

**FIRST STATUTES**

**SR University (Private University) at Ananthasagar (V), Hasanparthy (M), Warangal District, Telangana**

**CHAPTER-I: PRELIMINARY**

**1. SHORT TITLE AND COMMENCEMENT**

- (i) These Statutes may be called the SR University first Statutes, 2020.
- (ii) These Statutes shall come into force with effect from the date of its publication in the Telangana Gazette by the State Government.

**2. TERRITORIAL JURISDICTION**

It extends to the whole of the State of Telangana.

**3. DEFINITIONS**

1. "Act" means **Telangana Act 11 of 2018;**
2. "Academic Council" means the Academic Council of the University;
3. "A Regular Course of Study" means the courses of study running in the University as full time or campus-based study;
4. "Admission Committee" means the committee responsible to plan, organize and control the admissions to various programs conducted by the University. When constituted, its composition, powers and functions may be prescribed by the Governing Body
5. "AICTE" means the All India Council for Technical Education established under section 3 of the All India Council for Technical Education Act, 1987;
6. "AIU" means, the Association of Indian Universities registered under the Societies Registration Act, 1860;
7. "BCI" means the Bar Council of India established under the Advocates Act, 1961;
8. "Board" means the Board of Studies or the Planning Board, or any other Board of the University;
9. "Branch of Courses of Study", means the area of the specialization of the study of any of the programs of respective Schools;
10. "Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" means respectively the "Chancellor", the "Pro-Chancellor", the "Vice-Chancellor", the "Pro-Vice-Chancellor" of the University;
11. "Controller of Examination", means the person who has been put in charge to conduct the examination(s);
12. "Course Coordinator" shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various component of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification;
13. "CSIR" means the Council of Scientific and Industrial Research, New Delhi, a funding agency of the Central Government;

14. "Degree/Diploma" shall mean the; the Bachelor's degree viz. B. Tech, /Diploma and such other degrees/Diploma of the University as may be approved by the Governing Body;
15. "Detained candidate", means the candidate who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason;
16. "Department" means a Department of Studies and includes a Centre of Studies and Research;
17. "Dean, Director/Principal" means the Head of a "School", or a College, or a Centre, or the person appointed for the purpose to act as such in his absence;
18. "Director of Evaluation" means Director of Evaluation of the University
19. "Doctoral Programs", means the Doctorate/Research Programs in the respective branches/departments of the respective School.
20. "DST" means the Department of Science and Technology of the Central Government;
21. "Duration of Program", means the whole tenure of the particular program (grace period of the program is not included in the tenure).
22. "Eminent Persons" means persons of impeccable integrity having outstanding knowledge and expertise in academics, scientific research and all other related subjects;
23. "Employee" means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;
24. "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination;
25. "Examination Pattern", means the system of the examination being followed by the University;
26. "Expert Committee" means a Committee of eminent persons notified by the Government to promote, facilitate and assist in the establishment of new Private Universities in Telangana constituted under this Act;
27. "External Examiner", means the examiner from other University/ Institution;
28. "Faculty" means a Faculty of the University;
29. "Fee" means collection of amount made by the University from the students for different purposes under different heads and which is non-refundable;
30. "Government" means the Government of Telangana;
31. "Governing Body" means the Governing Body of the University;
32. "Higher Education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
33. "Hostel" means a place of residence for the students of the University;
34. "ICAR" means the Indian Council of Agricultural Research, a Society registered under the Societies Registration Act, 1860;
35. "Internal Examiner", means the examiner from a teaching department of the University;
36. "Invigilator", means the teacher or person who has been assigned duty in the particular examination hall;
37. "Institution/College" means a college including existing college or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the-Statutes of the University;
38. Management: shall mean the Board of Management, or any authority or officer of the University designated by the Board of Management, Governing Body, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions.

39. "MCI" means the Medical Council of India constituted under the Medical Council Act, 1956;
40. "NAAC" means the National Assessment and Accreditation Council, an autonomous institution of the UGC;
41. "NCTE" means the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993;
42. "Notification" means the Notification published in the Telangana Gazette and the word 'notified' shall be construed accordingly;
43. "Ordinance" means the First Ordinances 2018 of SR University, made under Telangana State Private Universities (Establishment and Regulation) Act 2018 (Telangana Act No: 11 of 2018).
44. "PCI" means the Pharmacy Council of India constituted under section 4 of the Pharmacy Act, 1948;
45. "Post Graduate Programs", mean the Master's Degree Programs in the respective branch/department of the respective School.
46. "Prescribed" means prescribed by the rules made under this Act;
47. "Programs of Study" means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program.
48. "Records and Publication" means the records and publication of the University.
49. "Registrar", "Deputy Registrar", "Chief Finance Officer", "Controller of Examinations", "Librarian" or, "Chief Proctor" means respectively the Registrar, the Deputy Registrar, the Finance Officer, the Controller of Examination, the Librarian or the Chief Proctor of the University.
50. "Regular Student", means the student who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such.
51. "Regulatory Body" means a body established by the Central Government, for laying down the norms and conditions for ensuring academic standards of Higher Education, such as UGC, AICTE, NCTE, DBT, DST, BCI, MCI, PCI, NAAC, ICAR, DEC and CSIR;
52. "Regulations" means the Regulations made by any authority of the University under section 31;
53. "Rules" means the Rules made under section 46;
54. "Schedule" means the Schedule appended to this Act;
55. "School" means School of Sciences, School of Business, School of Computer Science & Artificial Intelligence, School of Design & Creative Arts, School of Engineering and School of Agriculture etc. or any other such school opened and so named by the University.
56. "School of Sciences" means School of the university offering the programs of study in the areas of both basic and applied sciences.
57. "School of Business" means School of the university offering the programs of study in the areas of Business and allied subjects
58. "School of Computer Science & Artificial Intelligence" means School of the university offering the programs of study in the areas of Computer Science, Artificial Intelligence and allied subjects
59. "School of Design & Creative Arts" means School of the university offering the programs of study in the areas Design, Creative Arts and allied subjects
60. "School of Engineering" means School of the university offering the programs of study in the areas of Engineering, Technology and allied subjects
61. "School of Agriculture" means School of the university offering the programs of study in the areas of Agricultural sciences, horticulture and allied subjects

62. 'Sponsoring Body' means Sri Rajeshwara Educational Society, registered society under the Andhra Pradesh (Telangana areas) Public Societies Registration Act 1350 Fasli (Act I of 1350 F)
63. "Specified" means specified by Ordinances, Statutes and Regulations under this Act;
64. "Statutes" and "Ordinances" mean the Statutes and the Ordinances of the University made under this Act;
65. "Student" means a student of the University and includes any person enrolled in the University for pursuing any course of study for a degree, diploma or other academic distinction duly instituted by the University including a research degree;
66. "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
67. "UGC" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956;
68. "University" means SR University, Warangal, Telangana established under section 3 of this Act;
69. "University Grants Commission Regulation 2010" or "UGC Regulation 2010" means the University Grants Commission (Establishment of and maintenance of Standards in University) Regulation 2010 made under the University Grants Commission Act, 1956 as amended from time to time.
70. "Undergraduate Programs", means the Bachelor's Degree programs in the respective branch/department of the respective School.
71. "Words and Expressions" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act.
72. 'He' & 'His' wherever they figure in the ordinances shall imply 'he'/'she' and 'his'/'her' respectively.

#### **4. OBJECTIVES OF THE UNIVERSITY**

Apart from the Objectives defined in the Telangana Act No: 11 of 2018, Chapter II, Section 4 of Subsection (a) to (p) of the University shall also have following additional objectives:

- (1) Deploy new educational programs, innovative curriculum and courses on emerging areas to promote creativity, innovation and entrepreneurship social development and transformation
- (2) Foster professional and life skills in graduates to enable them to become critical thinkers, team players, change agents and leaders
- (3) Engage faculty in knowledge creation and dissemination through active scholarship, research and consultancy work.
- (4) Create technology-enabled infrastructure to provide experiential innovation educational learning experiences to students
- (5) Create an entrepreneurial innovative ecosystem which engages the stakeholders in innovations and startups.
- (6) Offer professional services to the industry and public organizations to improve their competitiveness
- (7) Establish collaborations with Industry and Global Academia partners to bring the state-of-the-art know-how to students and faculty
- (8) Create centers of excellence for research and development in Science & Technology and Socio-Economic Development.
- (9) To institute degrees, diplomas, certificates and other academic distinctions on the basis of examinations, or any other methods of evaluation

## CHAPTER-II:

### 5. OFFICERS OF THE UNIVERSITY

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

1. The Chancellor;
2. The Pro-Chancellor;
3. The Vice-Chancellor;
4. The Pro-Vice Chancellor;
5. The Registrar ;
6. The Chief Finance and Accounts Officer;
7. The Dean;
8. The Director;
9. The Other Officers of the University;
10. Such other officers as may be declared by the Statutes to be officers of the University.

### 6. THE CHANCELLOR

- 6.1 The Chancellor shall be appointed by the Sponsoring Body for a period of three years selected by a search committee. On the expiry of his term, the Chancellor shall be eligible for reappointment. The proposal for reappointment of the Chancellor, if any, shall be considered by the Sponsoring Body, at least three months before the expiry of the term, and if approved, the Chancellor shall be reappointed for an additional period of three years or a shorter period as appropriate.
- 6.2 The Chancellor may, by writing under his hand addressed to the Chairman, Sponsoring Body resign his office with a notice of three months. Further, Sponsoring Body shall have power to remove the Chancellor by giving a notice of three months.
- 6.3 The Chancellor shall by virtue of his office, be the Head of the University and shall constitute interim Governing Body. The Chancellor shall exercise general control over the affairs of the University.
- 6.4 The Chancellor shall preside over the meeting of the Governing Body and shall preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions and in his absence by any other member of the Governing Body nominated by it.
- 6.5 The Chancellor shall, in addition to the powers vested in him as chairman of Governing Body and roles assigned under the Act, have the following additional powers, namely: -
  - (a) To appoint or remove the Vice Chancellor; in the overall interest of the University with prior approval of the Sponsoring Body. The Chancellor shall ensure compliance to the requirements of The Telangana Act No: 11 of 2018, Chapter III, Section (14), Sub Section (4) & (5) for the Vice Chancellor before removal of the Vice Chancellor. In case of resignation or termination of the Vice- Chancellor, the Chancellor shall nominate a Senior Dean as officiating Vice-Chancellor till such time new incumbent is put in place.
  - (b) The Chancellor may appoint the first Vice Chancellor of the University without calling for proposal by the search committee.
  - (c) The Chancellor may confirm, modify or reverse any decision taken by the Vice Chancellor in relation to any grievance of employees or students.
  - (d) The Chancellor may appoint the first Registrar of the University duly waiving the procedure outlined for selection in Statutes 12.
  - (e) To call for any information or record.
  - (f) Such other powers as may be conferred by the Statutes.

- 6.6 In case of an emergency like illness, absence or death of the Chancellor, the Pro-Chancellor shall perform the duties of the Chancellor till the Chancellor reassumes his office or a new Chancellor is appointed as the case may be. However, such a period will normally not exceed six months.

## **7. THE PRO-CHANCELLOR**

- 7.1 The Pro-Chancellor shall be appointed by the Management Committee of the Sponsoring Body for a period of one year.
- 7.2 The Pro-Chancellor shall assist the Chancellor in discharging his duties and perform the same duties as chancellor and preside at the convocation in absence of the Chancellor.
- 7.3 The Pro-Chancellor may in writing under his hand addressed to the Chancellor resign his office.

## **8. THE VICE-CHANCELLOR**

- 8.1 The Vice-Chancellor shall be appointed by the Chancellor, from a panel of three persons recommended by the search committee and subject to the provisions of The Telangana Act No 11 of 2018, Chapter III Section 15 (1) to (6), he holds the position for a period of three years or up to the age of 70 years, whichever is earlier. The three-member search committee shall be appointed by the Chancellor, having following composition:

- (a) A nominee of the Sponsoring Body.
- (b) Two eminent academicians, not being connected with University, one of which shall be the Vice Chancellor of any University.

- 8.2 The Search Committee for the post of Vice Chancellor shall recommend a panel of three to the Chancellor within such period as the Chancellor may stipulate while appointing the Search Committee.
- 8.3 The Chancellor shall select one amongst the recommended name for the position of the Vice Chancellor.
- 8.4 The Chancellor may appoint the first Vice Chancellor of the University without calling for proposal by the Search Committee.
- 8.5 On the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-Chancellor, if any, shall be considered by the Chancellor at least three months before the expiry of the term, and if approved by the Sponsoring Body, the Chancellor shall reappoint the Vice-Chancellor for an additional period of three years, subject to the upper age limit of 70 years or a shorter period as appropriate.

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

Provided also that the Chancellor may appoint the first Vice-Chancellor for a period of one year or until a regular Vice-Chancellor is appointed under this section whichever is earlier.

- 8.6 The Vice Chancellor shall be a whole time salaried officer of the University; the salary and allowances and other conditions of services of the Vice-Chancellor at the time of appointment shall be such as decided by the Sponsoring Body and as amended from time to time.
- 8.7 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 of the University.

8.8 Where, in the opinion of the Vice-Chancellor, decision of any authority of the University is not within the powers conferred by this Act or the Statutes, the Ordinances, the Regulations or the rules or is likely to be prejudicial to the interest of the University, he shall request the authority concerned to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

#### 8.9 **Power and Function**

The Vice-Chancellor shall be the principal executive and academic officer of the University and shall be the Chairman of the Academic Council, Finance Committee and Planning Board of the University. He shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the Board of Management of the University, in letter and spirit and shall ensure that they are not contradictory in nature and practice. The Vice Chancellor shall have the following additional powers and functions:

- (a) The Vice Chancellor shall be entitled to be present at and to address any meeting of any other authority or any other body of the University.
  - (b) It shall be the duty of the Vice Chancellor to see that the provisions the Statutes and the Ordinances of the University are duly observed, and he shall have all powers necessary to ensure such observance.
  - (c) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit.
  - (d) The Vice Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence.
  - (e) The Vice Chancellor shall grant leave of absence to any employee of the University in the prescribed manner and if he so decides delegate such powers to any other officer or officers of the University.
  - (f) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various bodies/committees of the University.
  - (g) Without prejudice to the generality of the provisions the Vice – Chancellor shall have the powers to make short-term appointments under intimation to the chancellor for a period one year, of such persons as may be considered necessary for functioning of the University.
  - (h) The Vice-Chancellor shall cause the budget to be made by the Finance Committee and put before the Board of Management for consideration and approval.
  - (i) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under the Act and shall convey to such authority the action taken by him on such matters However, such acts should be informed to the Chancellor immediately without any delay.
  - (j) Provided that if the authority of the University or any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section may prefer an appeal to the Chancellor within one month from the date of communication of such decision. The Chancellor may confirm, modify or reverse such action taken by the Vice Chancellor.
  - (k) The Vice Chancellor shall have the powers to enter into agreements on behalf of the University for academic purpose.
  - (l) The Vice-Chancellor may delegate any of his powers to other officers of the University in consultation with the Chancellor.
- 8.10 During the temporary absence of the Vice-Chancellor by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of the Vice-Chancellor.
- 8.11 The Vice-Chancellor may by writing addressed to the Chancellor, resign his office by giving a notice of three months. The services of the Vice Chancellor can

be terminated by the Chancellor by giving him a one month notice or one month salary in lieu of notice, without assigning any reason. In case there is material development to terminate the services of the Vice-Chancellor with immediate effect, the Board of Management and or the Chancellor may do so after deliberation. However, such a decision should only be taken after giving the Vice-Chancellor appropriate time to defend himself/ herself.

## **9. The Pro-Vice Chancellor**

- 9.1 The Vice-Chancellor may appoint not exceeding THREE Pro Vice-Chancellors with the written approval of the Chancellor to assist the Vice-Chancellor in all matters pertaining to the functioning of the University.
- 9.2 Each Pro-Vice Chancellor shall be a full-time Professor of the University whose terms and conditions of appointment shall be those contained in the contract of appointment, as approved by the Board of the Management.
- 9.3 The term of appointment of the Pro-Vice Chancellor shall be one year which may be renewable for further terms.
- 9.4 The Pro Vice-Chancellor shall assist the Vice Chancellor and take up such responsibilities as may be assigned by the Vice-Chancellor from time to time.

## **10. THE REGISTRAR**

The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Chancellor on the recommendations of the Selection Committee consisting of the following:-

- i. Vice Chancellor - Chairperson
- ii. One nominee of the Chancellor .
- iii. One nominee of the Board of Management.
- iv. One expert appointed by the Board of Management who is not an employee of the University.

The Registrar shall hold the office for a term of three years.

- 10.1 The emoluments and other terms and conditions of service of Registrar shall be as prescribed by the Bye-Laws.
- 10.2 When the office of the Registrar falls vacant or when the registrar is absent for a reasonably long period because of illness or any other reason, the duties and function of the registrar shall be performed by such other officer as appointed by the Chancellor for the purpose.
- 10.3 The Registrar shall be the Member Secretary of the Governing Body, the Board of Management, the Academic Council but shall not have a right to vote. Registrar shall be a permanent invitee to the meetings of all committees.
- 10.4 The Registrar shall be directly responsible and accountable to the Vice Chancellor and shall work under his supervision.
- 10.5 The following shall be duties of the Registrar:
  - a. To be the custodian of the seal, records, and such other property of the university as the Board of Management may commit to his charge;
  - b. To conduct the official correspondence on behalf of the authorities of the university;
  - c. To issue notices convening meetings of the authorities of the university and of all the committee and sub-committees appointed by any of these authorities.
  - d. To maintain the minutes of the meetings of all the authorities of the university and of all the committees and sub-committees appointed by any of these authorities;
  - e. To represent the university in suits or legal proceedings by or against the university, sign powers of attorney and perform pleadings or depute his representatives for such purposes;
  - f. To enter into non-academic agreements, sign documents and authenticate records on behalf of the university;



- g. To hold in special custody books of accounts and other documents of the university;
- h. To ensure the safety and maintenance of the building, gardens, office, canteen, vehicles, laboratories, libraries, reading rooms, equipment, and other properties of the university;
- i. To perform such other functions as may be specified in the rules and bye-laws or as may be prescribed by the Board of Management or the Vice Chancellor from time to time.
- j. The Registrar shall have power of taking disciplinary action against the subordinate non- teaching staff working under him in consultation with the Vice Chancellor.

10.6 On the expiry of his term, the Registrar shall be eligible for reappointment. The proposal for reappointment of the Registrar, if any, shall be considered by the Chancellor at least three months before the expiry of the term, and if approved by the Sponsoring Body, the Chancellor shall reappoint the Registrar for an additional period of three years

## **11. THE CHIEF FINANCE AND ACCOUNTS OFFICER (CFO)**

- 11.1 The Chief Finance and Accounts Officer shall be appointed by the Chancellor on the recommendations of the selection committee constituted for the purpose. The committee shall consist of:
- (a) The Vice-Chancellor – Chairman.
  - (b) A nominee of the Chancellor.
  - (c) One expert member nominated by the Sponsoring Body.
- 11.2 The University will adopt following procedure for the selection of the Chief Finance & Accounts Officer: -
- (a) The University would invite applications for the post through the process of an advertisement in Newspapers having wider circulation and on the University website.
  - (b) Short-listing of the applicants shall be done by a sub-committee consisting of the Nominee of the Vice Chancellor and one nominee of the Chancellor.
  - (c) Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee.
  - (d) The Selection Committee shall interview the short-listed candidates and adjudge the merit of each candidate and send its final recommendation to the Chancellor for approval.
- 11.3 The Chief Finance and Accounts Officer shall be a whole – time salaried officer of the University. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/service rules.
- The term of appointment of the Chief Finance and Accounts Officer shall be three years.
- 11.4 When the office of the Chief Finance and Accounts Officer is vacant or when the he/she is by reason of illness or absence for any other cause, unable to perform the duties of his/her office, the duties of his/her office shall be performed by such person as the Chancellor may appoint for the purpose for the duration of such absence.
- 11.5 The Chief Finance and Accounts Officer shall: -
- (e) Exercise general supervision of the funds of the University and advise it, in regard to financial policy;
  - (f) Hold and manage the property and investments including endowed property for furthering any of the objects of the University.

- (g) See that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all money are expended on the purposes for which they are granted or allotted.
  - (h) Be responsible for the preparation of the annual accounts and the budget of the university for the next financial year and for their presentation to the Finance Committee.
  - (i) Keep a constant watch on the state of the cash and bank balances and on the state of investments.
  - (j) Watch the progress of collection of revenue and advise on the methods of collection to be employed.
  - (k) Have the account of the University regularly audited by the auditors as may appointed for the purpose.
  - (l) Call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities.
  - (m) The Chief Finance and Accounts Officer shall be the ex-officio secretary of the Finance Committee and shall not have right to vote.
  - (n) The Chief Finance and Accounts Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other Finance related matter.
- 11.6 The services of the Chief Finance and Accounts Officer can be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- 11.7 The Chief Finance and Accounts Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- 11.8 On the expiry of his term, the Chief Finance and Accounts Officer shall be eligible for reappointment. The proposal for reappointment of the Chief Finance & Accounts Officer, if any, shall be considered by the Chancellor at least three months before the expiry of the term, and if approved by the Sponsoring Body, the Chancellor shall reappoint the Chief Finance & Accounts Officer for an additional period of three years

## **12. THE DEAN**

### **12.1 The Dean of School**

- 12.1.1 Deans shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School. Dean of School shall be selected as per the selection procedure for the Professors.
- 12.1.2 The Dean shall be the executive officer of the respective school and shall preside over the meetings of its faculty and staff.
- 12.1.3 The Dean of the School shall:
- (a) Report to the Vice Chancellor.
  - (b) Be responsible for the conduct of academics in the school, records, and compliance to academic policies and procedure as outlined by the Academic Council.
  - (c) Responsible for implementation of the academic policies approved by the Academic Council in respect of academic development, maintenance of standards of teaching-learning process and research and training of teacher within his faculty.

- (d) The Dean shall convene meetings of the faculty, as and when required, in consultation with the Vice-Chancellor and shall preside over the same. He shall formulate the policies and development program of the faculty and present the same to the appropriate authorities for their consideration.
- (e) The Dean shall be responsible for the academic development of the faculty and shall ensure proper implementation of the decisions of the Board of Management, Academic Council, and the Board of Examinations in respect of his faculty.
- (f) Subject to the superintendence, direction and control of the Vice-Chancellor, the Dean shall, after taking such advice as he thinks necessary, decide upon the grievances of students regarding the enrolment, eligibility, migration, scholarships, studentships or free ships, grant of terms, admission to university examinations
- (g) The Dean shall enquire, on being directed by the Academic Council, into any malpractice related to any academic program in his faculty by a university department, constituent units and report the findings to the Academic Council.
- (h) The Dean shall prepare proposals for the award of fellowships, scholarships and other distinctions in his faculty for submission to the Academic Council.
- (i) Be empowered to withhold the Hall Ticket of student of the school for valid reasons.
- (j) Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice-Chancellor.

## **12.2 Dean (Academics)**

Dean (Academics) shall occupy a unique place in the continuum of academic administrators, as the facilitating link among Schools, Departments for all matters related to formulating and implementation of policies dealing with academic affairs of the University. Dean shall be the Academic Executive Officer of the University and shall exercise supervision and control over the academic affairs of the University, for implementing the decisions taken by the different Statutory Bodies and the Vice-Chancellor of the University.

Dean Academics shall be nominated by the Vice-Chancellor from amongst the senior professors in the University and shall be required to perform the roles as listed in paragraphs below, in addition to the teaching responsibilities as may be required.

Deans (Academic) Role and Responsibilities: these include, but are not limited to:

- (a) Leading, and coordinating strategic planning, overall academic development and updating of the curriculum; in that Dean shall issue suitable guidelines to all Schools/Departments on policies, processes, and rules related to curricular development, review and related issues and coordinate/resolve interdisciplinary issues.
- (b) Oversee, monitor coordinate, facilitate and maintaining quality control of academic programs shall be one of the key responsibilities of Dean (Academics). This may include working closely with faculty and staff to ensure all academic goals are being met and the curriculum of all programs is appropriate.
- (c) While overseeing the implementation of different academic programs, he shall also be responsible for maintaining an optimal balance between curricular and co-curricular activities (including extension services).
- (d) Coordinate and oversee the Publication and distribution of the curricula, syllabi, and study materials by all Schools and Departments and monitor the provision of online study material on LMS by all Schools, departments, and faculty.

- (e) Supervising, Evaluating, and Supporting, along with other Deans of Schools/HoDs of Departments, promotion of excellence in instructions, scholarly and creative productivity, and academic service and creating centers of excellence.
- (f) Coordinate and oversee the development of new programs by Schools and changes in existing programs if required.
- (g) Dean shall also be responsible for developing policies and procedures for ensuring that all accreditation criteria are being met for the programs and ensure compliance to the effect.
- (h) Finalization of (i) academic calendar, (ii) timetable, (iii) All processes involving registration of students for coursework and examinations before, during the semester (iv) classroom arrangements and all other requirements for proper conduct of class work (v) Academic rules/changes thereto (vi) formulation and implementation of common rules across all schools etc.;
- (i) Supervision of the maintenance of up-to-date academic records of policies, procedures and all categories of students.
- (j) Monitoring, analyzing and taking corrective actions, where required on the students' online feedback.
- (k) Ensuring timely meeting of all the Institute level academic bodies like Board of studies, Academic Council, research committees.
- (l) Arranging the issue of medals and prizes to the students as per defined policies.
- (m) Generally, oversee and monitor the conduct of those examinations, under COE which are to be conducted at the University level, as stipulated in the regulations and seek reports on same being done under arrangements of faculty and Schools/ Departments. This would also include monitoring and mentoring pre-examination and post-exam processes.
- (n) In coordination with Dean (R&C) formulate policies for the conduct of research and execute the policy on the conduct of P.G, including the examination of the thesis.
- (o) To co-ordinate for the conduct of Convocation.
- (p) To suggest the Vice-Chancellor any suitable steps from time to time, to strive for the high academic standards.
- (q) Vice-Chancellor may allocate other tasks as the requirement arises.

### **12.3 Dean Research and Consultancy (DR&C)**

- (a) Formulate, Revise or update policies of the University pertaining to funded research projects. campus policies, procedures and guidelines relating to research and development.
- (b) Responsible for administration of research funding, consultancy and contract research management, in that to monitor effective utilization of funds of externally funded projects and related financial matters;
- (c) Establish research and development priorities/identify research focus areas, formulate a research plan and create research groups and identification of potential new areas of research and development;
- (d) Prepare draft MoU's with Institutions in India and abroad to encourage research activities amongst faculty. All the MoU's to be signed by the Vice-Chancellor.
- (e) Motivate faculty to initiate projects/ enhancement of the campus' research culture, and mechanisms that support the promotion of research performance;
- (f) Maintain updated record of research projects.
- (g) Management of PhD program in the University and implementation of Guidelines/rules.
- (h) Lay down policies and Promote Undergraduate research schemes and opportunities.
- (i) Administration and monitoring of consultancy work in the University.
- (j) Responsible for plans and projecting requirement of research infrastructure.

## 12.4 Dean Student Services (DSS)

- (a) Dean – Student Services (DSS) shall be appointed by the Vice-Chancellor from amongst the faculty members of the University, not below the rank of Professor and shall exercise such powers and perform such duties as may be delegated/assigned to him/her by the Vice Chancellor.
- (b) The scope of DSS shall generally encompass non-academic aspects of student life. DSS shall plan and direct university activities related to student services and campus life. DSS shall generally be responsible for serving as a point of information for students and responding to students' needs. He/she shall look after the general welfare of the students and implement initiatives to obtain a harmonious blend of intellectual and social life for the students. DSS shall attend to all aspects of the University life which fall outside the classroom and which contribute to the students' development as mature, ethical and responsible human beings.
- (c) His/her tasks and responsibilities will non-exhaustively include the following:
  - (i) Strengthen the value-added services for student welfare on campus
  - (ii) Campus life including all extracurricular pursuits and student discipline
  - (iii) Hostel administration.
  - (iv) Promote student personality grooming through various Clubs, student Forum, Sports etc.
  - (v) Create social consciousness and responsibility through avenues such as NSS, Red Cross, NCC, and through working with NGOs.
  - (vi) Oversee campus cafeteria & eateries, their modernization, upkeep and quality delivery.
- (d) Further, DSS shall guide the students of the University in matters relating to the following:
  - (i) Organization and development of students' bodies.
  - (ii) Counselling and guidance facilities for students.
  - (iii) Promotion of students' participation in co-curricular and social activities.
  - (iv) Foster healthy relationships between the students and academic faculty as well as with the administration staff members.
  - (v) Maintain close liaison with Career advice services and guide students accordingly.
  - (vi) Health and Medical Services for the students.
  - (vii) Residential life of the students.
  - (viii) Arrange facilities for the students' Educational Tours and Excursions, other than those prescribed as part of academic curricula.
  - (ix) Any other problems of the students relating to the University.
- (e) DSS shall also:
  - (i) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary
  - (ii) Make arrangements with the Railway and Airlines for the issue of concessional tickets to students during vacations, for educational tours and for students' participation in extra-curricular activities and sports
  - (iii) Maintain the register of Alumni and foster communication
  - (iv) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Vice Chancellor from time to time.
- (f) In a matter of student discipline, DSS shall be represented in the proctorial committee of the University through his/her nominee. DSS shall have following powers with respect to maintaining discipline amongst the students:
  - (i) All incident reports of indiscipline amongst students shall first be

- reported to DSS, directly or through any member of the disciplinary squad.
- (ii) DSS may dispose a case summarily and award minor punishment/fines in case of minor offences.
  - (iii) DSS shall refer the cases for investigation to standing proctorial committee in case of serious breach of discipline.
  - (iv) Based on recommendations of the proctorial committee, dispose the case in consultation with the Registrar of the University.
  - (v) Direction of Vice Chancellor will be taken in all cases of rustication/suspension/expulsion irrespective of duration.
  - (g) DSS shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.

### **13. THE DIRECTOR**

- 13.1 Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective centres. Director of Centre shall be appointed by the Vice-Chancellor with prior approval of the Chancellor as a regular salaried employee of the University.
- 13.2 Director shall exercise general supervision and control over affairs of the Centre and give effect to the decisions of the Vice-Chancellor and perform such functions as may be assigned by the Vice-Chancellor.
- 13.3 Director shall prepare the budget of the Centre and forward the same to the Vice-Chancellor.
- 13.4 The Director of the centre shall:
- (a) Report to Vice Chancellor.
  - (b) Be responsible for the conduct of academics in the centres, records, and compliance to policies and procedure as outlined by the Academic Council;
  - (c) Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor.

### **14. THE OTHER OFFICERS OF THE UNIVERSITY**

#### **14.1 Director of Evaluation:**

Director of Evaluation is the overall in charge of all sections of the Examination Branch.

- (a) The Director of Evaluation shall be the Principal Officer in-charge and without prejudice to the generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results.
- (b) He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor. In the absence of Director of Evaluation by virtue of any reason anyone of the faculty, approved by Vice-Chancellor will look-after the work of Director of Evaluation, in addition to his own work; till such time Director of Evaluation resumes office.
- (c) The Director of Evaluation shall be ex-officio special invitee in the meetings of Academic Council, in case not included as Professor or other designation.
- (d) Monitor examination schedule as per the Announce Academic Calendar of University. To postpone or cancel examination in part or in whole, in the event where such need arises, with prior approval from the Vice Chancellor.
- (e) Issue suitable guidelines and notices to all concerned, on impending examinations of all nature including supplementary examination or examination of additional semesters or Internships etc.

- (f) Nomination of flying squads or such like committees to ensure smooth and fair conduct of exams. It may involve appointing external agency(s)/ observer(s) for conducting and monitoring the examinations.
- (g) To arrange to evaluation and to process the timely publication of results and declaration of same to the students.
- (h) In case of reported incident of Unfair means (UFM) initiate necessary action to investigate as per the rules on UFM and submit the report/findings/orders to the Registrar for Promulgation.
- (i) To submit report regarding examination(s) and results review to the Vice-Chancellor.
- (j) The Director of Evaluation may initiate proposal to the Vice Chancellor to carry out suitable changes in the Ordinance of the University dealing with Examination and Processes there to.

#### **14.2 Controller of Examinations**

- (a) The Controller of Examinations shall report to the Director of Evaluation and perform such other functions as prescribed by the Ordinances approved by the Board of Management. The functions shall include all, but not restricted to,
  - (i) Issue of Date sheets for conducting different programmes, theory as well as practical examinations based on academic calendar
  - (ii) Coordination of paper-setting work.
  - (iii) Issue of Invigilation Plan and duties, examiners etc.
  - (iv) Preparation of seating plan.
  - (v) Finalize the students list eligible to take examinations in coordination with Schools/ERP system, announce the list and where required declare list of debarred students due to shortage of attendance / credits or any disciplinary action.
  - (vi) To arrange for printing of question papers and answer books and their safe custody.
  - (vii) Management and conduct of examinations
  - (viii) To arrange for the issue of hall tickets, grade sheets, transcripts, certificates, verification of genuineness of the certificates etc.
  - (ix) To look after all the pre-examination and post-examination related works

### **CHAPTER- III**

## **15. THE AUTHORITIES OF THE UNIVERSITY**

### **15.1 Sponsoring Body**

The Sponsoring Body consists of:

- (a) The President
- (b) The General Secretary

### **15.2 The President**

The Chairman of the sponsoring body shall be the President (Ex-Officio) of the University. The President in addition to the powers conferred by the Act shall have the following powers

- a. He shall be responsible to implement the policies determined by the Governing Body to give effect to provisions of the Act
- b. He shall liaison with the Government, other Universities and organizations for effectively carrying out the objectives of the university
- c. He can call for any paper of information relating to the affairs of the University. On the basis of the information so received, if he is satisfied that any order, proceeding or decision taken by any authority of the University is not in conformity with the Act, Statutes, he may place such order, proceeding, or decision before the Governing Body to review such order, proceeding, or decision in conformity with the provision of the Act or the

Statutes. Decision of the Governing Body shall be final.

### **15.3 The General Secretary**

- a. Managing Trustee of the Sponsoring Body will be the General Secretary (Ex-Officio)
- b. In the absence of the President, the General Secretary represents exercising all his powers
- c. He / She like the President shall liaison with the Government, Other Universities and organizations for effectively carrying out the objectives of the University
- d. He / She can call for any paper or information relating to the affairs of the University

### **15.4** The following shall be authorities of the University, namely: -

- (a) **The Governing Body;**
- (b) **The Board of Management;**
- (c) **The Academic Council;**
- (d) The Finance Committee;
- (e) The Boards of Studies;
- (f) The Admissions Committee;
- (g) The Examination Committee and
- (h) such other authorities as may be declared by the Statutes to be authorities of the University

## **15.5 THE GOVERNING BODY**

The Governing Body of the University shall consist of the following members, namely,

- a. The Chancellor;
- b. The Vice Chancellor;
- c. Spl. Chief Secretary / Principal Secretary / Secretary to the Government In-charge of Higher Education Department
- d. Two members nominated by the Sponsoring Body who are eminent people of standing in the fields of Industry, Academia, Management, Finance or Law
- e. Two members of the Sponsoring Body
- f. The Registrar shall be Ex-officio Secretary

### **15.5.1**The Chancellor shall be the Chairman of the Governing Body.

- a. Save as otherwise provided in this section, the term of nominated members of the Governing Body shall be minimum of three and maximum of five years from the date of nomination;  
Provided that each nominated member is eligible to hold the position for additional term of not more than ten years;
- b. It shall be the duty of the Sponsoring Body to maintain the gender parity, in nominating women members not less than one half of the total members in the composition of the Governing Body;
- c. An ex-officio member shall continue so long as he/she holds the office by virtue of which he/she is such a member;
- d. As nearly as one third of the nominated members, except the ex-officio member shall retire by rotation each year. In the first two instances, the Board of Management may decide the procedure to identify the members who will retire.
- e. A member may be re-nominated for the next term;



- f. A member may resign his office by writing under his hand, addressed to the Chairperson, but he shall continue in office until his resignation has been accepted by the Chairperson
- g. The Governing Body shall be the overarching supervisory and statutory authority of the University. All the movable and immovable property of the University shall vest in the Governing Body.

15.5.2 The Governing Body shall have the following powers, namely,

- a. to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- b. to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- c. to approve the budget and annual report of the University;
- d. to lay down the extensive policies to be followed by the University;
- e. to recommend to the Sponsoring Body about the voluntary liquidation of the University
- f. such other powers as may be prescribed by the Statutes;
- g. to vest to the Board of Management or any other entity or official of the University such of its powers as it deems appropriate, along with appropriate governance mechanism
- h. The Governing Body shall meet at least four times in a financial year.
- i. A Minimum one-half of the members shall form the quorum for a meeting of the Governing Body.

## **15.6 The Board of Management**

The Board of Management shall consist of: -

- a. Vice-Chancellor, Chairperson
- b. Two eminent persons from the field of Management, Finance & Law, Science and Technology and Humanities & Social Sciences or such other subjects, who are not the members of the Governing Body, to be nominated by the Sponsoring Body;
- c. One expert from industry nominated by the Chancellor
- d. Two members of the Sponsoring Body
- e. Three persons from amongst the Deans / Heads of Departments of the University (by rotation every year)
- f. The Registrar, shall be the Ex Officio-Secretary

Up to one-fourth members of the Board of Management, to be nominated by the Sponsoring Body;

Provided that it shall be the duty of the Sponsoring Body, to maintain the gender parity in nominating women members in any case not less than one fourth and not more than one half of total members in the composition of the Board.

Board of Management can have special invitees depending on the requirement from time to time

15.6.1 The Board of Management shall be the principal organ of the Management and the Principal executive body of the University and shall have the following powers:-

- a. To recommend to establish, on the advice of the academic council, Divisions and departments for the academic work.
- b. To recommend to create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance committee.

- c. To recommend to appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee
- d. To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the University in consultation with the Academic Council;
- e. To recommend for appointment of Visiting fellows, Faculty and Visiting Professors on the recommendation of the academic council.
- f. To recommend to create administrative, ministerial and other necessary posts in terms of the cadres laid down- and to make appointment thereof in consultation with the Finance Committee;
- g. To recommend to constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the University;
- h. To regulate and enforce discipline among the employees of the University and to recommend appropriate disciplinary action to the Governing Body, wherever necessary;
- i. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University;
- j. To grant leave of absence to the Vice-Chancellor and to make necessary arrangements in consultation with Vice-Chancellor for carrying on his/her functions during the period of absence on account of health issues or travel abroad for more than 15 days on personal work;
- k. To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- l. To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- m. To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- n. To advise the Holding Trustees (if any) on matters regarding acquisition, management-and disposal of any immovable property on behalf of the University
- o. To issue appeals for funds for carrying out the objectives of the University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.
- p. To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- q. To maintain a fund to which shall be credited: all moneys provided by the Central or State / UT Government(s) /University Grants Commission; all fees and other charges received by the University; all money received by the University as grants, gifts, donations, benefactions, bequest or transfers and all money received by the University in any other manner or from any other source;
- r. To open account or accounts of the University with anyone or more scheduled banks and to lay down the procedure for operating the same;
- s. To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- t. To invest the funds of the University or money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- u. To maintain 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 the Regulations / Bye-Laws;
- v. To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the University and for that purpose to appoint such agent or agents as it 'may deem fit;
  - w. To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for earning on the work of the University;
  - x. To establish, maintain and manage residencies for faculty and staff and hostels for the students of the University;
  - y. To recognize and maintain control and supervision on host's owned and managed by other agencies for the students of the University and to rescind such recognition;
  - z. To appoint such nominees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Candidates as it thinks fit;
  - aa. 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;
  - ba. To appoint Auditor for the ensuing year;
  - ca. To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal to the Registrar;
  - da. To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the University or any other person;
  - ea. To conduct all administrative affairs of the University not otherwise specifically provided for;
  - fa. To take all necessary decisions for the smooth and efficient functioning of the University.

#### 15.6.2 Terms of Membership

The term of membership of the Board of Management and its powers shall be as follows:

All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment

Members of the teaching staff in the Board of Management shall hold office for a period of 2 years, or till such time as they continue to be members of the teaching staff, whichever is less.

#### 15.6.3 Meeting of the Board of Management

- a. The Board of Management shall meet once in every two months. Not less than 15 days' notice shall be given of a meeting of the Board of Management.
- b. Every meeting of the Board of Management shall be presided over by its Chairman.
- c. Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the-Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- d. Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- e. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the University as soon as possible after meeting.

#### 15.6.4 Termination of Membership

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the SR University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

#### 15.6.5 Procedure of Meeting

- a. The Chairman, or in his absence, a member nominated by the Chairman for the purpose shall preside over the meeting.
- b. The Board of Management may refer any of the subjects within its purview to the relevant Committee/Body of the University Institution. The report of such Committee/Body shall be considered by the Board of Management.
- c. Provided that a member of the Board of Management shall not disclose any item on the agenda or any part thereof or the enclosure(s) to any person or the communication media.
- d. The decision of the Board of the Management shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussion and whether the decision is unanimous or otherwise, except the mention of any dissent specifically requested for by the member(s) for being so recorded. The minutes of the meeting shall be circulated to the members of the Board of Management along with the agenda of the succeeding meeting.
- e. The Secretary shall draw the minutes of the proceedings of the Board of Management and shall submit the same to the Chairman of the Board of Management for his approval. On the approval of the minutes, the Secretary may circulate. The action taken on the resolution be reported to the Board of Management in its subsequent meeting(s).
- f. The Vice Chancellor shall, on obtaining the approval of the Chancellor shall ensure the action as per the resolution of the Board of Management.
- g. The members of the Board of Management shall be under legal obligations to safeguard the interest of the University Institution and honor the resolutions and shall not take a different stand either in the Board of Management of law or otherwise, contrary to the decision of the Board of Management.
- h. The term of the members other than ex-officio members shall be of three years.
- i. A minimum of one-half of the members shall form the quorum. In case if meeting is adjourned for want of quorum, no quorum shall be required for subsequent meeting held with a gap of three days.

### **15.7 ACADEMIC COUNCIL**

- 15.7.1 The Academic Council, shall be the principal academic body of the University and shall subject to the provisions of the Statutes and the Ordinances, exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the schools, departments and centers, research and improvement of academic standards.
- 15.7.2 It shall aim to bring about and promote inter-School /center co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose.
- 15.7.3 It shall consider matters of general academic interest either on its own initiative, or on a reference by a School, Centre, Department or the Governing Body, and to take appropriate action thereon.
- 15.7.4 It shall frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, and attendance.

15.7.5 The Academic Council shall consist of the following members, namely-

(a)	The Vice Chancellor	-Chairman (Ex-Officio)
(b)	All Deans	-Members (Ex-Officio)
(c)	All Directors of Centres	-Members (Ex-Officio)
(d)	All Head of Academic Departments	-Members (Ex-Officio)
(e)	Two Professors, One Associate and one Assistant Professor, other than Heads of Departments by rotation	-Members
(f)	Two distinguished academicians to be nominated by the Vice Chancellor based on their special knowledge in educational progress and development.	-Members
(g)	Two Industry professionals to be nominated by the Vice-Chancellor	-Members
(h)	The Registrar	- Secretary (Ex-Officio)

15.7.6 The Vice-Chancellor shall be the Chairman of the Academic Council. The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the 1st day of January of the year in which nominated. The term of the office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated. The Vice Chancellor has right to review and modify the composition of the Academic Council at any time.

15.7.7 The Vice Chancellor shall preside over the meetings of the Academic Council and in his absence a member nominated by the Vice-Chancellor shall preside over the meeting. The procedure for the meetings of the Academic Council shall be as following:

- (a) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than 20% of the Academic Council members.
- (b) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; provided that the Chairman may call a special meeting of the Academic Council at short notice to consider urgent matters.
- (c) Agenda shall be circulated by the Registrar to the members at least two weeks before the meeting.
- (d) A minimum of One-third of the members of the Academic Council including the Chairman shall form a quorum for a meeting of the Academic Council.
- (e) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present. If the votes be equally divided, the Chairman shall have a casting vote.

15.7.8 In emergent cases, the Chairman, Academic Council may exercise the powers of the Academic Council. Further, in case of Chairman, exercising any of the powers on the Academic Council, the members shall be informed through email, post facto, and the decision put up in

- next meeting of the Academic Council for ratification.
- 15.7.9 The minutes of the proceedings of a meeting of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Academic Council. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Academic Council at any time during the office hours.
- 15.7.10 **Powers and Duties of the Academic Council:** Subject to the provisions under The Telangana Act 11 of 2018, Chapter IV, Section 22 (1) to (4) and the Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers duties and functions, namely-
- (a) To report on any matter referred to it by the Chancellor or Board of Management or Governing Body, as the case may be.
  - (b) To make proposals to the Management for the establishment of Departments, Special Centers, Specialized Laboratories Libraries and museums.
  - (c) Frame and revise curricula and syllabi for the courses of studies for the various Departments/Academic Centers.
  - (d) To consider proposals submitted by Board of Studies of the Departments of the University.
  - (e) To promote research within the University and to requisition from time to time reports on such research.
  - (f) To make recommendations to the Management with regard to the creation and abolition of teaching posts and the duties attached thereto.
  - (g) To recommend to the Board of Management the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalent degree and diplomas of the University.
  - (h) To recommend appointment of committees for admission to the University.
  - (i) Appoint Advisory Committees or Expert Committees or both for the Departments and the Academic Centres of the University to make recommendation on academic matters connected with the working of the Department/Academic Centre. The Head of the Department concerned shall act as convenor of such Committees.
  - (j) Appoint Committees from amongst the members of the Academic Council, other teachers of the University and experts from outside to advise on such specific academic matters as may be referred to any such Committee by the Academic Council; consider the recommendations of the Advisory Committee attached to various Departments and Academic Centres and that of Expert and other committees and take such action (including the making of recommendations to the Board of Management) as circumstances of each may require.
  - (k) Make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to Management.
  - (l) Supervise the working of the Library.
  - (m) To publish lists of prescribed or recommended textbooks and to publish the syllabi of prescribed courses of study.
  - (n) To make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary.

- (o) To recommend to the Management the draft Ordinances regarding examinations of the University and the conditions on which student should be admitted to such examinations.
- (p) To make recommendation to the Management in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses.
- (q) To make recommendations for the conferment of honorary degrees and to confer degrees, academic distinction, honours, diplomas, licenses, title and marks of honour.
- (r) To make proposals to the Management for the institutions of fellowships, Assistantship, scholarships, studentships medals and prizes and to award the same.
- (s) Provide for the inspection of the classes and the Halls of Residence/Hostels in respect of the instructions and discipline there in, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Management.
- (t) To promote the health and welfare of students and frame rules/constitute committees consisting of such number of teachers and students as may be necessary to advise the Academic Council on matters relating to the welfare of the students.
- (u) To perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Telangana Act No 11 of 2018, these Statutes and Ordinances;
- (v) the minutes of every meeting of the Academic Council shall be reported to the Board of Management.

## **15.8 THE FINANCE COMMITTEE:**

15.8.1 The Finance Committee shall be the principal financial body of the University within the meaning of Section 19, Sub Section(d) of the Telangana Act 11 of 2018, to take care of the financial matters. It shall consist of the following:

- |  |   |                      |
|--|---|----------------------|
| (a) The Vice-Chancellor  | - | Chairman             |
| (b) Deans of Faculties as represented in Governing Body              | - | Ex-Officio Members   |
| (c) Two nominees of Sponsoring Body as represented in Governing Body | - | Members              |
| (d) The Registrar  |   | Member               |
| (e) The Chief Finance Officer  | - | Ex-Officio Secretary |

15.8.2 The Vice-Chancellor shall be the Ex-Officio Chairman of the Finance Committee.

15.8.3 (a) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.

(b) The term of office of a nominated member under the Statute shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.

15.8.4 The Finance Committee shall meet at least twice every year to examine accounts and scrutinize proposals for expenditure provided that a period not exceeding 180 days shall elapse between two consecutive meetings.

15.8.5 Three members of the Finance Committee including the chairman and minimum one nominee of the sponsoring body shall form a quorum for a

meeting of the Finance Committee. It is essential that nominee of the Sponsoring body is in agreement with all financial recommendations of the Finance committee. Any financial decision taken without his/their written consent will be treated as null and void.

- 15.8.6 The provisions regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board of Management shall, so far as may be, shall be applicable in connection with the meetings of the Finance Committee.
- 15.8.7 The Vice Chancellor, if present shall preside at the meeting of the Finance Committee. In his absence, the Vice-Chancellor shall nominate a member to preside over.
- 15.8.8 The Finance Committee shall have the following powers and functions:
- (a) Examine and scrutinize the annual budget of the University. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Board of Management
  - (b) Give its views and make its recommendations to the Board of Management, either on the initiative of the Board of Management or the Vice Chancellor or on its own initiative of any financial question affecting the University.
  - (c) The annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Board of Management for approval with or without amendments.
  - (d) Consider and make its recommendations to the Board of Management on all such matters connected with the University, which have financial implications.
  - (e) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Board of Management.
  - (f) All minutes of the meetings will be circulated and prepared by the Chief Finance Officer and the record will be maintained by them.
- 15.8.9 In emergent cases, the Chairman may exercise the powers of the Finance Committee and report the action taken by him in the next meeting of the Finance Committee for its approval.

## **15.9 The Boards of Studies**

- 15.9.1 The Board of Studies in respective Schools/Programs shall have such composition and perform duties as laid down in the Ordinances of the University.
- 15.9.2 The functioning and procedures of Board of studies shall be as laid down in the ordinances of the University.

## **15.10 BOARD OF EXAMINATIONS**

The Board of Examinations is the statutory authority for conducting the Examinations and making policy decisions in regard to organizing and holding examinations, improving the systems of examinations  
Initially the formation of Board of Examinations shall be ad-hoc for three years from the date of conception of the university.

### **Powers and duties of Board of Examinations**

- a. The Board of Examinations shall ensure proper organization of examinations and tests of the university, including moderation, tabulation and the declaration of results.
- b. The Board shall meet at least twice in each academic term.
- c. In particular and without prejudice to the generality of duties as mentioned in sub-section (a), the Board shall exercise the following powers and perform the following duties, namely:-



- i. to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies;
  - ii. to undertake, exercise and experiment in examination reforms;
  - iii. to exercise such other powers in relation to examinations as may be assigned to it by or under the Act.
- d. In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Board the action taken by him.
- e. In order to appoint paper-setters, examiners and moderators, the Board of Examinations shall constitute committees for every subject consisting of,
  - i. the Dean of the concerned faculty;
  - ii. the Chairman of the concerned Board of Studies;
  - iii. two members of the Board of Studies nominated by Chairman, Board of Studies from amongst its members
- f. Dean of the concerned faculty shall be the Chairman:
  - i. The Controller of Examinations shall act as Member Secretary of such committees;
  - ii. The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Examination Board, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;
  - iii. No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner, moderator or referee;
  - iv. Assessment of answer books for all degree, diploma, certificate examinations shall be done centrally through central assessment system. All the answer-books of an examination shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centers and they will assess the answer books at the center only. The answer-books will then be de-masked and the result sheets will be prepared by tabulators and/or moderators. Provided that, the university may, adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable. Provided further that, the university may adopt an alternative system to the masking and de-masking system for ensuring objective of secrecy as provided above.
  - v. In order to investigate and take disciplinary action for, mal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever the Board of Examinations shall constitute a committee of not more than five persons of whom one shall be Chairman;
  - vi. Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit against the person or persons involved in the mal-practices, directly or indirectly.
  - vii. The Board shall prepare the financial estimates for incorporation in the budget of the university and shall submit the same to the Finance Committee.
  - viii. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
  - ix. Any kind of grievances in regard of examinations, can be referred / appealed to the Vice-Chancellor for his final decision.

### **15.11 SELECTION/PROMOTION COMMITTEES**

- a. There shall be Selection Committees for making recommendations to the Board of Management for appointment to the post of

Professor, Associate Professor, Assistant Professor, Registrar, Chief Finance Officer, Controller of Examinations, Librarian and other members of the staff etc.

- b. The Selection Committee shall be constituted as per the extant UGC regulations on the subject and shall comprise.
  - i. Vice Chancellor -Chairman
  - ii. Dean (of respective school)/Director of the respective centre.
  - iii. Head of respective Departments (if professor).
  - iv. Subject Expert(s) as decided by the Vice Chancellor
- c. The Vice-Chancellor shall convene and preside at the meeting of the Selection/ Promotion Committee.
- d. If the Board of Management is unable to accept the recommendations made by the Selection/Promotion Committee, it shall record its reasons and submit the case to the Chancellor for final orders.
- e. An authority of the University may appoint as many standing or special Committees as it may deem fit, and may appoint to such committees, persons who are not members of such authority.

## **16. THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY AND OTHER ACADEMIC AND ADMINISTRATIVE STAFF AND THEIR EMOLUMENTS**

- 16.1 All teaching posts, namely those of Professors, Associate Professors, and Assistant Professors shall be created by the Board of Management. Similarly, non-teaching staff positions shall also be created and defined by the Board of Management on the recommendations of the Vice Chancellor.
- 16.2 Recommendations of Selection Committees will be forwarded by the Vice-Chancellor to the Board of Management for approval as applicable.
- 16.3 All appointments to teaching posts shall be approved by the Board of Management and reported during next meeting of the Governing Body
- 16.4 Teaching positions shall be advertised in at least one leading National Newspaper and the University Website as per the norms prescribed by the UGC for wide circulation. The details of advertised post(s) shall be provided on the University Website.
- 16.5 A Screening Committee consisting of three members, appointed by the Vice-Chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the criteria as approved by the vacancy approving authority, and to be called for the interview. Also, a list of candidates not shortlisted and not to be called for the interview shall also be prepared separately giving the reasons for the rejection.
- 16.6 Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- 16.7 Every Selection Committee **shall consist of the Vice-Chancellor** who shall be the Chairman thereof. The selection Committee for making recommendation for appointment to a post specified in Column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table.

Professor/Associate Professor/Assistant Professor	(i) Dean of School/Director of centre (i) The Head of the Department concerned, (if he is Professor). (ii) Two subject expert not connected with the University, nominated by the Vice Chancellor out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the faculty will be concerned.
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Librarian	<ul style="list-style-type: none"> <li>(i) Chairman Library Committee</li> <li>(ii) Two persons connected with the University, who have special knowledge of the subject or Library Science to be nominated by the Vice Chancellor.</li> </ul>
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1. For non-teaching staff the selection committees shall be approved by the Vice Chancellor, unless specified under statutes for respective appointment, by the vice chancellor.
2. The Selection Committee shall recommend to the Chancellor the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.
3. After the approval of Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the Registrar.
4. In addition to full-time teachers, the Vice-Chancellor may also decide to engage teachers for a fixed term/ part time on contractual basis for short durations.

## **17. THE CONDITIONS OF SERVICE OF EMPLOYEES INCLUDING PROVISIONS FOR RETIREMENT BENEFITS, INSURANCE AND PROVIDENT FUND, THE MANNER OF TERMINATION OF SERVICE AND DISCIPLINARY ACTIONS**

- 17.1 Every teacher and salaried officer and such other employees, as are mentioned in the Statutes, shall be appointed under a written contract on such terms and conditions as may be agreed to between parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.
- 17.2 Subject to the conditions laid down in the ordinance, the terms and conditions of service shall be made in the form of service rules and approved by the Board of Management. It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following
- (a) Personnel policies.
  - (b) Pay & Allowances rules.
  - (c) Traveling Rules.
  - (d) Leave Rules.
  - (e) Policy covering health and wellbeing/medical/Insurance.
  - (f) Policy on Loans and Advances.
  - (g) Honorarium and Schedule of payment.
  - (h) Dependent Policy.
  - (i) Appraisal and Career progression.
  - (j) Recruitment norms.
  - (k) Ethics policy and code of conduct.
  - (l) Policy on Sponsored Projects and Consultancy.
  - (m) Policy on dealing with Sexual Harassment at workplaces.
  - (n) Discipline Policy.
  - (o) Gratuity, Provident fund.

## **18. THE PROCEDURE FOR SETTLEMENT OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND THE UNIVERSITY**

- 18.1 Subject to provisions of the Telangana. Act No 11 of 2018 the university

shall provide a fair and reasonable opportunity to employees or students who have any grievance with regard to any aspects of their employment/rules/grievance with the University. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor. Wherever necessary, the Vice Chancellor will constitute a grievance hearing committee; members of which will be appointed by him.

- 18.2 Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor or Chairman of Governing Body. The decision of the authorities to whom case is finally referred in this regard will be final unless the Chancellor feels otherwise. Cases of such grievances dealt, shall be reported to the Board of Management for information.

## **19. THE PROCEDURE FOR APPEAL TO THE BOARD OF MANAGEMENT BY ANY EMPLOYEE OR STUDENTS OF THE UNIVERSITY**

- 19.1 Once the decision has been given on any dispute arising between the University and any of its employees, the aggrieved party has the right to appeal against such decision to the Board of Management unless such a decision was taken by the Governing Body.
- 19.2 The aggrieved party should submit an appeal in writing addressed to chairman of the Board of Management giving full details of the case and reasons for appeal.
- 19.3 The appeal shall be considered by the Board of Management in regular or special meeting or through the circulation note.
- 19.4 The decision of Board of Management shall be final

## **20. THE CONFERMENT OF HONORARY DEGREES**

- 20.1 All proposals for the conferment of honorary degrees shall be made by the Academic Council and require the assent of the Board of Management.
- 20.2 Provided that in case of urgency; the Chairman of the Board of Management may approve the conferment of the Honorary Degrees and other Academic Distinctions on behalf of the Governing Body.

## **21. WITHDRAWAL OF DEGREE, DIPLOMA, CERTIFICATE AND OTHER ACADEMIC DISTINCTIONS**

- 21.1 The Board of Management on the recommendation of the Academic Council may approve withdrawal of any distinction, degree, diploma or privilege conferred on or granted to, any person
- 21.2 The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, recommend withdrawal any degree of academic distinction conferred on, or any certificate of diploma granted to, any person by University for good and sufficient cause like if such a person has been found to have obtained such a degree or diploma or certificate-fraudulently or has obtained admission through a false caste certificate or any other reason after investigation.
- 21.3 Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him to show cause within such time as may be specified in the notice as why such resolution should not have passed and until his objections, if any, and any evidence he produce in support of them have been considered by the Academic Council.
- 21.4 A copy of the resolution passed by the Syndicate shall be immediately sent to the person concerned.
- 21.5 Any person aggrieved by the decision taken by the Board of Management may appeal to the Chancellor within thirty days from the date of receipt of such resolution.
- 21.6 The decision of the Chancellor on such appeal shall be final

## **22. INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES**

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

- a. The Fellowship/Scholarships/Studentships shall be given to the eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation.
- b. University may announce scholarship schemes for Undergraduate/Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Board of Management. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- c. The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma Programs. 'Gold Medals' shall be awarded only to students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria.

## **23. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS**

- 23.1 All powers relating to discipline and disciplinary action in relation to students shall vest in Vice Chancellor.
- 23.2 Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his /her powers aforesaid, order or direct that any student or student he expelled from the university , or be fined a sum of rupees ( that may be specified), or be debarred from taking an examination or examination for one or more years or that the results of student or student concerned in the examination or examination in which he/she has or they have appeared be cancelled.
- 23.3 The Vice chancellor may, delegate all or such of his powers, as he deems proper to the Dean, and to such other persons as he may specify in this behalf, by the approval of the Chancellor of the university.

## **24. THE ESTABLISHMENT AND ABOLITION OF DEPARTMENTS, CENTRES AND OTHER CONSTITUENTS ETC.**

- 24.1 There shall be Programs of Study in the University for Degrees, Diplomas and Certificates in different Schools/Departments/Centres.
- 24.2 The University shall offer such programs in the Departments and Centres as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s)/Centre(s).
- 24.3 Further, the Board of Management based on the advice of the Academic Council create any such Department or Constituent as allowed in the Act for conduct of courses or programs as per the Telangana Act No: 11 of 2018.
- 24.4 The Board of Management in addition to the powers to introduce, modify a Department/centre may also discontinue/abolish a program/ Department/Centre on recommendations of the Academic Council. The procedure for phasing out a program/Department shall be based on following: -
  - (a) When the courses offered by the Department become obsolete.
  - (b) When the subscription on such courses become untenable to continue.
  - (c) When alternate and better programs become available.
- 24.5 Before approving such discontinuation, the Board of Management shall ensure

that the existing students in the program/Department are allowed to complete the courses in which registered.

## **25. THE DELEGATION OF POWERS VESTED IN THE AUTHORITIES OR OFFICERS OF THE UNIVERSITY**

25.1 Subject to the provisions of the Telangana Act No: 11 of 2018, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the officer or authority delegating such powers.

25.2 Such delegation of power shall be notified and approved by the Governing Body.

## **26. ALL OTHER MATTERS**

### **26.1 Provision Regarding fee to be charged from the Students**

- a. The fee to be charged by the University shall be as defined in the relevant Ordinances of the University.
- b. All the Programs in the University will be run in self-finance mode. The types of fee which may be charged from the students shall be as per the ordinance;
- c. The University can introduce any other heads of fees from time to time.
- d. In addition, charges for duplicate mark sheets, issuance of degree and such other examinations or result, related fee may be charged from the students, as prescribed in the Ordinance.

### **26.2 Administration of Endowments**

Administration of Endowments for the award of fellowships, Scholarships, Medals, Prizes etc. in the University-in addition to regular scholarships/ Fellowships/ Assistantships for Ph.D, M.Tech. Chancellor's Medals, Vice-Chancellor's Medals shall be as follows:

- a. The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc.
- b. The Board of Management shall administer all such endowments.
- c. The award shall be made out of the annualizing amount accruing from the Endowment. Any part of the income which is not so utilized shall be added to the endowment.
- d. The Board of Management shall prescribe the conditions of depositing the endowment in a bank.
- e. The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.
- f. In case any endowment is accepted by the Governing Body, the Board of Management shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.

### **26.3 Annual Report and the Balance Sheet**

- a. The Annual Report and Balance Sheet of the University along with income and expenditure accounts of the University, duly audited by the chartered accountant appointed by the University shall be prepared by the Finance Committee. The Annual Report shall be for the academic year (July to June) whereas Annual audited accounts shall be for

financial year (April to March).

- b. The Report shall be placed before the Board of Management, along with their recommendations.
- c. A copy of the annual report and the annual accounts prepared under the Telangana Act No: 11 of 2018 above shall be presented to the Sponsoring Body after approval by the Board of Management.

#### 26.4 Resignation

Resignation rendered by an employee shall be processed as per the Regulations prescribed for the purpose.

- a. Any member other than an-officio member of the Board of Management, the Governing Body, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the chairman of respective authority and process the same through Registrar. The resignation, once accepted, shall take effect as soon as the letter is received by the member.
- b. Any Officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to the Registrar. Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

#### 26.5 Action Against Teachers and Non-Teaching staff including removal

- a. Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall institute an inquiry committee for the purpose. Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher suspension and shall forthwith report to the Chancellor the circumstances under which the order was made:
  - (i) Based on the inquiry committee report, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice-Chancellor shall take the approval of the Chancellor whose decision will be final.
  - (ii) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.
- b. Notwithstanding anything contained in the terms of his contract of service or of his appointment, The Board of Management shall be entitled to remove a teacher on the ground of misconduct.
- c. Save as aforesaid the Governing Body shall not be entitled to remove a teacher except for a good and sufficient cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.
- d. No teacher shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.
- e. Removal of employees other than a teacher
  - (i) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the Authority which is competent to appoint the employee if: -
    - (aa) he/she is of unsound mind.
    - (ba) he/she is an undischarged insolvent.
    - (ca) he/she has been convicted by a Board of Management of law

of any criminal offence or an offence involving moral turpitude and,

- (da) he/she is otherwise guilty of misconduct,
- (ii) Provided that no officer of the University shall be removed from his services unless resolution to that effect is passed by the Board of Management
- (iii) No such employees shall be removed until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.

#### **26.6 Rules and Regulations:**

Subject to the provisions of the Telangana Act No 11 of 2018, Statutes and Ordinances, the Board of Management shall frame Rules and Regulation for effective functioning of the University.

#### **26.7 Disputes as to Membership**

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

#### **26.8 Validation of Certain Acts, Decision**

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

#### **26.9 Elected Chairman to preside where no provision is made in the Statutes**

Where by the Telangana Act No 11 of 2018, or the Ordinances, no provision is made for a Chairman to preside over a meeting of any University Authority, Board or Committee or when the Chairman so provided for is absent, the members present shall elect one among themselves to preside at the meeting.

#### **26.10 Disqualifications**

A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the University if:

- a. He/she is of unsound mind;
- b. He/she is an undischarged insolvent;
- c. He/she has been convicted by a Board of Management of law of any criminal offence or an offence involving moral turpitude; and
- d. He/she is otherwise guilty of proven misconduct

If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in Clause (i) the question shall be referred for the decision of the Chancellor and his decision thereupon shall be final.

**CHITRA RAMCHANDRAN  
SPECIAL CHIEF SECRETARY TO GOVERNMENT  
EDUCATION DEPARTMENT**