

**FIRST STATUTES  
OF  
STAREX UNIVERSITY**



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## Short title & Commencement

### Statute No. 1

1. The "First Statutes" mean the first statutes of Starex University, Gurugram
2. These Statutes shall come into force from the date of the notification in Haryana Government official Gazette.

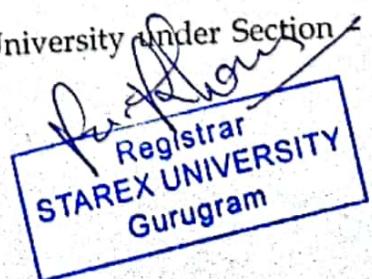


## Definitions

### Statute No. 2

**In these Statutes, unless the context otherwise requires:**

1. "Act" means, the Haryana Private Universities Act 2006 as amended from time to time;
2. "All India Council for Technical Education" means, All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (Central Act 52 of 1987);
3. "Academic Year" means, the period from January 1<sup>st</sup> of any year to 31<sup>st</sup> December of the following year and July 1<sup>st</sup> of any year to June 30 of the following year;
4. "Academic Council" means the Academic Council of the University. It shall be the principal academic body of the University as provided under Section - 24(3) of the Act.
5. "Academic Staff" means a Teacher or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a of study of the University or in any Institution or School maintained by the University;
6. "Administrative Staff" means any person who is an employee of the University, other than a Teacher, who is primarily responsible for dealing with the administrative matters of the University;
7. "Authorities" mean the authorities of the University within the meaning of Section - 21 of the Act;
8. "Bar Council of India", means the Bar Council of India constituted under the Advocates Act, 1961 (Central Act 25 of 1961).
9. "Board of Management" means the Board of Management of the University constituted under the provisions of Section 23(1) of the Act.
10. "Board of Studies" means the Board of Studies of each School;
11. "Central Government" means the Government of India;
12. "Chancellor", means, the Chancellor of the University under Section 16(1) of the Act;



13. "Chief Finance Officer" means the Head of the Finance Department of the University appointed by the Chancellor under Section-19(1) of the Haryana Act.

14. "Council of Scientific and Industrial Research", means the Council of Scientific and Industrial Research, New Delhi, an agency of the Central Government.

15. "Controller of Examination" means the Controller of Examination appointed by the Chancellor under the provisions of Section - 18A(1) of the Haryana Private Universities Act 2006(Amended upto date)

16. "Department" means an Academic Department of a School of studies of the University

17. "Department of Science & Technology", means the Department of Science & Technology of the Central Government.

18. "Dean" means the Head of a School of the University designated as Dean.

19. "Finance Committee" means the Finance Committee of the University

20. "Fee", means collection made by the university from the students by whatever name it may be called, which is not refundable.

21. "Government" means "the Government of the State of Haryana".

22. "Governing Body" means the Governing Body of the University constituted under the provisions of Section - 22 of the Haryana Act and Governing Body shall be the Supreme Authority of the University.

23. "Haryana Act" means the Haryana Private Universities Act, 2006; amended from time to time by the Government of Haryana.

24. "Higher Education", means study of a curriculum or Programme for the pursuit of knowledge beyond 10+2 level.

25. "Hostel", means a place of residence of the students of the university.

26. "Indian Council of Agriculture Research" means the Indian Council of Agriculture Research, a society registered under the Societies Registration Act, 1860 (Central 21 of 1860).

27. "Indian Nursing Council", means an autonomous body constituted under section 3 of the Indian Nursing Council Act, 1947 (48 of 1947).

28. "Institution" means "Institute constituted as part of the University to deal in different disciplines, located within the campus of the University.

29. "International Board of Advisors" means the International Board of Advisors of the University;

30. "Medical Council of India", means Medical Council of India, Delhi.

31. "National Assessment and Accreditation Council", means National Assessment and Accreditation Council, Bangalore an autonomous institution of the University Grants Commission.

32. "National Board of Accreditation", means National Board of Accreditation, New Delhi, an autonomous body of All India Council for Technical Education.

33. "National Council for Teacher Education", means the National Council for Teacher Education, Delhi.

34. "Non-Academic and Non-Administrative Staff" means an employee of the University

35. "Officer" means an Officer of the University

36. "Pharmacy Council of India", means Pharmacy Council of India, Delhi.

37. "Postgraduate Certificate" means any postgraduate Programme of study leading to a certificate/diploma other than a postgraduate degree;

38. "Postgraduate Degree" means any Master's Degree and any Honorary Degrees thereof;

39. "Prescribed" means prescribed by rules made under this Act;

40.

- "Regulating body" means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Council of Agriculture Research, National Board of Accreditation, Indian Nursing Council, Council of Scientific and Industrial Research etc. and includes the Government or any such body constituted by Government of India or the Government.
- "Rules" means the rules made by the Government under the Act.



41. "Pro-Vice Chancellor" means a Pro-Vice Chancellor appointed by the Chancellor to assist the Vice Chancellor.

42. "Registrar" means the Registrar of the University appointed by the Chairperson of the Sponsoring Body under Section - 18(1) of the Haryana Act.

43. "Regulations" means the Regulations made by any authority of the University for the time being in force;

44. "Schedule", means Schedule appended to Haryana Act.

45. "School" means a school of the University, which may consist of one or more academic departments;

46. "Sponsoring body" in relation to the University, means "STAREX FOUNDATION" A Company registered under Section - 8 of the Company Act 2013 (Amended Central Act 25 of 1956).

47. "State" means the State of India formulated under the relevant Legislation of the Parliament;

48. "Statutes," "Ordinances", "Regulations" means, respectively, the Statutes, Ordinances, Regulations of the University made under the Act.

49. "Student of the University" means a person enrolled in the University for pursuing a Programme of study for a degree, diploma or other academic distinction duly instituted by the University, including a research degree;

50. "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education, guide research, or render guidance in any other form to the students for pursuing a programme of study of the university.

51. "University" means STAREX UNIVERSITY, GURUGRAM established under the provisions of Haryana Private University Act - 2006 (By Haryana Legislature Act No.20-HLA of 2016).

52. "University Grants Commission" means the University Grant Commission, established under the University Grants Commission Act.

53. "Undergraduate Degree" means any Bachelor's Degree;

54. "Vice Chancellor" means the Vice-Chancellor of the University appointed by the Chancellor under Section - 17(1) of the Act and shall be the Principal Executive Officer of the University;



55. "Visiting Teacher" means a visiting Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a Programme of study of the University or in any Institution or School maintained by the University;

56. "Visitor" means the Visitor of the University under section 15 (1) of the Act;

57. **Manual of Regulations & Rules of University** includes all procedures, instructions and systems lay down by various committees, Board, authorities, Officers of the University and adopted by the Board of Management for the purposes of smooth functioning of the University.

58. Any reference to "any Officer, authority, body, committee or board" in this Statute, where the context allows, may include the following:

- a. Any Officer of the University within the meaning of Section 14 of the Haryana Act and Statutes No. 13-21 of these Statutes.
- b. Any authority of the University within the meaning of Statute no. 6-8 of these Statutes;
- c. Any Schools of the University;
- d. The Library of the University;
- e. Bodies managing Students Residences;
- f. The Internal Audit Unit;
- g. Academic Records Office; or
- h. Any Officer, authority, body, committee or board to be appointed or established.

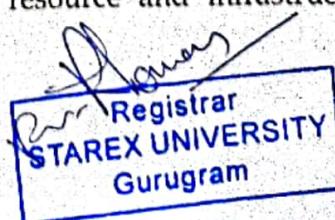


## Objectives of the University

### Statute No. 3

**The objectives of the University shall be as follows:**

1. To gain and disseminate the knowledge, understanding, communications skills and confidence by teaching, training, seminar, conferences, publications and research in the urban, rural and tribal part of the country.
2. To impart knowledge to the various sections of the society thus providing the empowerment to the women and development of the tribal for the betterment of the coming generations of India through the usage of the advanced/modern technologies and experience of the highly qualified and experienced academician, industrialists and technical professionals;
3. To render the comprehensive service to the making and thus preparing the future generation to face, tackle and solve complex challenges of the contemporary life;
4. To train students by exposing them to live problems, situations and circumstances through teaching, discussions, assignments, examination, experiments, research and enabling the students to make their own observations, analysis, evaluation and recommendations;
5. To reckon the relevance and applicability of investigative studies as per the requirements of the program and area of research covering the full spectrum of the education;
6. To provide the fundamental right of education and health awareness to the people from all walks of life to canalize youth potential into the right direction;
7. To assure high quality professionals of the future through improvement of education and training and integration of appropriate technology;
8. To promote and sustain the cultivation of science and scientific research in all aspects with a focus on human resource and infrastructure development;



9. To exchange the knowledge and experience of the intellectuals through traditional academic methodology, distance education and Computer Based Training Web based training.
10. To provide instruction, teaching and training in the field of higher education; and make provisions for research, advancement and dissemination of knowledge.
11. To establish a campus in the University
12. To create higher levels of intellectual abilities.
13. To establish state of the art facilities for education, training and research.
14. To offer programs through multi modal inter disciplinary and innovative studies and dual degree form of education.
15. To institute degree, diplomas, certificates and other academic distinctions based on examination, or any other method of evaluation.
16. To maintain the academic standard of degrees, diplomas, certificates and other academic distinctions as per bye-laws and to ensure that the same are not lower than those laid down by the regulating body..
17. To encourage, promote research activities, and set up independent research institutions for pure and applied research, and institute awards and fellowships at institutions other than the University of undertaking research and emphasis on pilot projects.
18. To affiliate or collaborate with any other college or university, research institutions, industry association, professional association or an any other organization, in India or overseas, to conceptualize, design and develop specific educational and research programs, training programs and exchange programs for students; faculty members and others.
19. To recognize and/or approve the various Programmes and programs offered by the individuals, institutions, and organizations in the various streams of education offered in the multimode methodology of teaching.
20. To undertake surveys, studies and consultancy for any organization in India or overseas for the development of human resource, bilateral trade, infrastructure and other factors.
21. To undertake programs of the training and development of faculty members of the University and executives of the other institutions and industry in India and overseas.

22. To invite and send delegations to undertake programs of training and development in India and overseas.
23. To undertake collaborative research/consultancy with any organization in India or overseas, and undertake commercialization of technologies and extending the service to the industries.
24. To develop, register and license all forms of intellectual property rights, including, inter-alia, trademarks, copyrights, know-how and patents etc.
25. To conceptualize, design, develop and commercialize various products, equipment and machinery as part of the research and development activity.
26. To encourage sports, cultural, NCC and extracurricular and co-curricular activities for national/international students and staff so that hidden potential can be exposed and encouraged.
27. To undertake all things necessary of expedient to promote the above objectives.
28. To pursue any other objectives as may be approved by the Board.
29. To carry out teaching, research, and offer continuing education programmes.
30. To create centers of excellence for research and development and for sharing knowledge and its application.
31. To pursue any other objectives as may be approved by the Government.



## Seal of the University

### Statute No. 4

The University shall have a common seal to be used for the purposes of the University & the design of the seal shall be as approved by the sponsoring body/Governing Body.

The University after obtaining the approval of the Sponsoring body/Governing Body may also decide to make and use, as flag, anthem, insignia etc.



## University Open To All Classes, Castes and Creed

### Statute No. 5

The University shall be open to all persons irrespective of sex, race, creed caste or class; and no test or condition shall be imposed as to religion, belief or profession in admitting or appointing members, students, teachers, workers, or in any other connection whatsoever and no benefaction shall be accepted which in the opinion of the authorities of the University involves conditions or obligations opposed to the spirit and objects of this provision. To sum up, no discrimination shall take place/be allowed based on sex, rays, caste, creed or class.

Provided that nothing contained in this provision shall be deemed to prevent the University from making any special provisions in respect of weaker sections of the society and in particular Scheduled Castes and Scheduled Tribes, in terms of the provision of Haryana Private University Act 2006 (Amended up to date).



## University Authorities - Constitution, Powers & functions

### Statute No. 6

#### 1. Governing Body

The Governing Body shall be the supreme authority of the university. All the movable and immovable property of the university shall vest in the Governing Body.

**Constitution-** the Governing body shall consist of following members.

- a. The Chancellor - Chairperson
- b. The Vice-Chancellor
- c. The Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;
- d. Five persons nominated by the Starex Foundation out of whom two shall be eminent educationists;
- e. One expert of management or technology from outside the university, nominated by the Chancellor; and
- f. One expert of finance, nominated by the Chancellor.

The Governing Body shall meet at least three times in each calendar year. The quorum of the meetings of the Governing Body shall be four, provided that the Secretary to Government, Haryana, and Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving government policies/instructions are to be taken up.

**Terms of Office of Nominated Members-** The nominated members shall be appointed for three years. In case of resignation, removal or the office of nominated member getting vacant for any other reason shall be filled as soon as may be convenient by the nominating authority. The members of the Governing Body shall, subject to the maximum term mentioned in the nomination letter, hold office as dim fit by the Starex Foundation.

#### **Powers and functions:**

- a. The Governing Body may delegate to the Chancellor such of its powers, as it may deem fit.
- b. The Governing Body shall make recommendations on any matter referred to it by the Chancellor.

- c. The Governing Body shall exercise such other powers and perform such other duties as may be prescribed.
- d. The Chancellor shall be the final authority to take decisions on all matters within the purview of the Governing Body, which shall be binding on all concerned.

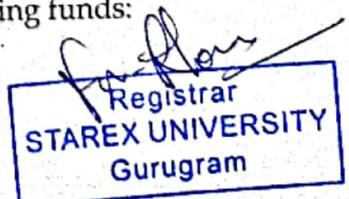
In addition to the powers vested in the Governing Body by virtue of the Haryana Act, the Governing Body shall also have the following powers and functions:

- a. To review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
- b. To advise the Chancellor in respect of any matter that the Chancellor refers to it for advice;
- c. To maintain and fulfil the basic aims and objectives of the University as set out in Section 3 of the Haryana Act, and to determine and regulate the educational, research, financial and other policies of the University;
- d. To consider and adopt resolutions on the annual report and annual accounts of the University, annual audits and the financial estimates;
- e. To approve the budget and financial estimates of the University approved by the Finance Committee & recommended by the BOM to be placed before the GB for approval.
- f. To manage the revenues of the University;
- g. To provide for the raising, receiving, spending and borrowing of funds, placing investments and money of the University, for the keeping of a true and correct account and for annual audit of the same;
- h. To provide for the custody and expenditure of special funds and investments, including provident funds;
- i. To hold, buy, sell, hypothecate or otherwise acquire or dispose of property, movable, immovable or intellectual;
- j. To receive grants, donations, contributions, gifts, prizes, scholarships, and other monies, to disburse grants and donations and to award prizes and scholarships;
- k. To appoint representatives of the University to other institutions or organisations as may be desirable;

- l. To appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
- m. To establish residences for the students of the University;
- n. To purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property;
- o. To transfer or accept transfers of any movable, immovable and intellectual property as needed to fulfil the aims and objectives of the University;
- p. To make or authorize the making of Ordinances, Regulations and Rules;
- q. To appoint committees and to delegate any of the above mentioned powers and duties to any Officer, authority, committee or employee of the University;
- r. To make provisions for regulating its own business and procedures or those of the other Authorities;
- s. To make provisions for the purpose of carrying out the objectives of the above sub-sections (1) to (18), and to carry out the work of University; and
- t. To perform such other functions as may be prescribed from time to time.
- u. To authorize the Chief Finance and Accounts Officer to receive payment of fees and other charges;
- v. To formulate regulations & rules;
- w. To recommend to the Sponsoring Body for the dissolution/winding up as per the Haryana Private University Act 2006 if a situation arises when there is no smooth functioning of the university in spite of best efforts.
- x. To supervise and oversee the management of the following funds:
  - a) Permanent Endowment Fund
  - b) General Fund
  - c) Development Fund

#### **Meetings:-**

**Convening of Meeting.** The meeting of the Governing Body shall be called by an order of the Chancellor and will be convened by the Registrar and in



case of his absence, any other person authorized to act as the Secretary under the direction of the Chancellor.

**Notices & Agenda.** Minimum 15 days prior notice shall be given for the meeting of the Governing Body Indicating time and place either by post, courier, fax or e-mail as well as for putting on the University website. The agenda of the meeting, duly approved by the Chancellor shall also be attached with the notice. The notice period may be reduced by the Chancellor in case of any special or urgent meeting to be convened. Non receipt of the notice shall not make the proceedings of the meeting invalid.

### **Conduct of the Meeting.**

- a. The Governing Body shall meet at least 3 times in a calendar year.
- b. **Special/Urgent Meeting.** These types of meetings shall be convened by the Chancellor to discuss some special and urgent issues.
- c. **Decision at the Meeting.** All decisions shall be taken based on simple majority. The Chairman shall cast the vote in the event of equal numbers of votes. The Chancellor shall be the final authority to cancel or adjourn the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- d. **Preparation of Minutes & Circulation.** The Registrar shall prepare the minutes and get it approved from the Chairman. Thereafter, the minutes shall be circulated to all members by post or courier or e-mail. The minutes shall be approved automatically after a week after signing of the minutes by the Chairman for circulation. No amendments proposed by any member shall be admissible once the minutes are confirmed and signed by the Chairman. After this, the minutes shall be recorded in the Minutes Book which shall be open for review by the members of the Governing Body during the office hours.



## Statute No. 7

### 2. Board of Management .

**Constitution:** The Board of Management shall consist of the following members:

- a. The Vice Chancellor as Chairperson;
- b. The Secretary of the Education Department of the Government of Haryana, or in his or her absence, Director of Higher Education of the Government of Haryana;
- c. Two members of the Governing Body, nominated by the Sponsoring Body;
- d. Three eminent educationists who are not the members of the Governing Body, nominated by the Starex Foundation;
- e. Three persons from amongst the teachers, nominated by the Starex Foundation; and
- f. Two teachers, nominated by the Vice Chancellor.
  - a) The Vice Chancellor shall be the Chairperson of the Board of Management.
  - a) The registrar shall be the Member-Secretary of the Board of Management but shall not have a right to vote.
  - b) The term of office for members of the Board of Management shall be three years.
  - c) The Board of Management shall meet at least once in every two months.
  - d) The quorum of the meetings of the Board of Management shall be five, provided that the Secretary of the Education Department of the Government of Haryana, or in his absence, Director of Higher Education of the Government of Haryana, shall be present in each meeting where decisions on issues involving Government policies or instructions are to be made.



## **Powers and Functions of the Board of Management**

Subject to the Haryana Act, the Board of Management shall have the following powers and functions:

- a. To approve the creation of teaching and academic posts, the numbers, qualifications, and cadres thereof and the emoluments to be paid to the holders of such posts in consultation with the Finance Committee;
- b. To lay down, in consultation with the Academic Council, the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University;
- c. To define, on the advice of the Academic Council and Schools of the University, functions of the Departments and to allocate areas of study, teaching and research to them;
- d. To provide for research and for the advancement and dissemination of knowledge;
- e. To add, modify, curtail, cancel or withdraw any of the formal and non-formal educational programmes;
- f. To create administrative, ministerial and other necessary posts in terms of the cadres and to make appointment thereto-in consultation with the Finance Committee and to approve the appointment of professor emeritus, visiting Professor and Adjunct Professor etc. and to decide their terms & conditions.
- g. To regulate and enforce discipline among the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff of the University other than the Officers of the University whenever necessary;
- h. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff and students of the University;
- i. To review and approve, reject or alter recommendations made by any committees connected with the University;
- j. To approve provision of buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University, with consultation of the Finance Committee.
- k. To examine and approve the maintenance of proper accounts and other relevant records and prepare Annual Statements of Accounts including

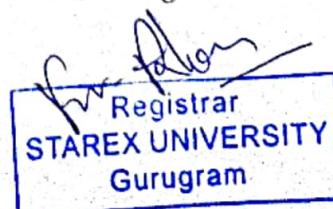
the Balance-Sheet for every previous financial year, in such form as may be prescribed by Sponsoring Body;

- l. To examine and consider the Annual Budget approved by Finance Committee and recommend the same to the GB for approval.
- m. To refer all matters of policy and important financial decisions to the Governing Body and ensure that all the minutes are regularly presented in the meetings of the Governing Body for perusal and approval;
- n. To manage and regulate the finances, accounts, investments, moveable, immoveable and intellectual properties, business and all other administrative affairs of the University of the Sponsoring Body;
- o. To fix emoluments and travelling and other allowances of internal and external examiners, moderators and such other personnel appointed for examinations, on approval of the Academic Council and the Finance Committee;
- p. To approve conferment of degrees, awards and fellowships;
- q. To delegate any of its powers to any committee or subcommittee constituted by it or the Chancellor of the University;
- r. To authorize the Registrar or any other Officer, authority, body, committee or board to institute, conduct, defend, compound or abandon legal proceedings by or against the organisation or its officers;
- s. To approve the establishment of a Facilities Management Office;
- t. To do all such things and acts as may be directed by the Governing Body or Chancellor in fulfilment of the objectives of the University.

#### **Meetings:**

The meeting of the Board of Management shall be called by an order of the Vice chancellor and will be convened by the registrar. In case of his absence the meeting will be convened by any other person authorized to act as secretary under the direction of the Vice Chancellor.

**Notices & Agenda.** Minimum 15 days prior notice shall be given for the meeting of the Governing Body Indicating time and place either by post, courier, fax or e-mail as well as for putting on the University website. The agenda of the meeting, duly approved by the Vice Chancellor shall also be attached with the notice. The notice period may be reduced by the Vice Chancellor in case of any special or urgent meeting to be convened. Non receipt of the notice shall not make the proceedings of the meeting invalid.



## **Conduct of the Meeting.**

- a. The Board of Management shall meet once in every 2 months. The quorum for the meeting of the BOM shall be five. Provided the secretary to Government, Haryana, Education Department or in his absence, director, Higher Education, Haryana shall be present in each meeting in which decisions on issues involving government policies/Instructions are to be taken.
- b. **Special/Urgent Meeting.** These types of meetings shall be convened by the Chancellor to discuss some special and urgent issues.
- c. **Decision at the Meeting.** All decisions shall be taken based on simple majority. The Chairman shall cast the vote in the event of equal numbers of votes. The Vice Chancellor shall be the final authority to cancel or adjourn the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- d. **Preparation of Minutes & Circulation.** The Registrar shall prepare the minutes and get it approved from the Chairman. Thereafter, the minutes shall be circulated to all members by post or courier or e-mail. The minutes shall be approved automatically after a week after signing of the minutes by the Chairman for circulation. No amendments proposed by any member shall be admissible once the minutes are confirmed and signed by the Chairman. After this, the minutes shall be recorded in the Minutes Book which shall be open for review by the members of the Governing Body during the office hours.



## Statute No. 8

### 3. Academic Council

The Academic Council shall be the Supreme Academic Body of the University. The Academic Council shall, subject to the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University, co-ordinate and exercise general supervision over the academic policy of the University exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Statutes.

**Constitution:** The Academic Council shall consist of the following members:-

- a. The Vice Chancellor as Chair;
- b. The Pro-Vice Chancellors;
- c. The Controller of Examinations;
- d. The Deans of Schools of the University;
- e. Two Professors or Associate Professors and one Assistant Professor from each School to be elected by the faculty of the respective School;
- f. Librarian
- g. Three educationists of repute or distinguished persons from any other field related to the activities of the University who are not in the service of the University, nominated by the Chancellor; and
- h. Three persons who are not in the service of the University and who are nominated by the Chancellor for their specialized knowledge.

The Registrar shall be the Secretary of the Academic Council but not a member of the Council.

All members of the Council other than the ex-officio member shall hold office for three years.

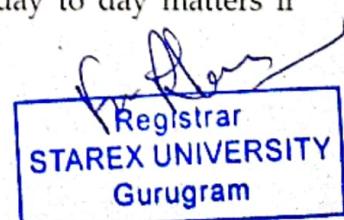
In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

#### **Powers and Functions:**

Subject to the Haryana Act, the Academic Council shall be the principal academic body of the University and shall also have the following powers and duties:



- a. To exercise general supervision over the academic work of the University and to give directions regarding methods of instruction, evaluation, research or improvements in academic standards;
- b. To prescribe Programmes of study leading to degrees and diplomas of the University;
- c. To approve the recommendations of the Boards of Studies on curricula for various Programmes and Programmes of studies;
- d. To promote research within the University and acquire reports on such research from time to time;
- e. To consider matters of academic interest either on its own initiative or at the initiative of the Board of Management and to take proper action thereon;
- f. To arrange for the conduct of examinations in conformity with the Statutes and Regulations;
- g. To maintain proper admissions and examinations standards;
- h. To recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;
- i. To suggest measures for departmental co-ordination;
- j. To make recommendations to the Board of Management on:
  - a) Measures for improvement of standards of teaching, training and research;
  - b) Institution of Fellowships, Scholarships, Medals and Prizes;
  - c) Establishment or abolition of Departments, study centres and off campus centers subject to Haryana Act.
  - d) To provide for any matter relating to the academic functions of the University, discipline, residence, admissions and examinations;
  - e) Award of fellowships, scholarships, studentships, and fee concessions; and requirements for attendance;
- k. To appoint subcommittees to advise on such specific matters as referred to it by the Board of Management;
- l. To appoint a Standing Committee to deal with day to day matters if necessary;



- m. To consider the recommendations of the subcommittees and to take such action, including the making of recommendations to the Board of Management, as the circumstances of each case may require;
- n. To review periodically the activities of the Departments, study centres and off-campus centres and to take appropriate action, including making recommendations to the Board of Management with a view to maintaining and improving the standards of instruction; and
- o. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

## Meetings

- a. **Convening of Meeting.** The meeting of the Academic Council shall be convened by the Registrar or in his absence any person authorized to act as Secretary by the Vice Chancellor.
- b. **Notices & Agenda.** Minimum one-week prior notice shall be given to the members to attend the meeting, which shall be communicated by post or fax, e-mail and also shall be uploaded on the official University Website. The agenda of the meeting after approval from the Chairman shall also be attached with the notice of meeting. However, the non-receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.
- c. **Frequency of the Meeting, Date, Time & Place.** The Council shall meet not less than once in each quarter (three months) at a place, date and time fixed by the Chairman. Any special/ urgent meeting shall be convened under the direction of the Chancellor.
- d. **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Patron shall take decision either to go ahead with the meeting of the council or adjourn it.

## Conduct of the Meeting.

- a. **Quarterly Meeting.** In this meeting, all academic issues of the University shall be discussed and decision shall be taken. The council shall also deliberate any matter referred to it either by the Chancellor. The Vice Chancellor or any other authorities of the University.
- b. **Special/Urgent Meeting.** The Chancellor may convene any special/ urgent meeting to discuss any issue of importance at a date, time and place fixed by him.



- c. **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Patron shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- d. **Preparation of Minutes & Circulation.** The Secretary of the Council shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall be approved automatically after a week after the signing of the minutes by the Secretary. No amendments shall be permitted once the minutes are confirmed and signed by the Chairman. Thereafter, the minutes shall be recorded in the minute Book which shall be open for review by the members of the Council during working hours on all working days.



## Committees & Boards - Constitution, Powers & Functions

### Statute No. 9

#### 1. Finance Committee

The Finance Committee shall be the Principal Financial Body of the University to take care of financial matters.

**Constitution:** The Finance Committee shall consist of the following members:-

- a. Chancellor - Chair Person
- b. Vice Chancellor
- c. Pro-Vice Chancellor(s), if any;
- d. Registrar;
- e. A Professor nominated by the Governing Body;
- f. A financial expert nominated by the Governing Body;
- g. One nominee of the Board of Management; and
- h. The Chief Finance and Accounts Officer as Secretary.

- a) The Finance Committee shall meet at least twice each year to examine the accounts and to scrutinize proposals for expenditure.
- b) All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.
- c) In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

#### **Powers and Functions**

The annual accounts and financial estimates of the University (Budget) shall be placed before the Finance Committee for consideration and thereafter submitted to the Governing Body after its consideration by the Board of Management together with the comments of the Finance Committee for approval.

- a. The Finance Committee shall with the approval of the Board of Management fix limits of the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- b. No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Governing Body on the recommendation of the Finance Committee and the Board of Management.

- c. The Finance Committee shall advise the Board of Management on all matters related to the administration of property and funds of the University.
- d. The Finance Committee shall scrutinize all financial proposals and recommend to the Board of Management for approval. The committee shall also recommend the annual budget after scrutiny for approval of the Governing Body.
- e. The Finance Committee shall make arrangements for administration of all funds of the University i.e. permanent Endowment Fund, General Fund and Development Fund of the University by issuing written instructions and approval of the Governing Body.
- f. The Finance Committee shall also advise the Board of Management for investment of the permanent Endowment Fund and transfer of amounts from one fund to another fund on the approval of Governing Body.
- g. The Finance Committee shall scrutinize the annual accounts and balance sheet and shall forward to the Board of Management with its comments and recommendations.
- h. The Committee shall get the accounts audited by an experienced qualified firm of Chartered Accountant of repute at least once in a year but the interval of audit should not exceed more than fifteen months.
- i. The Committee shall make sure that the copy of the annual accounts with the Audit Report duly verified by the Board of Management is submitted to the Governing Body.
- j. The Chancellor shall take final decisions on all matters within the preview of the Finance Committee which shall be binding on all.
- k. The Committee shall accord final approval of building plans and award building contracts or authorize construction;
- l. The Committee shall administer the revenues and properties of the University and to conduct all administrative affairs of the University;
- m. The Committee shall issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys;
- n. The Finance Committee shall also appoint an Internal Auditor for all the expenditures and finances incurred by the University by a qualified auditor.



## Meetings

- a. **Convening of Meeting.** The meeting of the Finance Committee shall be convened by the Finance Officer or in his absence any person authorized to act a Secretary by the Chancellor, who shall be the Chairman and shall preside over the meetings.
- b. **Notices & Agenda.** Minimum 15 days prior notice shall be given to the members to attend the meeting, which shall be communicated by post or e-mail and also shall be uploaded on the official University Website. The notice to convene shall also include the agenda finalized by the Chairman. However, the non-receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.
- c. **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet not less than once in every six months at a place, date and time fixed by the Chairman. Any special/ urgent meeting shall be convened under the direction of the Chancellor.
- d. **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Chairman shall take decision either to go ahead with the meeting of the Committee or adjourn it.

## Conduct of the Meeting.

- a. **Bi-Annual Meeting.** In this meeting, all financial proposals or transaction made so far shall be discussed and forward it to the Chancellor for approval.
- b. **Annual Meeting.** In this meeting, apart from points discussed in bi-annual meeting. All financial matters i.e. administration of funds, scrutiny of budgets, investment and rising of development funds for the University shall be discussed and decision shall be taken. The committee shall also deliberate any matter referred to it either by the Chancellor, the Vice Chancellor or any other authorities of the University. All recommendations made by the Committee shall be forwarded to the Board of Management for approval. The annual accounts, balance sheet and the audit report shall also be deliberated in the meeting and shall forwarded to the Board of Management for approval.
- c. **Special/Urgent Meeting.** The Chancellor may convene any special/ urgent meeting to discuss any issue of importance at a date, time and place fixed by him.

d. **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Chairman shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.

e. **Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall be approved automatically after a week after the signing of the minutes by the Secretary. No amendments shall be permitted once the minutes are confirmed and signed by the Chairman. Thereafter, the minutes shall be recorded in the minute Book which shall be open for review by the members of the Committee during working hours on all working days.



## Statute No. 10

### **2. Planning Board**

The Planning Board shall be the Principal Planning Body of the University.

**The Constitutions.** It shall consist of the following members:-

- a. The Chancellor - Chairperson
- b. The Vice Chancellor - Member
- c. One Dean or Director to be nominated by the Chancellor as Member
- d. One Professor from each Faculty to be nominated by the Vice Chancellor as Members
- e. Two members to be nominated by the Chancellor, one from the Industry & other from the academia as Members.
- f. The registrar shall be the Member-Secretary of the Planning Board but shall not have a right to vote.

**Terms of Office of Nominated Members-** The terms of office of nominated members shall be three years. In case of any position getting vacant due to resignation, removal or any other reason, it shall be filled at the earliest by the nominating authority.

### **Powers and Functions**

- a. The Board shall ensure that the infrastructure and academic support meets the norms of the University Grants Commission and the respective councils and committees.
- b. The Board shall draw a three years roll out plan to meet the infrastructure and academic support needed in the future.
- c. The Board shall review the various recommendations made by the councils and committees and shall forward to the Board of Management with its comments for consideration.
- d. The Board shall generate new ideas and programmes and help the university in periodical evaluation of its work.
- e. The decision of the Chairman shall be final on all matters falling under the jurisdiction of the Planning Board which shall be binding to all concerned.



## Meetings

- a. **Convening of Meeting.** The meeting of the Planning Board shall be convened by the Registrar or any other person authorized to act as Secretary under the instructions of the Chancellor.
- b. **Notices & Agenda.** Minimum 15 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or e-mail and also shall be uploaded on the official University Website. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.
- c. **Frequency of the Meeting, Date, Time & Place.** The Board shall meet not less than once in every six months at a place, date and time fixed by the Chairman. Any special/ urgent meeting shall be convened under the direction of the Chancellor.
- d. **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Patron shall take decision either to go ahead with the meeting of the Committee or adjourn it.

## Conduct of the Meeting.

- a. **Bi-Annual Meeting.** In this meeting, the review of academic and other infrastructure required in the future shall take place. The Board shall also take decision on the issues forwarded by respective councils and committees. It shall also deliberate any matter referred to it either by the Chancellor, the Vice Chancellor or any other authorities of the University. All recommendations made by the Board shall be forwarded to the Board of Management for approval.
- b. **Special/Urgent Meeting.** The Chancellor may convene any special/ urgent meeting to discuss any issue of importance at a date, time and place fixed by him.
- c. **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Patron shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.



**d. Preparation of Minutes & Circulation.** The Secretary of the Board shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall be approved automatically after a week after the signing of the minutes by the Secretary. No amendments shall be permitted once the minutes are confirmed and signed by the Chairman. Thereafter, the minutes shall be recorded in the minute Book which shall be open for review by the members of the Committee during working hours on all working days.



## Statute No. 11

### 3. Admission Committee

The University shall constitute an Admission Committee under the direction of the Chancellor.

**Constitutions:** The Committee shall consist of the following members:-

- a. The Chancellor as Chairman;
- b. The Vice Chancellor as Member;
- c. The Pro Vice Chancellor as Member;
- d. The registrar shall be the Member-Secretary of the Admission Committee but shall not have a right to vote.
- e. Principal(s)/ Director(s) as Member(s)
- f. Respective Faculty Deans as Members
- g. One officer of the Academic Department nominated by the Vice Chancellor

**Terms of Office of Nominated Members-** The nominated members shall be appointed for three years. In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

### **Powers and Functions**

- a. The Admission Committee shall lay down the principles and norms governing the policy of admission to various Programmes of studies being run at the University subject to the superintendence of the Academic Council.
- b. The Admission Committee shall also review the admission procedures from time to time and suggest changes if any to the Academic Council.
- c. The Admission Committee may constitute the Sub Committees to decide about the admission to various Programmes of studies in the University.
- d. The Chancellor shall be the final authority to take decisions on all matters related to admission to various Programmes of studies.

### **Meetings**

- a. **Convening of Meeting.** The meeting of the Admission Committee shall be convened by the Registrar or in his absence any person authorized to act as Secretary by the Chancellor, who shall be the Chairman and shall preside over the meeting.



- b. **Notices.** Minimum three days prior notice shall be given to the members to attend the meeting which shall be communicated by courier, telephone & e-mail.
- c. **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet as on required basis during the admission to various Programmes of studies at the appointed date, time and place decided by the Chairman.
- d. **Proceeding of the Meeting.** At the meeting of the Admission Committee, the list of students approved by admission shall be finalized including waiting students against the vacancy arising due to cancellations. The list of the students approved for admission shall be pasted on the Notice Board of the University and shall also be uploaded on the University website. The Chancellor shall be the final authority to cancel, adjourn or postpone the meeting. In all cases of difference of opinion, the decision of the Chancellor shall be final and binding on all admission related matters.



## **Statute No. 12**

### **4. Examination Committee**

There shall be an Examination Committee under the Chairmanship of Vice Chancellor.

**Constitution:** The Finance Committee shall consist of the following members:-

- a. Vice Chancellor as Chairman- Ex-officio;
- b. Pro-Vice Chancellor(s) as Vice Chairman;
- c. The Controller of Examination as Member Secretary; - Ex- Officio
- d. One Professor from each Faculty as Members
- e. Asst. COE as Member- Ex- Officio
- f. One official/officer nominated by the Vice Chancellor, if need be

**Terms of Office of Nominated Members-** The members shall be appointed for three years, except ex-officio member. In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority who shall be Chancellor (Chairman).

### **Powers and Functions**

- a. The Examination Committee shall workout schedule of internal and external examinations of various faculties.
- b. The Examination Committee shall conduct the examination in various faculties in consultation with various Faculty Deans and head of the institute.
- c. The Committee shall select and nominate the Examiners from the approved panel by the Academic Council.
- d. The Committee shall compile the results of the University examination and shall submit to Academic Council for approval.
- e. The Examination Committee shall review the results of the University Examinations and shall submit to Academic Council with its comments and recommendations.
- f. The Examination Committee shall also make recommendation for improvement in the examination system to the Academic Council.



g. The Chancellor shall be the final authority to take decisions on all matters of the Examination Committee which shall be binding on all concerned.

## Meetings

- a. **Convening of Meeting.** The meeting of the Committee shall be convened by the Secretary or in his absence any person authorized to act as Secretary by the Chairman.
- b. **Notices.** Minimum three days prior notice shall be given to the members to attend the meeting which shall be communicated by courier, e-mail.
- c. **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Chairman shall take decision either to go ahead with the meeting of the Committee or adjourn it.

## Conduct of the Meeting.

- a. **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Chairman shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- b. **Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall also be uploaded on the official University Website.



## Officers of the University - Appointment, Powers & Functions

### Statute No. 13

#### **1. Visitor**

The Governor of Haryana shall be the Visitor of the University.

The Visitor shall have the following powers, namely:-

- a. When present, he shall preside over the convocation of the University for conferring degrees and diplomas.
- b. To call for any paper or information relating to the affairs of the university; and
- c. On the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the university is not in conformity with the provisions of this Act, Statutes, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the university and the directions so issued shall be complied with by the university.



## **Statute No. 14**

### **2. Chancellor**

The Chancellor of the University shall be appointed for a period of three years by the Sponsoring Body with the approval of the Visitor by following such procedures and on such terms and conditions as may be prescribed.

- a. If the office of Chancellor becomes vacant due to death, resignation or otherwise, or if the Chancellor is unable to perform his or her duties due to illness or any other cause, the Sponsoring Body shall appoint a new Chancellor with approval of the visitor.
- b. The Chancellor shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
  - a) To call for any information or record;
  - b) To appoint the Vice-Chancellor under the provision of Section 17 (1) of the Haryana Act.
  - c) To remove the Vice-Chancellor in accordance with the provisions of sub- Section (7) of section 17 of the Haryana Private Universities Act, 2006.
  - d) Such other powers as may be specified by the Statutes.
  - e) No meeting of any authority where chancellor is chairperson be convened without his presence or written approval in case of his absence.
  - f) The Chancellor shall preside over the meetings of the Governing Body and shall, preside over the convocation of the University for confirming degrees, diplomas and other Academic distinctions in the absence of visitor.

Subject to the provisions of the Haryana Private University Act, the Chancellor shall also have the following powers:

- a. If in any case it appears to the Chancellor that any decision or order of any officer, authority, committee or board should be modified, annulled, reversed or remitted for reconsideration by such officer, authority, committee or board, the Chancellor may pass orders accordingly.
- b. The Chancellor may delegate any of His/Her powers, if legally permitted, to the Vice Chancellor or a designee in writing with approval of the Governing Body.



## **Statute No. 15**

### **3. Vice-Chancellor**

The Vice Chancellor shall be appointed by the Chancellor, as per qualification prescribed by the University Grant Commission, subject to the provisions contained in sub-section 17 (1) and shall hold office for a term of three years or up to the age of 70 years, which ever is earlier, provided that after expiry of the term of 3 years, the Vice Chancellor shall be eligible for re-appointment for another term of 3 years. Provided further that the Vice Chancellor shall continue to hold the office even after the expiry of his/her term till new Vice Chancellor Joins. However, in any case this period shall not exceed 1 year.

#### **Powers and functions**

- a. The Vice Chancellor shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
  - a) The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities to the university.
  - b) In the absence of both the Visitor and the Chancellor, the Vice-Chancellor shall preside over the convocation of the university.
- b. Subject to provisions of the Haryana Act, the Vice Chancellor shall have the following additional powers and functions:
  - a) The Vice Chancellor shall ensure compliance with the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules of the University.
  - b) All powers relating to the proper maintenance and discipline of the University shall be vested in the Vice Chancellor.
  - c) The Vice Chancellor may provide for appointment of Visiting Fellows, Emeritus and Emeritus Professors and Visiting Professors and for Fellowships, Scholarships, Studentships, Medals and Prizes with the approval of the Governing Body on the recommendation of the Academic Council.
  - d) The Vice Chancellor shall exercise all other powers as may be delegated by the Chancellor.

- e) The Vice Chancellor shall have the power to delegate some of his/her powers, if legally permitted, to any of his/her subordinate officers as prescribed by the Statutes.
- f) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various authorities, bodies, Committees and Boards of the University for which he or she is the Chairperson.
- g) The Vice-Chancellor shall have power to constitute such committees, as he deems necessary to help him in the discharge of the duties entrusted to him by or under these Statutes on the approval of Governing Body.

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

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

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Chancellor/Governing Body and the Governing Body may confirm or modify or reverse the action taken by the Vice-Chancellor.

- d. If, in the opinion of the Vice - Chancellor, any decision of any authority of the University is beyond the scope of the powers conferred by this Act, Statutes, Ordinances, Regulations or Rules or is likely to be prejudicial to the interests of the university, he/she shall direct the concerned authority/officer to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days , then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- e. If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interest of the university, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action, the Vice Chancellor shall be given an opportunity of being heard in compliance with the rules of natural Justice.



## Statute No. 16

### 5. Registrar

- a. The appointment of Registrar shall be made by the Chairperson of the sponsoring body in such manner, as may be specified by the Statutes. The Registrar shall possess the qualifications prescribed by the University Grants Commission.
- b. The Registrar shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
  - b) The registrar shall sign all contracts and authenticate all documents and records on behalf of the university;
  - c) The registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.
- c. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor, in consultation of the Chancellor, may appoint for the purpose.
- d. The Registrar shall be directly responsible to the Vice Chancellor.

### Duties & Powers

In addition to the powers and duties mentioned under section 18 of the Haryana Act, the duties of the Registrar shall be as follows:

#### **Duties – It shall be the duty of the Registrar**

- a. To Act as the custodian of the records and other documents as the Governing Body shall commit to his charge.
- b. To issue all notices for convening the meetings of the Governing Body, the Board of Management, the Academic Council and other Authorities, Bodies and Committees declared by the Statutes and Authority of the University. He shall act as Secretary of all these Authorities, Bodies and Committees.
- c. To keep minutes of all the meetings of all the Authorities, Bodies and Committees and shall execute the decision taken by them.
- d. To conduct all official correspondence of the University.

- e. To send the following to the Visitor and Chancellor.
  - a) Copies of the agenda of the meeting of Governing Body, Board of Management and Academic Council as soon as such agenda is issued.
  - b) The minutes of the meeting of the authorities.
  - c) Such other papers and information as the Visitor and Chancellor may direct him to supply.
- f. To discharge such other functions as may be assigned to him from time to time by the Chancellor, the Governing Body and Vice-Chancellor.
- g. To perform such other duties as may from time to time, be entrusted to him by the Statutes, Ordinance, Regulations and Resolutions of Authorities; and
- h. To render such assistance as may be desired by the Chancellor and Vice Chancellor in the performance of his official duties.
- i. To sign all contracts and all documents and records for authentication on behalf of the University.
- j. To appoint class III & IV employees on temporary basis/work charge basis with the consent of the Chancellor.
- k. To explain the agenda for the meetings of the Authorities, Committee & Boards to the Chairman.



## Statute No. 17

### **6. Chief Finance and Accounts Officer**

- a. The Chief Finance and Account Office shall be appointed by the Chancellor under Section 19(1) of the Act. He/She will be a whole time salaried officer of the University.
- b. A person shall not be eligible for appointment as Chief Finance and Accounts Officer unless he/she possesses the requisite qualification.

### **Duties and Powers**

Subject to the control of Chancellor/Vice-Chancellor, he/she shall discharge the following duties and functions.

- a. To exercise general supervision over the funds of the University and shall advise the Vice Chancellor as regard its financial policy;
- b. To see that the limit 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;
- c. To receive all moneys for the use and benefit of the University within the mandate and objectives of the University;
- d. To watch the progress of collection of revenue and advise on the methods of collection employed;
- e. To make payments sanctioned under each head of budget as approved by the Governing Body or Board of Management or as authorized by a competent authority designated by the Vice Chancellor;
- f. To prepare interim reports for the Vice Chancellor and Finance Committee;
- g. To prepare in consultation with the Vice Chancellor and subject to amendments and approval of the Finance Committee an annual budget of current and capital income and expenditure of the University including both formal and non-formal education and auxiliary units, for submission to the Board of Management;

- h. To see that the registers of buildings, land, furniture and equipment are maintained up to date and that the stock-checking is conducted of equipment and other consumable materials in all offices, centres, laboratories, libraries, schools and institutions maintained by the University;
- i. To call for explanation from the concerned officer or authority, body, committee or board for unauthorised expenditure and for other financial irregularity that comes or brought to his/her notice and to suggest disciplinary action against the persons at fault;
- j. To represent the University in all legal matters pertaining to finance and taxation;
- k. To provide for at least one annual audit of all the accounts of the University;
- l. To make recommendations to the Governing Body on the appointment of auditors and oversee the financial audit of the University audit accounts
- m. To perform such other duties as may be required by the Statutes, Ordinances, Regulations and Rules.
- n. To call for from any office or school or institution under the University any information or returns that he or she may consider necessary to discharge his or her financial responsibilities.
- o. When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is absent by reason of illness or any other reason, the duties and functions of the Chief Finance and Accounts Officer shall be performed by such other person as the Chancellor may appoint for this purpose.



## Statute No. 18

### 7 Controller of Examination

- a. There shall be a Controller of Examinations who will be a whole time salaried officer. He/ She must possess the requisite qualifications and experience.
- b. The Controller of Examinations shall be appointed by the Chancellor.

The Controller of Examinations shall be responsible for conducting examinations, assessments, tests or other forms of evaluation for Programmes taught in the University for granting Degrees, Diplomas, Certificates and other academic titles and distinctions, including those for the purpose of evaluation of candidates for admission to such Programmes, and declaring the results of such examinations, assessments, tests or other forms of evaluation. Apart from this, it shall be the duty of the Controller of Examination:

- a. To conduct examination in a disciplined efficient manner;
- b. To arrange for the setting of papers with strict regard to secrecy;
- c. To arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;
- d. To constantly review the system of examination in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
- e. To deal with any other matter connected with examinations, which may, from time to time, be assigned to him by the Vice-Chancellor.



## Other Officers of the University - Appointment, Powers & Functions

### Statute No. 19

#### **1. Pro Vice Chancellor**

- a. The Pro-Vice Chancellors shall be appointed by Chancellor, on need basis. The Pro Vice Chancellor shall hold office for a term of 3 years or up to the age of 70 years, whichever is earlier. Provided that after the expiry of the term, the Pro Vice Chancellor shall be eligible for another term of 3 years. He/She shall hold office till he/she enjoys the pleasure of the Chancellor.
- b. The Pro-Vice Chancellors shall perform such duties and exercise such functions and powers as the Vice Chancellor may assign generally or specifically, as the case may be, and shall assist the Vice Chancellor in all matters academic and administrative.
- c. When the Vice Chancellor is on leave or is otherwise unable to exercise his or her powers and perform his or her duties and in the absence of any acting Vice Chancellor, the Pro-Vice Chancellor or the senior most Professor in the University, as detailed by the Chancellor, shall exercise such powers and perform such duties of the Vice Chancellor.



## Statute No. 20

### **2. Dean Academic Affairs**

- a. Dean Academic Affairs shall be appointed by the Vice Chancellor with the subsequent approval of Board of Management for a term of 3 years from among the Professors/ Associate Professors of the University.
- b. The Dean Academic Affairs shall hold office at the pleasure of the vice Chancellor/Board of Management.
- c. The Dean Academic Affairs shall work under the control & supervision of the Vice Chancellor and shall ensure that the Act, the statute, the ordinances, the regulations & the rules are sincerely observed.
- d. The Dean Academic Affairs shall also be responsible:
  - a) To coordinate and supervise the procedure of the admissions of students made by the various university teaching departments/schools through HODs/Directors.
  - b) To get the Academic Calendars prepared and approved from the Competent Authority.
  - c) To arrange the Accommodation of all University classes diploma certificate Programmes etc.
  - d) To coordinate with the Deans in respect of interfaculty matters.
  - e) To carry out any other functions and duties as assigned by the Chancellor/Vice Chancellor from time to time.
- e. The Dean Academics Affairs may, on his own volition, resign in writing from his/her office.
- f. If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Dean Academic Affairs is not in the interest of the University, the Vice Chancellor may by an order in writing stating the reasons therein, require the Dean Academics Affairs to relinquish his office from the date specified the order:

Provided that before taking any action under this clause, the Dean Academic Affairs shall be given an opportunity of being heard.



## Statute No. 21

### 3. Dean Students' Welfare (DSW)

- a. Dean Students' Welfare shall be appointed by the Vice Chancellor with the subsequent approval of Board of Management for a term of 3 years from among the Professors/ Associate Professors of the University.
- b. Dean Students' Welfare shall hold office at the pleasure of the vice Chancellor/Board of Management.
- c. Dean Students' Welfare shall work under the control & supervision of the Vice Chancellor and shall ensure that the Act, the statute, the ordinances, the regulations & the rules are sincerely observed.
- d. Dean Students' Welfare shall also be responsible:
  - a) To organize events relating to extra-curricular/co-curricular/cultural and sports activities;
  - b) To redress grievances of students with the cooperation of other officials;
  - c) To assist to organize educational tours and travels facilities for the students;
  - d) To assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
  - e) To communicate with the guardians of the students concerning the welfare of students;
  - f) To carry out any other functions and duties as assigned by the Chancellor/Vice Chancellor from time to time.
- e. The Dean Students' Welfare may in writing in his hand resign from his office addressing the Vice chancellor in this regard.
- f. If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Dean Students' Welfare is not in the interest of the University, the Vice Chancellor may, by an order in writing stating the reason therein, require the dean Students' welfare to relinquish his office from the date specified in the order:

Provided that before taking any action under this clause, the Dean Students' Welfare shall be given an opportunity of being heard.



## Withdrawal of Degree/ Diploma etc.

### Statute No. 22

1. A degree, Diploma, Certificate or other academic distinctions may be withdrawn by the University;
  - a. If the candidature of the person concerned has been cancelled or result quashed in accordance with the procedure laid down by the Ordinance.

OR

If the candidate has misbehaved at the convocation of the University, provided that the question whether he/she has misbehaved in terms of this statute shall be finally decided by the Vice Chancellor.

OR

When sufficient evidence is laid before the Academic Council showing that any candidate on whom a degree or diploma etc. was conferred by the University has been convicted of what is in their opinion a serious offence, the Academic Council may recommend to the Board of Management that such a Degree or Diploma etc. be cancelled/withdrawal.



## Board of Studies

### Statute No. 23

1. There shall be a Board of Studies for each department/School comprising:
  - a. The HOD of the Department/School who shall be the Chairperson
  - b. All Professor of the Department/School
  - c. To teachers of the concern Department/School to be nominated by the Vice Chancellor in consultation with HOD
  - d. One outside expert to be nominated by the vice chancellor

Provided that a person who, in one way or the other, is involved in publication of Cheap notes, Guides or help books shall not be eligible to be a member of a Board of Studies.

Further, there may be a common Board of Studies for one or more Departments/Schools if the Circumstances so warrant.

- a. The term of members, other than ex-officio member(s), shall be 3 years
- b. 2/5<sup>th</sup> of the members shall constitute the quorum
- c. The meetings of the Board of Studies shall be held at least once a year
- d. The Board of Studies shall recommend to the Academic Council, through the Department/ School Concerned, Programmes and Syllabi of the studies and text books for various subject for undergraduate and Postgraduate classes & Research Degree.
- e. The Board of Studies shall also make recommendations to Vice Chancellor, regarding the appointment of paper setters & Examiners for the Undergraduate, Postgraduate and other Programmes, as the case may be.
- f. The Board of Studies shall deal with any other matter that may be referred to it by the Department/School/Chancellor/Vice Chancellor.



# Conditions of Service of University Employees

## Statute No. 24

### **1. Categories of Non-Teaching Employees**

- a. Permanent/Probationary employee
- b. Contractual employee
- c. Casual Employee
  - a) Permanent employee means an employee who is appointed against a permanent vacancy. The probation period of such employee will be of 1 years which can be extended if necessary.
  - b) Contractual employee means an employee who is engaged on contract for a period as decided by the Chancellor/Vice Chancellor.
  - c) The casual employee means an employee who is engaged on Muster Roll.
  - d) The terms and service condition of all the above 3 categories of employees and arbitration procedures shall be decided by the Board of Management as per regulation of the University framed for time to time.

### **2. Categories of Teaching Employees**

- a. Regular/Permanent teachers
- b. Guest Faculty
  - a) The guest faculty may be engaged against vacant teaching post on such terms and conditions and remuneration as may be prescribed by the Board of Management.

### **3. Appointment of Employees**

- a. The appointments of regular teaching and non-teaching employees in the University shall be made through respective selection committees constituted by the Vice Chancellor except where otherwise is provided in the Statutes. In case, the number of applicants are large, the Vice Chancellor may appoint a committee for short listing the candidates.
- b. The applications shall be invited from the eligible candidates through advertisement in the news papers vis-à-vis on the University website.
- c. The recommendations of the Selection Committee shall be submitted to the Chancellor for his/her approval. In desirable cases, the recommendations, after the approval of Chancellor, shall be submitted to the Board of Management for ultimate approval.
- d. Thereafter, the LOI/Appointment letter(s), as the case may be, will be issued to the selected candidates by the Registrar.

#### **4. Promotion**

An eligible employee of the University may be promoted to the next higher post, when falls due or otherwise felt appropriate/expedient on the recommendation of DPC constituted by the Vice Chancellor. The recommendations of the DPC, duly signed by Vice Chancellor will be submitted to Chancellor for approval.

#### **5. Constitution of selection committee for teachers**

- a. Vice Chancellor - Chairperson
- b. Dean of the Faculty/School
- c. HOD of the School
- d. Two experts in the concerned subject (one internal and one from outside)
- e. Registrar as secretary

Provided that the Vice Chancellor may add one or more additional names if the circumstances so warrant provided further that four members shall constitute the quorum. The presence of outside expert shall be necessary.

#### **6. Constitution of selection committee for Non-teaching employee**

- a. Except otherwise provided in the Statutes in respect of officers of the University, the selection committee shall comprise:
  - a) Vice Chancellor- Chairperson
  - b) Registrar as member secretary
  - c) HR Head
  - d) Two nominees of Vice Chancellor

At least three members shall constitute the quorum. However, the presence of Vice Chancellor and registrar shall be necessary.

#### **7. Terms & Conditions of the Employees**

Terms & Conditions of the employees shall be as formulated by the Board of Management and reviewed and amended from time to time.

#### **8. Dispute/Grievance Resolutions Committee**

A standing committee to be constituted by Board of Management (BOM) for Dispute Resolutions in accordance with the University Grant Commission (Grievance Redressal) Regulations 2012 or as amended time to time.



## **9. Action against Employees**

- a. Where there are charges of misconduct against an employee, a charge sheet to this effect shall be prepared and delivered to delinquent employee along with all necessary documents on which the charges are intended to be proved.
- b. After having received the reply to charges from the delinquent, a regular enquiry will be held giving him/her full opportunity of hearing by complying with the rules of natural justice as per procedure by law established for the charge(s) denied by him/her.
- c. A copy of the enquiry report shall be delivered to the delinquent for making a representation if he/she so desires.
- d. The enquiry report and the representation of the delinquent shall then be objectively considered by the disciplinary authority and the quantum of punishment decided.
- e. The services of an employee may also be dispensed with in terms of service agreement between him/her and the university.

## **10. Grounds for taking action**

- a. Wilful neglect of duty/Continuing absence from duty without permission
- b. Misconduct/Indiscipline
- c. Physical and mental unfitness
- d. Abolition of post
- e. Conviction by a court of Law for an offence involving moral turpitude/other offences as per IPC.
- f. Sexual harassment of employee on workplace.

## **11. Imposition of penalties**

The following penalties may be imposed on the delinquent employee.

- a. Censure/written warning
- b. Recovery from pay
- c. With holding of increment(s) of pay
- d. Reduction in rank/ emoluments
- e. Stopping Promotion
- f. Compulsory retirement
- g. Removal from service
- h. Dismissal from service



Besides the above penalties, a reasonable fine may be imposed on class IV employee towards minor penalty.

## 12. Suspension

The appointing authority may by an order place an employee, under Suspension when disciplinary proceeding against him is contemplated or is pending

OR

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

OR

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

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

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

With effect from the date of his conviction, if he is sentenced to imprisonment and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

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

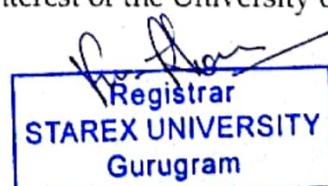
The appointing authority may institute the disciplinary proceeding against the employee in accordance with the procedures by law established. Where the penalty is imposed by the Registrar the employee may prefer an appeal to Vice-Chancellor within thirty days from the date on which order is served on the time.

## 13. Miscellaneous

Every employee shall at all times;

- a. Maintain absolute integrity
- b. Show devotion to duty; and
- c. Do nothing which is unbecoming of an employee of the University.

No employees shall join or continue to be member of such association the objects and activities of which are prejudicial to the interest of the University or public order, decency or morality.



**No employee shall-**

- a. Participate in Public protests/Dharana/Hartal/Demonstration prejudicial to the interest of University
- b. Resort to any violence.
- c. Participate in editing, management of any prejudicial to the interest of University.
- d. Indulge in any matter of the University anywhere other than the competent authority.
- e. Take any employment elsewhere either full time or part time or part time without prior sanction from the University.



## Exemption from Tuition-fee and Award of Scholarship

### Statute No. 25

#### **Scholarships and Fellowships**

The University will also make provisions for the award of fellowships, scholarships and stipends from its own source. The terms and conditions of the award shall be laid down in the Ordinance.



## Admission and Reservation of seats

### Statute No. 26

#### **Admissions Policy (Section- 35 of Haryana Private Universities Act 2006)**

- a. Admission in the university shall be made strictly on the basis of merit: Provided that for the purpose of filling minority quota in the university established and administered by a minority community, the zone of consideration for determination of merit shall be limited only to the students belonging to that minority community.
- b. Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the state level either by an association of the universities conducting similar Programmes or by any agency of the State: Provided that admission in professional and technical Programmes shall be made only through an entrance test.
- c. A minimum of 25% seats for admissions in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana. Provided that in case of the universities having collaboration with reputed foreign or international universities or other institutions of other similar nature, the Government may relax the percentage of this reservation explanation: 'collaboration with reputed foreign or international universities' means and includes an agreement for collaboration in the areas like Programme structure, curriculum and faculty development, joint research programmes, student exchange programmes and admission through internationally or nationally recognized processes.



## Provisions Regarding Number of Seats in Each Programme

### Statute No. 27

The number of seats available in each programme for an academic year shall be determined by the Board of Management in consultation with the Academic Council, Academic Policy Committees, the relevant Schools and such other Officers, Authorities, Bodies, Committees or Boards as the Board of Management considers appropriate to consult, in accordance with the seats in each Programme defined by the concerned Statutory Regulatory Bodies.



## University Convocation

### Statute No. 28

1. The convocation for the award of degrees, diplomas, certificates and other distinctions of the University shall ordinarily be held annually.
2. The Academic Council shall frame regulations relating to the format of the degrees, diplomas, certificates and citations, their text, issuance of these documents in absentia, duplicate degree and **procedure for holding convocation.**
3. Special convocation may also be arranged with approval of the Chancellor to award Honorary degrees/ Academic distinctions to distinguished persons.



## Conferment of Honorary Degrees/Academic Distinctions

### Statute No. 29

1. Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the bio-data of the proposed recipient, by a faculty to the Chairperson of the Academic Council. The Academic Council may suo motu initiate the proposal of awarding Honorary Degrees/Academic Distinctions.
2. On receipt of the proposal, a special meeting of the Academic Council will be held to consider the proposal.
3. The decision of the Academic Council will be referred to the Governing Body for recommending the same for the approval of the Visitor.
4. The conferment of honorary degree or distinction shall be subject to the prior approval of the Visitor.

**Note:** Anything in these Statutes contrary to the provisions of Haryana Private Universities Act 2006 shall be deemed to be null & void.

