. One in the beginning of the academic session (August/September) and another towards the end of academic session (March/April). The proposal for meeting along with agenda shall be sent by the Dean of the Faculty to the Registrar of the University at least 14 days before the proposed date of the meeting. Registrar shall issue notice of the meeting to all the members of the Faculty.
 - (ii) Special meeting shall be called by the Registrar at the direction of the President or the Dean of the Faculty concerned.
 - (iii) One-third of the total members of the Faculty shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

(3) Powers and Functions of Faculties:

- (i) to coordinate teaching, disciplines and research activities of Departments assigned to the Faculty and to promote and provide for interdisciplinary teaching and research; and to arrange for examination and periodical tests in subject falling within purview of the Faculty;
- (ii) to appoint Committees or to undertake research projects common to more than one department;
- (iii) to forward recommendations of Board of Studies to Academic Council/ Committee for Advance Studies and Research;
- (iv) to perform such other functions as the Academic Council may prescribe; and
- (v) in addition to the provisions made by the Statute, the Faculties shall recommend to the Academic Council, the schemes for improvement in academic standards.

2.1.4 Board of Studies:

- (1) Each Board of Studies shall consist of the followings, namely:-
 - (i) Head of the Department (Chairman)
 - (ii) Teachers of the Department
 - (iii) Director/Principal of Institute/School
 - (iv) Two teachers from other departments nominated by the President in consultation with Chairperson.

- (2) The Board of Studies shall have following powers and functions, namely:-
- (i) allocation of teaching work to faculty members of the department;
 - (ii) to recommend books, including text-books, supplementary reading, reference books and other study material for such courses of study;
 - (iii) to recommend to the Academic Council for its approval the preparation and publication of selections or writing of work of authors and other matters as well as material consequent to curriculum development by the teachers of the University for its introduction in the syllabi of the courses of study under the purview of the Departments/ Boards in accordance with the Regulations made by the Academic Council in that respect;
 - (iv) to discuss and if necessary suggest changes in the syllabi;
 - (v) to recommend to the Board of Examinations/ Academic Council to consider the names of suitable person for inclusion in the panels for appointment as paper-setters, examiners and moderators at the University examinations in the subject;
 - (vi) proposal of research by the faculty members;

(vii) to recommend the Committee for Advance Studies and Research, names of persons suitable for appointment as examiners for evaluation of thesis, dissertations and conduct *viva-voce* examinations, wherever prescribed, for awarding post-graduate, doctorate and higher degrees;

(viii) to recommend organization of orientation and refresher courses in the subject; and

(ix) perform all other functions as may be assigned by the Academic Council.

(3) Procedure for Conduct of Business at the Meeting of the Departments/Board of Studies:

(i) The meeting of the Board of Studies shall be convened by the Head of Department or in his absence by the senior most member of the Department. The Registrar shall send the notice of the meeting and the agenda to the members and he shall also keep a record of the proceedings of the meetings.

(ii) Unless specifically permitted by the President, not more than four meetings of the Board shall be held during one academic year. However, the Chairman shall convene a meeting of the Board on the written requisition signed by a half of the total number of members of the Board with prior permission of the President.

- (iii) One-third of the total members of the Board shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- (iv) The Registrar, on the advice of the Chairman of Board of Studies, shall issue a notice of the meeting at least ten clear days prior to the date of meeting to all the members of the Board of Studies informing them the day, date, time and venue of the meeting.
- (v) The Registrar shall send at least five clear days prior to the date of meeting, the agenda of the meeting to the members.
- (vi) Any two or more Boards of Studies, at the direction of the Academic Council or the Board of Management, shall meet and render a joint report upon any matter which lies within the purview of all of them. The quorum of a joint meeting of the Boards shall be as specified (iii) above. The joint meeting shall elect its own Chairman.
- (vii) All questions at a meeting of the Boards of Studies shall be decided by a simple majority of votes of the

members present. The Chairman shall also have a vote, and in the case of an equality of votes, have a casting vote.

- (viii) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The President shall fill the vacancy, so caused, before the next meeting.
- (ix) The minutes of proceedings of every meeting shall be prepared and signed by the Chairman, and shall be placed before the Board of Studies at its next meeting for confirmation.

2.1.5 Finance Committee:

- (1) The Finance Committee shall consist of the following members, namely:-
 - (i) Chairperson (Chairman);
 - (ii) President;
 - (iii) Pro-President;
 - (iv) Two Deans of the Faculties to be nominated by the Chairperson; and
 - (v) Three persons nominated by the Chairperson;
- (2) One-third of the total members of the Finance Committee shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

- (3) All members of the Finance Committee, other than ex-officio members, shall hold office for a term of two years.
- (4) The Chairperson shall preside at the meeting of the Finance Committee and in his absence the President shall preside the meeting.
- (5) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinise proposals for expenditure.
- (6) Powers and functions of Finance Committee:
 - (i) The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Board of Management for approval.
 - (ii) The Finance Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works may include the proceeds of loans). No expenditure shall be incurred by the University in excess of the limits so fixed.
 - (iii) No expenditure other than that provided for in the budget shall be incurred by the University without the approval of the Finance Committee.

2.1.6 Committee for Advance Studies and Research:

- (1) There shall be a Committee for Advance Studies and Research, hereinafter referred to as the CASR of the University which shall consist of the following members, namely:-
 - (i) President (Chairman);
 - (ii) Pro-President;
 - (iii) Deans of Faculties;
 - (iv) Directors of Institutes/Schools;
 - (v) Two senior teachers nominated by the Chairperson as members for the period prescribed in nomination; and
 - (vi) Controller of Examinations.
- (2) The CASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.
- (3) The President shall preside over the meetings of the CASR. In the absence of the President, the Pro-President shall preside the meeting.
- (4) The CASR shall regulate and oversee the formulation and conduct of all Post Graduate, Doctoral and Post-Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.
- (5) The CASR shall consider and may approve recommendations of the Boards of Studies on all academic matters within the scope of Clause (4).
- (6) The CASR shall formulate procedure for consideration and approval of proposals for registration for M.Phil./ Ph.D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation

of research work under such post-graduate and doctoral programmes, and recommend them to the Academic Council.

- (7) The CASR may authorize the President to act on recommendations made by examiners on M. Phil. dissertations and Ph.D. thesis, in accordance with the procedure laid down in this behalf by relevant Ordinances or Regulations made under these Statutes.
- (8) The CASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.
- (9) The CASR shall submit its periodic reports to the Academic Council.
- (10) The CASR may make recommendations to the Academic Council on all matters within its scope of its functions.

2.2 Acting Chairman of meetings:

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any committee of such authority or when the Chairman so provided for his absent, the members present shall elect one from among themselves to preside at such meeting.

CHAPTER – 3

Manner of Appointment, Power and Functions of Officers, Controller of Examinations, Heads of Departments and University Librarian in the University

3.1 THE CHAIRPERSON:

3.1.1 Appointment:

The Chairperson of the University shall be appointed in accordance with the provisions of Section 12 of the Act.

3.1.2 Powers:

- (1) The Chairperson shall perform his duties in an honorary capacity. However, he may be paid such honorarium not less than the salary of the President and all other terms and conditions of service of his appointment shall be as applicable to the President.
- (2) The Chairperson shall have all such powers and functions as may inhere in him by virtue of his being the head of the University or such other powers and functions as may be assigned to him by the Board of Management from time to time.
- (3) In addition to above the Chairperson shall have the powers,
 - (i) to establish norms relating to consultancy undertaken by or within the University in any field of expertise;
 - (ii) to establish and administer centres of the University or programmes of study of the University, both inside and outside the State of Rajasthan and country subject to relevant laws;
 - (iii) to establish and administer distance education programmes for the State of Rajasthan and other parts of India and abroad;
 - (iv) to enter into collaboration agreements with other universities, including foreign universities, and/or educational institutions to augment the activities of the University, including (without limitation) programmes of exchange of students

and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's facilities and to institute double/triple/jointly-organised academic degrees under such agreements as per the standards recognized by the regulatory bodies in India:

Provided that all decisions taken as per sub-clause (i) to (iv) will be ratified by the Board of Management.

- (4) When any exigencies arise, and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate decision or action as he may deem fit and necessary in the best interests of the University.
- (5) In pursuance of any decisions or actions specified in clause (4), or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the authorities, officers, teachers, other academic staff, other employees, ministerial staff, and/or students of the University and such authority, officer, teacher, other academic staff, employee, ministerial staff, and/or students shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by him.

- (6) The Chairperson shall, as soon as practicable, convene an emergency meeting of the Board of Management and submit a detailed report on the action taken under clause (4).
- (7) The Chairperson shall furnish the Board of Management such further information as the Board may call for upon receipt of his report under clause (6).
- (8) The Chairperson shall report all actions or decisions taken by pursuant to clause (4) and (5) to the Board of Management for ratification.
- (9) Upon ratification by the Board of Management, any or all the actions or decisions taken by the Chairperson in exercise of his/her powers under clause (4) and (5) shall not be invalid for want of consultation/approval/ratification of any Authorities of the University.
- (10) The Chairperson shall be the Chairman of Finance Committee.
- (11) The Chairperson shall appoint the President, Pro-President and Registrar and any other officer/authority in the University which he deems proper as per provisions of the Act.
- (12) If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the President / Pro-President/Registrar/Chief Finance Officer/Dean/ Proctor/Provost/Director/Controller of Examinations/ or any other designated officer in his office is prejudicial to the

interest of the university or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the President/Pro-President/Registrar/Chief Finance Officer/ Dean/ Proctor/ Provost/ Director/ Controller of Examinations/ or any other designated officer to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-clause, such officer shall be given an opportunity of being heard.

- (13) The Chairperson shall have the power to terminate/remove any teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the University:

Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard.

- (14) Chairperson in the interest of the University may nominate/appoint any distinguished person on any committee/ authority/ Teacher/ Principal/ Director of the University.

- (15) The Chairperson may appoint Examiners, Professors, Professors of Eminence and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of their services.

- (16) In case of urgency, the Chairperson may confer an honorary degree to a distinguished person(s).

- (17) The Chairperson may take any such action in the interest of University which he deems fit.
- (18) It shall be the duty of the Chairperson to see that the Act, Statutes, Ordinances and Regulations are duly observed, and he shall have all powers necessary to ensure such observance.

3.2 THE PRESIDENT:

3.2.1 Appointment:

- (1) The President shall be appointed in accordance with section 13 of the Act.
- (2) Only a distinguished scholar or a person with substantial experience in academic, administration shall be appointed as President. The President shall be entitled to receive the basic pay and all other entitlements and privileges as specified in clause (4) to (9).
- (3) Whenever the office of the President falls vacant for any reason other than the expiry of the term of appointment, the Board of Management may, in the interest of the University, assign the responsibilities of the President to the Pro-President until a suitable person appointed and the President assumes office as such.
- (4) The President shall be paid such salary as may be determined by the University Grants Commission from time to time.
- (5) He shall be provided with an official rent free residence which shall be fully furnished/ unfurnished as per the preference of the President. The term "fully furnished"

includes essential furniture commensurate with the status of a President, including electricity, water and telephone free of charges as may be prescribed by the University.

- (6) He shall be provided with an official, chauffeur driven car for official use.
- (7) He shall be entitled to the benefits of Leave, Medical and other benefits according to the University Regulations for the time being in force.
- (8) He shall be entitled to the travelling or halting allowance as may be prescribed by the University from time to time.
- (9) He shall be entitled to such other allowances and facilities as defined in the University Regulations from time to time.

3.2.2 Power and functions:

- (1) The President shall be the *Ex-Officio* Chairman of the Academic Council and Committee for Advance Studies and Research, and shall, in the absence of the Chairperson, preside at the meeting of Board of Management. He may be present at, and to address, any meeting of any authority or other body of the University, but he shall not be entitled to vote unless he is a member of such authority or body.
- (2) It shall be the duty of the President to see that the Act, Statutes, Ordinances and Regulations are duly observed, and he shall have all powers necessary to ensure such observance.
- (3) The President shall have the power to convene or cause to be convened meetings of the Academic Council.

- (4) The President shall have the power to terminate/remove any teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the University: Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard.
- (5) The President may take any such action in the interest of University which he deems fit with the consent of the Chairperson.
- (6) The President shall have the overall supervision and control over the all activities of the University, and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:
- (i) to investigate into any incident involving a member of the University, including student;
 - (ii) to institute/authorize institution of inquiries into incidents, situations or affairs of the University;
 - (iii) to call for information from any officer, teacher, member of ministerial staff, or student of the University;
 - (iv) to give directions to any student, teacher, officer, or any other employee of the University;
 - (v) to require reports from all bodies/committees/councils/boards, the

University constituted under these Statutes, with the exception of the Board of Management;

- (vi) to establish and review, from time to time, the disciplinary jurisdiction and control of the Office of the President, over all students and all employee of the University, and the procedure(s) for exercise of disciplinary powers by designated officers, and to take all measures necessary in this connections, including designation and empowerment of one or more functionaries, in consultation with the Chairperson;
- (vii) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
- (viii) to recommend the Chairperson on all matters relating to holding of any annual and special convocation, or special meeting in honour of any distinguished individual or for commemoration of any event;
- (ix) to make proposals for Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University; and

- (x) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.
- (7) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act, after consultation with the Chairperson.
- (8) The President may seek the assistance of the Pro-President in exercise of his powers and in performance of his functions.

3.3 THE PRO-PRESIDENT:

3.3.1 Appointment:

- (1) The Pro-President shall be appointed in accordance with section 14 of the Act.
- (2) The Pro-President shall be paid salary as may be specified by the University Grants Commission, from time to time.
- (3) He shall be provided with an official rent free residence which shall be fully furnished/unfurnished as per the preference of the Pro-President. The term "fully furnished" includes essential furniture commensurate with the status of a Pro-President, including electricity, water and telephone free of charges.
- (4) He shall be entitled to the benefits of Leave, Medical and other benefits according to the University Regulations for the time being in force.
- (5) He shall be entitled to the travelling or halting allowance as may be specified by the University from time to time.

- (6) He shall be entitled to such other allowances and facilities as specified in the University Regulations.

3.3.2 Powers and functions:

- (1) The Pro-President shall assist the President in respect of such matters as may be specified by the President in this behalf from time to time.
- (2) In the absence of the President or when he is unable for any reason to exercise the power and perform the function of the President, the Chairperson may authorize and empower the Pro-President to exercise the power and perform the function of the President, until such time as he may deem appropriate.
- (3) In the absence of the President, the Pro-President shall preside over meeting of University authorities of which Chairman the President is.
- (4) He shall also exercise such powers and perform such functions as may be assigned or delegated to him by the President.

3.4 THE REGISTRAR:

3.4.1 Appointment and Removal:

- (1) The Registrar shall be a whole-time salaried employee of the University and shall be appointed by the Chairperson on the recommendations of the selection committee constituted for the purpose. He must have qualifications prescribed by the University Grants Commission. He shall be paid grade of pay fixed by the University Grants Commission. A rent-free accommodation and other facilities necessary for

performance of his functions shall be provided to him.

- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as the Chairperson / President may appoint for the purpose.
- (3) The Chairperson, on his own or on the recommendations of President, can ask the Registrar to relinquish his office or terminate his services.
- (4) If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the Registrar in his office is prejudicial to the interest of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the Registrar to relinquish his office from such date as may be specified in the order:

3.4.2 Powers and functions:

The Registrar shall:-

- (1) be custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charge;
- (2) issue all notices convening meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;

- (3) arrange for secretarial and other administrative assistance to all University bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of those bodies and submit them to the President /Pro-President for approval and thereafter circulate them among the members of the respective bodies;
- (4) keep the minutes of all the meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;
- (5) conduct the official correspondence of the Board of Management and Academic Council;
- (6) render all assistance to the Proctor and Provost in management of the affairs of the general administration, hostel administration, and students' affairs under the direction of the President;
- (7) where the inquiry discloses that a punishment beyond the powers of the Registrar, he shall, upon conclusion of such inquiry, make a report to the President along with his recommendations;
- (8) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- (9) upon the direction or with the prior approval of the Chairperson/Board of Management, initiate any legal proceeding on behalf of the University or take all necessary action to protect the interests of the University in any

- legal proceeding initiated by or on behalf of the University as well as in any legal proceeding initiated against the University;
- (10) represent the University in all proceeding instituted on behalf of or against the University;
- (11) on the direction or with the prior approval of the Chairperson, sign, verify and file all necessary papers before Concerning Court/Tribunal/Authority/Arbitrator etc. Coordinate with Advocates or other legal consultants and when necessary, represent and/or appear before any Court, Tribunal, Arbitrator or Government Authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per legal advice to prosecute or defend the matter to protect the interest of the University and report to the President and Chairperson;
- (12) on the direction or with prior approval of the Chairperson, appoint/authorize any officers who may be given special charge of all or any matters referred to under this clause and/or who may be authorized by the Chairperson to perform all such action as the Registrar may himself be authorized to performs under sub-clause (11);
- (13) perform such other functions as may be required, from time to time, by the Board of Management, Chairperson or the President;
- (14) subject to the foregoing and Chapter 5 of these Statutes, the Registrar shall be the operational head of University administration; and

- (15) have power to take disciplinary action against such employees of the University as may be specified in the orders of the Board of Management/Chairperson/President and to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or the withholding of increment :

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

3.4.3 Appeal :

An appeal shall lie to the President against any order of the Registrar imposing any of the Penalties specified in clause (15) of Statute 3.4.2.

3.5 CHIEF FINANCE AND ACCOUNTS OFFICER :

3.5.1 Appointment :

- (1) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the Committee referred to in sub-clause (2) with the approval of Chairperson.
- (2) The selection of Chief Finance and Accounts Officer shall be made by the Selection Committee consisting of the President, a nominee of the Chairperson, and two external experts in financial and accounting affairs as nominated by Chairperson. A person to be appointed as Chief Finance and Accounts Officer shall be qualified and experienced in institutional financial and accounting affairs.

- (3) The qualification and grade of pay for the post of the Chief Finance and Accounts Officer shall be such as specified in the Guidelines issued by the University Grants Commission from time to time.
- (4) 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 any other cause, unable to perform the functions of his office, the functions of the office shall be performed by a suitable person as the Chairperson/President may appoint for the purpose.

3.5.2 Powers and functions :

- (1) The Chief Finance and Accounts Officer shall be Member Secretary of the Finance Committee, without right to vote.
- (2) The Chief Finance and Accounts Officer shall perform financial functions as may be assigned to him by the Chairperson/President :
Provided that the Chief Finance and Accounts Officer shall not incur any expenditure or make any investment without the previous approval of the Chairperson/President.
- (3) Subject to the control of the Board of Management/Chairperson/President, the Chief Finance and Accounts Officer shall :
 - (i) hold and manage the property and investments including trust and endowed property;

- (ii) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (iii) promote and submit to the Chairperson quarterly, half-yearly and annual cash-flow projections and status of accounts for these periods for the consideration of the Board of Management;
- (iv) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Board of Management;
- (v) keep a constant watch on the state of the cash and bank balances and on the state of investment;
- (vi) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (vii) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;
- (viii) have the accounts of the University regularly audited by an internal audit party;
- (ix) ensure that the registers of buildings, lands, furniture and equipments are maintained up-to-date and that the

stock checking is conducted, of equipment and other consumable materials in all offices, special centres, specialized laboratories, colleges and institutions maintained by the University;

- (x) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
- (xi) call from any office, college or institution under the University, any information or returns that he may consider necessary for the performance of his functions.

3.6 DEAN OF FACULTY :

3.6.1 Appointment and Removal :

- (1) The President may, in consultation with the Chairperson, determine the number of Faculties, and the number of categories of disciplines/Schools or constitute each Faculty for purposes of academic administration and of appointing a Dean for each such Faculty. He may likewise appoint a Professor as the Dean for each such Faculty.
- (2) Head of the Department or a senior Professor of the University designated by the President with the consent of the Chairperson shall exercise the powers of the Dean of the Faculty concerned :
Provided that in the Faculty of Medicine and Faculty of Dentistry no Professor shall be appointed as Dean of the Faculty if he does

not have the Medical/Dentistry qualifications prescribed by the Medical Council of India/Dental Council of India, as the case may be.

- (3) If at any time, there is no Professor in a Faculty, the President, or if so designated by him, the Pro-President, shall exercise the powers of the Dean of the Faculty concerned.
- (4) A Dean of Faculty may resign his office at any time during his tenure, and Professor may decline the offer of appointment as the Dean of a Faculty.
- (5) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such persons as the President may appoint for the purpose.

3.6.2 Powers and functions :

- (1) The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- (2) The Dean shall supervise and coordinate teaching and research in the Faculty through the Heads of Departments, and take steps to promote inter-disciplinary teaching and research wherever necessary.
- (3) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council, with the approval of the President.

- (4) The Dean shall coordinate the functioning of the various disciplines/Schools under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.
- (5) The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or committee of the Faculty, as the case may be, but not the right to vote thereat unless he is a member thereof.
- (6) The Dean of Faculties shall have the authority to exercise all such disciplinary powers over the students in the Departments as may be necessary for the proper conduct of the Faculty. The Dean may also frame such supplementary rules, as he deems necessary to maintain discipline in the Faculty with the prior approval of President.
- (7) The Dean shall be Incharge of Libraries, the society and Magazine of the Faculty.
- (8) The Dean shall be Incharge of all extracurricular activities of the Faculty.
- (9) The Dean shall be Incharge of the building, lawns, electric and water supply, fittings, class rooms, equipments and lab furniture of Faculty.
- (10) The Dean in consultation with President may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.
- (11) The Dean shall be overall Incharge of all academic and administrative matters pertaining to Departments in the Faculty and

also shall implement all non-academic development plans approved for the Faculty and take all necessary actions/decisions with the permission of President.

- (12) The Dean shall perform such other functions as may be assigned to him by the Chairperson / President and exercise such other powers as may be prescribed by the Regulations from time to time.
- (13) The Dean of the Faculty shall take suitable steps to have the meeting of the Faculty convened and to give effect to the decisions/recommendations of the Faculty.
- (14) The Dean shall perform such other powers and functions as may be assigned to him by the President/Chairperson and Board of Management.

3.7 PROVOST :

3.7.1 Appointment and Removal :

- (1) The Provost shall be appointed by the President with the consent of the Chairperson from among the senior teachers/other senior employees of the University.
- (2) The Chairperson may fix, if required an appropriate honorarium to be paid to the Provost and other facilities necessary for performance of his functions shall also be provided to him.
- (3) The Provost shall hold office for a term of two years or as specified in his appointment order and shall be eligible for re-appointment.

3.7.2 Powers and functions :

- (1) The Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures therefore.
- (2) The President may, from time to time, authorize the Provost with any special responsibilities, as he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or student of the University causing or likely to cause breach of the peace and order in the University campus.
- (3) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

3.8 PROCTOR :**3.8.1 Appointment :**

- (1) The President may, in consultation with the Chairperson, select and appoint a senior teacher of the University to function as Proctor in an honorary capacity, for a period of two years or as specified in his appointment letter and shall be eligible for re-appointment.
- (2) The Chairperson may fix, if required an appropriate honorarium to be paid to the Proctor and other facilities necessary for performance of his functions shall also be provided to him.

3.8.2 Powers and Functions :

- (1) The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures therefore.
- (2) The President may, as he may deem appropriate, require the Proctor to work in harmony with Provost.
- (3) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Proctor.

3.9 CONTROLLER OF EXAMINATIONS :**3.9.1 Appointment and Removal :**

- (1) The Controller of Examinations shall be a whole-time salaried employee of the University and shall be appointed by the President on the recommendation of a Selection Committee constituted for the purpose with the consent of the Chairperson. The qualifications and grade of pay for the post of Controller of Examination shall be such as specified in the guidelines issued by University Grants Commission from time to time.
- (2) When the office of the Controller of Examinations is vacant or when he is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as the President, in consultation with the Chairperson, may appoint for the purpose.

3.9.2 Powers and functions :

The Controller of Examinations shall:

- (1) take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results;
- (2) control the conduct of all University examinations and admissions to the University and superintendent all other arrangements necessary therefore and the execution of all processes connected therewith in accordance with the manner prescribed by the Ordinance on Examinations;
- (3) issue all notices for convening meetings of the Board of Examinations, Admission Committee, Faculties and the Board of Studies appointed by authorities of the University in connection with the examinations, and maintain and keep the minutes of all such meetings;
- (4) call from any office or institution/college/Faculty under the University any information or returns that he may consider necessary for the performance of his functions and to discharge his responsibilities; and
- (5) notwithstanding anything contained in these Statutes, the Ordinances and the Regulations, perform such other functions, administrative or academic, as may be specified, from time to time, by the Board of Management, Chairperson or the President.

3.10 Head of Department :**3.10.1 Appointment and Removal :**

- (1) Each Department shall have a Head whose functions and terms and conditions of appointment shall be laid down by the Academic Council. Normally a senior most Professor shall be appointed Head of Department by the President, but in the department where there is more than one Professor, the President may appoint any Professor as Head of Department. Where there is no Professor, the President may appoint any Associate Professor as Head of Department.
- (2) If deem fit, the President can appoint an Head of Department by rotation from among the Professors (or where there is no Professor, from among the Associate Professors) by seniority for a period specified in the appointment orders.
- (3) The President may remove the Head of Department on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

3.10.2 Powers and Functions :

The Head of Department shall,

- (1) be responsible for the organisation and conduct of teaching and research of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Dean of the faculty;
- (2) tender advice to the Dean of faculty on all matters pertaining to his field in respect of teaching and research;
- (3) submit to the Dean of faculty concerned the budgetary needs of his Department;

- (4) recommend to Dean of faculty the work load of each member of the staff with respect to teaching and research;
- (5) assume responsibility for all University properties and facilities assigned to his Department;
- (6) recommend to the Dean of faculty proposals for making improvement in the working of his Department; and
- (7) be Chairman of Board of Studies of his department, he shall be responsible to record and circulate the minutes of the meetings and send these to respective authorities.

3.11 University Librarian :

3.11.1 Appointment and Removal :

- (1) The University Librarian shall be appointed by the President on the recommendation of a Selection Committee constituted for the purpose as per norms and guidelines of University Grants Commission.
- (2) The qualifications and grade of pay for the post of University Librarian, shall be such as prescribed from time to time by the guidelines of the University Grants Commission.
- (3) The President can terminate the services of the University Librarian on the ground of misconduct, inefficiency, financial irregularities or any other reason as may be considered not in the interest of the University.

3.11.2 Powers & Functions :

The University Librarian shall be responsible for the maintenance of all libraries of the University.

The Librarian shall :

- (1) have general overall supervision of the University libraries and library personnel, including all campuses and departmental libraries or collections;
- (2) prepare the library budget for the University libraries;
- (3) advise at the beginning of each financial year each campus library of the amount of money that will be available for the purchase of library materials for each of the respective libraries, including the department collections;
- (4) have the responsibility of receiving and accessioning all library materials;
- (5) have the responsibility of initiating the purchase requisitions for all library materials;
- (6) have the responsibility of renewing in time subscriptions to journals;
- (7) prepare a library newsletter at periodic intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
- (8) initiate, participate and cooperate in programme designed to stimulate and encourage the use of the library by students and staff;
- (9) arrange library hours which will permit maximum library use by both students and faculty; and
- (10) arrange for departments small collections of volumes and journals that are in almost constant use by the staff and post-graduate students as references.

3.12 Other Officers :

The Chairperson may declare and designate any deserving person as Officer of University or create new post as per requirement of University and declare it as Officer of University.

CHAPTER - 4**Appointment of Teachers & Employees and Service Conditions of Officers of University, Teachers & Employees of the University****4.1 Designation of Teachers :****4.1.1 The teachers shall include the followings :**

- i. Professors/Principals/Directors of Institutes/ equivalentents conducting teaching and guiding research.
- ii. Associate Professors/equivalentents conducting teaching and guiding research.
- iii. Assistant Professors/equivalentents conducting teaching and guiding research.
- iv. Demonstrators/Tutors/Senior Residents conducting teaching.
- v. Director, Deputy Director and Assistant Director of Physical Education.
- vi. University Librarian, Deputy Librarian and Assistant Librarian.

4.1.2 Manner of Appointment :

- (1) Whenever vacancies arise or when new posts are created, the appointment on such teaching posts shall be made through direct recruitment or by promotion of candidates available in the University.
- (2) All the appointments to permanent posts of teachers in the University shall be with the approval of the Chairperson on the recommendation of a Selection Committee

in accordance with the provisions of these Statutes after such posts have been duly advertised with such qualifications as have been prescribed by the University Grants Commission/respective councils for each category of teaching posts and the candidates concerned have been interviewed by the Selection Committee, except in case where such committee decides to consider the case of a candidate, otherwise than by a interview.

- (3) The Selection Committee shall consist of:
- i. President;
 - ii. Pro-President;
 - iii. Nominee of Chairperson;
 - iv. Dean of Faculty;
 - v. Two experts in the concerned discipline :

Provided that for making temporary appointments to posts of teachers for the temporary vacancy, an appointment shall be made on the recommendation of a Local Selection Committee consisting of President; Dean of the Faculty; and Director/Principal/Head of the Department.

- (4) The President or in his absence, the Pro-President shall preside at the meetings of the Selection Committee.
- (5) Notwithstanding anything contained in the foregoing clauses of these Statutes, the Chairperson may invite a person of high academic distinction and professional attainment to accept a post of Professor in the University, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

- (6) The Chairperson of the University may appoint a teacher or any other academic staff working in any other University or institution for undertaking a joint project in accordance with the manner prescribed in the Ordinances.

4.1.3 Appointments on contract basis :

- (1) The teachers shall as far as possible be appointed in substantive capacity. However, the Chairperson may, on an urgent basis, authorize appointment of teachers on contract basis, when it deems it necessary and urgent :

Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein.

4.2 Administrative/ministerial/ other non-teaching employees :

4.2.1 Appointment :

- (1) The employee of University for the purpose of these Statutes mean administrative/ministerial/other non-teaching employee. It excludes persons working on contract or casual basis.
- (2) Whenever vacancy of administrative/ministerial/other non-teaching employees arises or new post is created,
- (i) appointment on such post in the University shall be made by the President with the approval of the Chairperson on the recommendation of a Selection Committee in accordance with the provisions of these Statutes after such posts have been duly advertised with such

qualification as have been prescribed for the post.

- (ii) the Selection Committee for appointment to the administrative/ministerial/other non-teaching employees posts shall consist of the President, Registrar and one nominee of Chairperson or any committee constituted by the Chairperson:

Provided that the President or in his absence, the Pro-President shall preside at the meetings of the Selection Committee.

4.2.2 Appointments on contract basis :

- (1) The employees shall as far as possible be appointed to substantive posts. However, the University may, on an urgent basis, authorize appointment of employees on contract basis, when it deems it necessary and urgent :

Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein.

4.3 Terms and conditions of service of Officers of University, Teachers & Administrative/Ministerial and other Non-Teaching Employees :

4.3.1 General :

- (1) All the officers/teachers/employees of the University or any of its institutions shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service as specified in these Statutes.

4.3.2 Functions and Responsibilities :

(1) Professor in a Department:

- (i) Teaching, including laboratory development.
- (ii) Research and research guidance.
- (iii) Consultancy and training programmes.
- (iv) Providing academic leadership in both under-graduate and post-graduate courses in relevant field of specialization.
- (v) Initiation and participation in continuing educational activities.
- (vi) Students' counselling.
- (vii) Interaction with other institutions, universities at state, national and international levels.
- (viii) Publishing papers in national and international journals.
- (ix) Examination work such as organizing, supervision and assessment etc. pertaining to the department and University examinations.
- (x) Curriculum development and developing resource material.
- (xi) Promotion of ethics, values and Indianness amongst students by setting his/her own role model.

(2) Associate Professor in a Department:

- (i) Teaching including laboratory instructions.
- (ii) Research activities and research guidance.
- (iii) Curriculum development and developing resource materials.

- (iv) Participation in continuing education activities.
- (v) Academic and administrative planning and development work at departmental level and assisting at institutional level.
- (vi) Students' counselling and interaction.
- (vii) Participation in co-curricular and extra-curricular activities.
- (viii) Assisting in administration at departmental, institutional and University level.
- (ix) Contributing effectively in identifying live projects for the students wherever applicable.
- (x) Participating in programmes, meant to improve his/her communication skills, computer literacy, personality and confidence.
- (xi) Conducting himself/herself in a manner, befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and unfair practices.
- (xii) Promotion of ethics, values and Indianness amongst students by setting his/her own role model.
- (xiii) Effective resource generation for the Department/Faculty through consultancy, testing and projects.
- (xiv) Examination work such as organizing, supervision and assessment etc. pertaining to the department, University examinations.

(xv) Any other functions assigned by the Dean from time to time.

(3) Assistant Professor in a Department :

- (i) Teaching in lecture, practical, tutorials.
- (ii) Planning and implementation of instruction in laboratory.
- (iii) Design and developing of innovative laboratory experimental setups.
- (iv) Student assessment and evaluation.
- (v) Developing resource material for teaching and learning.
- (vi) Assisting in continuing educational activities.
- (vii) Leading co-curricular and extra-curricular activities.
- (viii) Participating in Students' Counselling.
- (ix) Liaison with parents and community.
- (x) Participating in programmes meant to improve his/her communication skills, computer literacy, personality and confidence.
- (xi) Conducting himself/herself befitting the noble profession of teaching by desisting himself/herself from the temptation of private tuitions and indulgence unfair practices.
- (xii) Promotion of ethics, values and Indianness amongst students by setting his/her own role model.
- (xiii) Examination work such as organizing, supervision and

assessment etc. pertaining to the department, University examination.

- (xiv) Any other functions assigned by the Dean of faculty from time to time.

- (4) Administrative/ministerial/ other non-teaching employees:

The functions and work of each administrative/ministerial/other non-teaching employee shall be determined by the President in consultation with Chairperson. However, an employee can be assigned any work or he may be called upon to perform any extra work as may be assigned to him/her in the interest of the University.

4.3.3 Service agreement, Probation and Physical Fitness :

- (1) At the time of recruitment, a service agreement shall be signed between the University and the officer/teacher/employee concerned and a copy of the same shall be deposited with the Registrar.

- (2) Except as otherwise provided for in his/her contract of service, every officer/teacher/employee appointed shall be placed on probation for a period of one year, on the expiry of probation period he/she shall be confirmed in his/her post, if he/she found, otherwise suitable.

- (3) If he/she is not so confirmed, the Chairperson may, if it deems fit, dispense with his/her services as soon after the expiry of his/her probation period or extend the period of his/her probation, if he/she is not

confirmed, his/her services shall be dispensed with after expiry of the period of extension of his/her probation.

- (4) The service of a officer/teacher/employee appointed on probation may be terminated at any time during the probationary period.
- (5) All officers/teachers/employees shall be required to produce a physical fitness certificate signed by Chief Medical Superintendent, NIMS Hospital before joining the post.

4.3.4 Age of Entry/Age of Retirement :

- (1) A person whose age is less than 18 years may not be appointed to any post in the University. Upper age limit for entry into service shall be as prescribed by the University. The President shall also be competent to relax the age limits.
- (2) All officers/teachers/employees of the University shall, if they are not employed for a fixed period, retire from the University service with effect from the afternoon of the last day of the month in which they attain the age as prescribed by University Grants Commission or respective Statutory Body or Government (as applicable). However, the University can relax the upper age limit of retirement in special cases.

4.3.5 Number of Posts (creation and abolition of posts) :

The number of posts of teachers/employees shall be such as may be determined by the President with the approval of the Chairperson, provided that the President may obtain the recommendations of the

Academic Council. The proposal for creation of new posts and abolition of post(s) shall be submitted to the Academic Council by Registrar. On the recommendations of the Academic Council the proposal shall be submitted for approval to the Chairperson.

4.3.6 Qualification :

The Academic and other qualifications of officers/teachers/administrative posts shall be such as may be prescribed by University Grants Commission or respective Councils. The Academic and other qualifications of ministerial and other non-teaching posts shall be such as may be laid down by the President with the approval of the Chairperson.

4.3.7 Grades of pay and Allowances :

- (1) The grades of pay of officer/teaching posts shall be such as prescribed by University Grants Commission from time to time.
- (2) The grades of pay of the administrative/ministerial/other non-teaching employees shall be such as may be determined by the Chairperson on the recommendation of the President. The pay scales may be such as prescribed by University Grants Commission from time to time or on Government pattern.
- (3) A officer/teacher/employee can be granted advance increment(s) on the basis of his/her good work and conduct by the Chairperson on the recommendations of Head of Department, Principal/Director, Dean and President (on the recommendation of President in case of officer of University).

- (4) Officers/teachers/employees appointed on ad hoc basis or for a specific period or on contract will receive emoluments as may be agreed upon between them and the appointing authority:

Provided that the appointing authority will ensure that they possess minimum qualifications and/experience as prescribed by the University Grants Commission/ respective councils/ government.

- (5) Allowances:

Allowances such as Dearness Allowance, Special compensatory Allowances, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, etc. applicable to officers/ teachers/ employees shall be such as fixed by the University, taking into account the practices of other similar universities in the State. For retired persons government rules will be applicable for Dearness Allowance and other allowances.

4.3.8 Increment :

- (1) Each annual increment shall be as prescribed in the applicable Pay Scale.
- (2) There shall be a review of performance of the officers/ teachers/employees before grant of each increment. The officers/ teachers/ employees shall have a right to be heard.
- (3) Where an efficiency bar has been prescribed in a time scale the increment next above the efficiency bar, shall not be given without the specific sanction of the President.

4.3.9 Leave:

(1) Casual Leave:

- (i) Casual leave admissible to the officers/teachers/employees of the University shall be 15 days in a calendar year. It cannot, however, be combined with any other leave or vacation but can be combined with holidays provided that the total period, including holidays does not exceed 8 days at a time.
- (ii) Casual leave should always be applied for and sanctioned before it is taken, except in case of emergency.
- (iii) Following system of leave will be followed:
 - (a) Maximum number of admissible Casual Leave in a quarter – 05
 - (b) Officers/teachers/employees belonging to distant place can avail leaves for longer duration for going to native place, on the basis of leaves available in their credit with the special permission of the President on the recommendations of the Dean of Faculty/Controlling Officer concerned.
 - (c) In case Casual Leave application is received, when there is no leave due in the

credit, leave will not be recommended or sanctioned by the Dean of Faculty/Controlling Officer concerned. Such application shall invariably be put before President for taking decision.

(2) Academic Leave:

Seven days paid Academic leave may be granted to officers/teachers for presenting papers/chairing session at National or State level Conferences with the prior approval of the President.

(3) Medical Leave:

(i) Total 10 Medical Leaves in a calendar year shall be admissible.

(ii) Medical Leave shall not be sanctioned during first six months of joining of service. In special cases sanction of Medical Leave can be considered during first six months by the President on the specific recommendation of Dean of faculty/Controlling officer. The sanction of Medical Leave shall be subject to submission of Medical Certificate.

(4) Earned Leave:

The earned leave admissible to a officer/teacher/employee of the University shall be 20 days for complete one year of service. Earned leave can be accumulated to 150 days but the maximum leave that may be given at a time shall not exceed 30 days.

(5) Extra-ordinary Leave:

Extra-ordinary leave may be granted to any University officer/teacher/employee in special circumstances:

- (i) when other leave is admissible but the University officer/teacher/employee concerned applies in writing for the grant of extra-ordinary leave.

OR

- (ii) specified by the competent authority.
Such leave shall be without pay.

The President may commute retrospectively period of absence without leave into extra-ordinary leave. It may also commute extra-ordinary leave granted into leave of different kinds if the latter type of leave was admissible at the time extra-ordinary leave was granted.

(6) Other leave rules:

- (i) If the officer/teacher/employee absents himself/herself from duty without permission or overstays after his/her leave, his/her salary during the period of absence shall be forfeited, and if he/she remains absent or overstays for more than 2 weeks, his/her office shall be declared vacant:

Provided that the officer/teacher/employee has been asked to explain within reasonable time the reasons of his/her absence from office and such explanation has been found unsatisfactory by the competent authority.

- (ii) Leave account of each officer/teacher/employee of the University shall be maintained by concerned department/office and office of the Registrar.
- (iii) Leave cannot be claimed as a right.

4.3.10 Resignation, Termination of Service :

(1) The service of a officer/teacher/employee shall be liable to termination on any of the following grounds:

- (i) Gross negligence in the discharge of duty;
- (ii) Misconduct;
- (iii) Insubordination or any breach of discipline;
- (iv) Physical or mental unfitness for the discharge of duty;
- (v) Any act prejudicial to the University or its property;
- (vi) Conviction by a Court of Law for offence involving moral turpitudes; and
- (vii) Guilty of activity which is anti secular and which tends to create communal disharmony.

(2) If a temporary officer/teacher/employee wishes to resign from service he/she shall give one month's notice in writing to the University. If the officer/teacher/employee fails to give such a notice, the University shall be entitled to recover one month's salary from due salary or any deposit in account of University, from him/her in lieu of such notice. The period of one month

notice will be counted from the date of receipt of the notice in the University office. However, the notice of one month period should be for working days of 1 month, no leave will be entitled in this period.

- (3) If the University decides to relieve a officer/teacher/employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one month salary but if the services are terminated on any ground as mentioned in sub-clause (1) above, then University can terminate the services of the officer/ teacher/ employee immediately without giving him/her one month salary.
- (4) A permanent officer/teacher/employee shall be required to give three months notice in case he/she desires to resign, or he/she shall pay to the University three months salary, in lieu of such notice but if the University terminates a permanent officer/teacher/employee on any ground mentioned in sub-clause (1) above, then University can terminate the services of the officer/ teacher/ employee immediately without giving him any notice and University shall not be liable to pay him/her any salary.
- (5) A officer/teacher/employee before leaving the University service shall hand over the charge of his/her post to a duly authorised officer/teacher/employee as designated by the President or Registrar and shall return to the University all books, apparatus, furniture, computers and peripherals, mobile

phone, etc., issued to him/her for his/her personal use and shall pay all the charges due against him/her for occupation of residential quarters, water and electricity charges, etc. If he/she fails to do so, the University shall recover the amount due from him/her, on account of the above items, from his/her last salary or from the University contributions to his/her Provident Fund or any of his deposits lying with the University.

(6) A officer/teacher/employee who is in the occupation of residential accommodation of the University, shall on leaving the service of the University vacate the residence allotted to him/her by the University and shall handover his/her complete articles/furniture in the allotted house to a person designated by the President. In the absence of this, if there is any damage or loss of articles from the house noticed at the time of vacation, the University shall have the right to recover the amount from his/her salary or deposit with the University.

(7) The President may suspend a officer/teacher/employee against whom any misconduct is alleged but before any orders for dismissal are passed by the competent authority, the officer/teacher/employee shall be informed about the allegations made against him/her and shall be given a reasonable opportunity to make such representation to the President / Chairperson. The decision of the President

shall be final and binding on the officer/teacher/employee.

(8) Appeal:

A person is entitled to prefer an appeal to the President (Chairperson in case of Officer of University) and may submit his/her appeal to the Registrar within one month of the date on which the decision, by which he/she has been aggrieved, is duly served on him/her.

4.3.11 Provident Fund :

Officers/teachers/employees of the University shall be given the benefit of subscribing to the Contributory Provident Fund.

4.3.12 Record of service :

(1) There shall be a personal file for every officer/teacher/employee in which shall be placed all papers, records and other documents relating to his/her service in the University. The file shall contain in particular, a Service-Book giving a history of his/her service from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service-book shall also contain a leave account form for the officer/teacher/employee showing a complete record of all leave (except casual leave), earned as well unearned taken by him/her.

(2) A confidential reports file shall also be maintained for each officer/ teacher/ employee.

4.3.13 Other conditions:

- (1) An officer/teacher/employee of the University may be called upon to perform any extra work as may be assigned to him/her in the interest of the University.
- (2) Official information obtained in course of employment must not be communicated by any officer/teacher/employee to any outsider or the press without the prior written permission of the President / Chairperson.
- (3) The President shall be competent to allot such type of residential accommodation to a officer/teacher/employee of the University as he/she deems fit, provided that the officer/teacher/employee shall vacate such accommodation when called upon to do so by the President.
- (4) Any matter regarding conditions of service not covered by the provisions of these statutes may be decided in accordance with the rules laid down by the University for officer/ teachers/ employees or in such other manner as the President with the approval of the Chairperson.
- (5) The University shall have the right to verify the character and antecedents of the officer/teacher/employee at the time of his/her first appointment or otherwise.
- (6) Code of professional ethics:
The University shall evolve its own professional and general ethics after full discussion in the Academic Council and incorporate the same in its Regulations, for strict observance by the academic and other staff of the University.

CHAPTER - 5**Grievance Redressal and Resolution of Disputes****5.1. Grievance Redressal and Disputes Settlement Mechanisms:**

1. The President may, in consultation with the Chairperson, appoint a senior teacher as the Dean of Students Welfare to oversee the welfare of the students. The President may, likewise, appoint teacher to assist the Dean of Student Welfare in performance of his functions. The Dean of the Students Welfare shall have the over-all charge of all extra-mural activities of the students. He shall be assisted by such staff as may be deemed appropriate by the Chairperson. However, President can appoint any officer/teacher of the University, for the redressal of grievances, resolution of disputes and taking appropriate action in the matter.
2. Grievances or complaints, if any, from students shall be heard by the Dean of Students Welfare/Officer designated by President and he may make appropriate recommendations to the President.
3. The Board of Management shall establish appropriate grievance redressal mechanisms for dealing with grievances or complaint, if any, from officers, teachers and other employees of the University. For this purpose, there shall be a Grievance Cell directly under the President.
4. In respect of any in-house proceedings on grievances, complaints or disputes, no outside individual or agencies shall be entitled to have access.

CHAPTER – 6**Maintenance of the Discipline among Students of the University****6.1. Discipline :**

1. All powers relating to discipline and disciplinary action in relation to students shall vest in the President.
2. The President may delegate all or any of his/her powers as he/she deems proper to the Proctor and such other officers as he may specify in this behalf.
3. Without prejudice to the generality of his powers relating to the maintenance of discipline and checking anti-social and illegal activities and taking such action, in the interest of maintaining discipline as may seem to him appropriate, the President may, in the exercise of his powers, by order, direct that any student or students be expelled, for a specified period, or be not admitted to a course or courses of study in a faculty, Department or Institution for a stated period, or be punished with fine for an amount to be specified in the order, or debarred from taking a University or Department Examination or Examinations for one or more years, or that the results of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled or he/she/ they may even be expelled from the course forever as the President may deem fit.
4. The Deans of Faculties and Heads of Teaching Departments in the University shall have the authority as specified by Ordinances to exercise all such disciplinary powers over the students in their respective Institutions, Faculties and Teaching Departments in the University as may be necessary

for the proper conduct of the Institutions/Faculty and teaching in the concerned Departments.

5. Without prejudice to the powers of the President and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed by the University. The Deans of Faculties and Heads of Teaching Departments in the University may frame such supplementary rules, as they deem necessary for the aforesaid purposes. Students shall be notified of rules so made.
6. At the time of the admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the President and the other authorities of the University.
7. The University shall evolve its own academic and general ethics after full discussion in the Academic Council and incorporate the same in its Regulations, for strict observance by the students of the University.

CHAPTER - 7

Powers in Respect of Granting and Withdrawing Degrees

7.1. Grant and Withdrawal of Degrees :

1. The Academic Council may, by resolution passed by a majority of not less than two-thirds of the members present and voting:
 - (1) Make proposals to the Chairperson for the conferment of honorary degrees;
 - (2) Withdraw any ordinary degree or diploma conferred by the University; and
 - (3) With the sanction of the Chairperson, withdraw any honorary degree.
2. Notwithstanding anything contained in this Statute, in case of urgency, the Chairperson may confer an honorary degree to a distinguished person(s).

7.2 Convocations :

Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

CHAPTER – 8**Fee and Fellowships & Scholarships and
Institution of Medals & Prizes****8.1. Fee :**

1. The University shall, charge fee for various programmes of study in accordance with the provisions of Section 33 of the Act. The Board of Management may also prescribe refundable caution moneys for different purposes, in order to ensure use of University property by the students with due diligence and care, access to the library/laboratory, or other academic purposes, such as participation in seminars/workshops/ conferences organised by the University.
2. For courses where State Government or Government of India suggests fees structure, it shall be implemented as such in the University.
3. In case a student discontinues/withdraws/requests to leave the course after the last date of admission, for whatsoever be the reason, he/she shall be required to deposit fee for the remaining years (duration) of the course. The University shall have the right to realize such fees for remaining years from the student because he/she has blocked one seat of that particular discipline for remaining period of the programme. No correspondence in this regard shall be entertained and decision of the University shall be final.

4. If University deems it proper, it will take bank guarantee from the student(s) in lieu of fee for the remaining period of the programme.
5. Chairperson/President shall have the power of full/part exemption/waiving of any kind of fee payable by the student for the academic year.

8.2 Fellowships and Scholarships :

1. The Academic Council may recommend to the Chairperson to institute the award of Fellowships and Scholarships carrying such remuneration as may be fixed on the approval of Chairperson.
2. Fellowships shall be tenable for one academic year in the first instance, but may, in special cases be extended for a further period. The extension of fellowship shall be as per the criteria laid down by the University.

8.3 Medals and Prizes :

1. The medals/certificates/cash prizes for academic/work excellence of a student in the class or a programme and for a teacher/employee of the University may be instituted by the Board of Management on the recommendation of Academic Council.
2. Any private person, Trust or agency can propose to institute a medal/ cash prize for a particular programme/course. The proposal shall be considered by Board of Studies/Faculty and finally by Academic Council which can accept or reject the proposal. This recommendation of the Academic Council has to be approved by the Chairperson.
3. Medals and Prizes shall be awarded to the students/teachers/employees for their outstanding performance in sports, cultural activities, debates, seminars, etc.

CHAPTER – 9**Policy of Admissions****9.1. Admission :**

1. Admissions in the University are offered on the basis of rules framed by the relevant bodies of the University.
2. A candidate who applies for admission shall be presumed that he/she agrees to abide/well acquainted by the University Rules, status, approval of the course and no litigation shall, therefore, be tenable.
3. Admission in University shall be open to Indian citizens or Non-Resident Indians. However, University shall also admit foreign students as per the guidelines of Central and State Governments. Admissions in all programmes of University shall be made on the basis of merit, provided that admission in professional and technical courses shall be made through entrance test conducted by University or University may associate with other universities to conduct admission test which offer similar courses or can also use the score of entrance tests conducted by Associations of Universities /other Federations/ State agencies/other bodies for admission to any programme. However, in case of entrance test has not been conducted due to one or the other reasons or lesser availability of candidates, admissions shall be made on the basis of merit in qualifying examination:
4. For NRI/Foreign students admission shall be made on merit of marks obtained in qualifying examinations.
5. Where admissions are on the basis of merit in entrance test, merit shall be determined on the basis

- of All India admission test conducted by the University for seats available in the discipline.
6. University shall conduct entrance test of its own in all disciplines having one or many centres in the entire country or abroad.
 7. For courses where admission is through merit in the qualifying examination weightage shall be given for excellence in sports and other extracurricular activities.
 8. In respect of candidates belonging to Schedule Castes/Schedule Tribes or Other Backward Classes in all courses of study, Government rules and policy shall be applicable for determining the eligibility criteria for admission to any courses of study in University.
 9. All admissions shall be provisional. If it is found at any stage that the qualifying examination of a candidate is not recognised by the University or he/she has concealed or given false information, such admissions shall be cancelled at any stage.
 10. All admissions granted shall, in the first instance, be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his/her documents for eligibility and enrol the student by allotting him/her Enrolment Number.
 11. Such students who were enrolled with any duly constituted University in the country can be migrated to the University with the approval of Academic Council. Such students shall be enrolled in the University and shall be students of Nims University Rajasthan, Jaipur.
 12. Every student shall have to pass a medical test within four weeks of the date of his/her provisional admission, and the admission of those found medically unfit shall be cancelled.
 13. The details of admission procedure shall be as prescribed in the Ordinances.

CHAPTER - 10**Number & Alteration of Seats and Revision of Syllabi**

- 10.1 The number of seats in different courses and alteration of seats in different courses shall be governed by these Statutes and shall be decided as per approval from respective Councils of the programmes or by the University where no Council exist or where Council's approval is not prerequisite for the University.
- 10.2 On the recommendations of the Faculty the Academic Council shall consider the proposal in respect of number of seats or alteration/increase in seats in all the courses in the particular academic year. If the proposal is approved by Academic Council, the University will directly apply to the respective statutory Councils, wherever necessary.
- 10.3 The syllabi of a course/programme of study shall be subject to revision periodically as per need and development in field of study or revised syllabi recommended by respective Councils shall be adopted as such. The Academic Council shall approve the revised syllabi on the recommendation of Board of Studies and Faculty.

CHAPTER - 11**Financial Procedures****11.1 Accounting policies and procedures :**

1. Chief Finance and Accounts Officer shall be responsible for maintaining the statements of income, expenditure and accounts of the University.
2. Following shall be the sources of income of the University:
 - (1) Fee received from students for the course of study;
 - (2) Donations;
 - (3) Hospital income;
 - (4) Borrowed funds;
 - (5) Any other income received by Indian Medical Trust; and

- (6) Any other source approved by the authorities of the University.
3. The account of the income received by the University during the year shall be maintained by Chief Finance and Accounts Office.
4. Following shall be the expenditure heads:
- (1) Academic.
 - (2) Administrative.
 - (3) Infrastructure and maintenance of buildings.
 - (4) Laboratory, office and medical equipments.
 - (5) Consumable items.
 - (6) Repairs and maintenance.
 - (7) Expenditure on establishment of new department, college/ institution, campus in State, country and anywhere.
 - (8) Any other expenditure as approved by the authorities/ Chairperson of the University.
5. All the expenditures made by the University during the year on different heads shall be maintained by Chief Finance and Accounts Office.
6. The Annual accounts and balance sheet of the University shall be prepared under the direction of the Board of Management and shall, once at least every year be audited by a qualified practicing Chartered Accountant.
7. Annual budget of the University shall be prepared by Chief Finance & Accounts Office and presented to the Board of Management for approval.

11.2 Collection and utilisation of the fund :

1. Donations to the Fund may be accepted from individuals, organisations or institutions, by the Indian Medical Trust at its discretion.
2. The fund shall be treated as a corpus, and shall be utilized for the purposes mentioned in these statutes.

CHAPTER – 12**Establishment of New Institution(s), Off-campus(es) and
Creation of New Department(s) & Abolition or Restructuring
of Existing Department(s)**

- 12.1 The Colleges and Institutions which have been established before the commencement of the Nims University Rajasthan, Jaipur Act of 2008, have become the institutions/ academic departments of the University. Subsequent colleges/ departments/ faculties/ institutions/ teaching programme shall also be the institutions/ academic departments of the University.
- 12.2 The new Department(s)/ Faculty(ies)/ Institute(s)/ Off-campus(es)/ Study Centre(s)/ counselling & guidance centre(s) shall be established by the Chairperson on the recommendations of the Academic Council. All the rules, ordinances and regulations shall be framed and approved by the Chairperson on the recommendations of the Academic Council.
- 12.3 The University can start Schools/ Postgraduate/ Post Doctoral/other courses/ programme alongwith number of seats allocated to these programmes in all disciplines listed in Schedule-II of University Act, 2008 and can apply directly to the Statutory Council(s), wherever necessary, for approval of course(s) and number of seats, in the course(s).
- 12.4 University may establish from time to time institutions, specialized laboratories or other units for research and instructions, study centres/ off-campus(es)/counselling & guidance centre(s) and may also launch the study programme in distance/correspondence mode, as are in the opinion of the University, necessary for furtherance of its objects within or outside the State.
- 12.5 The proposal for abolition or restructuring of existing department(s) be submitted by the head of concerned department/ institute of the University to the Registrar of

- the University which shall be placed before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal, before the Chairperson for their consideration and approval.
- 12.6 Dean Faculty/ Institute of the University, desirous of launching a new academic programme, shall submit to the Registrar of the University, a proposal in respect of the same programme preferably before the academic year in which the programme is to be launched.
- 12.7 The proposal for launching a new academic programme/ course shall be submitted to the Registrar in a prescribed format. The Registrar shall place the proposal, before the Academic Council for consideration.
- 12.8 On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Chairperson for consideration and approval.
- 12.9 The Registrar shall convey the decision to the constituent unit, which had initiated the proposal.

[No. F. 3(4)Edu.4/2009 Pt.]

By Order of the
Board of Management of
The Nims University Rajasthan, Jaipur.
Dr. K. P. Singh,
Registrar.

By Order of the Governor,
तपेश पवार,
Principal Secretary, Higher Education.

Government Central Press, Jaipur.