



महाराष्ट्र शासन राजपत्र

असाधारण भाग चार-ब

वर्ष ८, अंक १८(३)]

शुक्रवार, जुलै १५, २०२२/आषाढ २४, शके १९४४

[पृष्ठे ३८, किंमत : रुपये ९.००

असाधारण क्रमांक २६२

प्राधिकृत प्रकाशन

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

SKILL, EMPLOYMENT, ENTREPRENEURSHIP AND INNOVATION DEPARTMENT

Madam Cama Marg, Hutatma Rajguru Chowk, Mantralaya,
Mumbai 400 032, dated 15th July 2022

NOTIFICATION

ATLAS SKILLTECH UNIVERSITY, MUMBAI ACT, 2021.

No. KOUVIU-2022/C.R.(14/22)/Udyojkta.—In exercise of the powers conferred by sub-section (4) of section 30 of the ATLAS SKILLTECH University, Mumbai Act, 2021 (Mah. Act No. XV of 2021), the Government of Maharashtra hereby published the first statutes of Atlas Skilltech University appended herewith as 'Annexure-A' and appoints the 15th day of July, 2022 to be the date on which the said statutes, shall come into force.

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

MANISHA VERMA,
Principal Secretary to Government.

FIRST STATUTES 2022

Under the Act of

ATLAS SKILLTECH UNIVERSITY ACT, 2021

(Maharashtra Act No. XV of 2021)

TABLE OF CONTENT

Statute No.	Particulars	Page.
1	PRELIMINARY	3
2	OFFICERS OF THE UNIVERSITY	
2.1	The President and Executive President	4
2.2	The Vice - Chancellor	6
2.3	The Pro-Vice-Chancellor	10
2.4	The Deans of Faculties / Schools	10
2.5	The Registrar	12
2.6	The Director of Assessment and Evaluation:	14
2.7	The Chief Finance and Accounts Officer	16
3	AUTHORITIES OF THE UNIVERSITY	
3.1	The Governing Body	19
3.2	The Board of Management	20
3.3	The Academic Council	23
3.4	The Board of Assessment and Evaluation	28
3.5	The Finance Committee	31
3.6	The Admission Committee	32
3.7	The Board of Studies	32
3.8	Other Authorities of the University	34
4	OTHER PROVISIONS OF THE UNIVERSITY	
4.1	Appointment, Emoluments, and Other Terms and Conditions of the University Employee	35
4.2	The Procedure for Arbitration in case of disputes between the employees, students, and the University	35
4.3	Conferment of Honorary Degrees	35
4.4	Admission and Registration of Students	36
4.5	University Fees	36
4.6	Exemption of student(s) for payment of tuition fee and awarding to them scholarship and fellowship	37

THE FIRST STATUTES OF THE ATLAS SKILLTECH UNIVERSITY, MUMBAI**CHAPTER – 1: PRELIMINARY**

1.1. These Statutes may be called the First Statutes of the ATLAS SKILLTECH UNIVERSITY, MUMBAI.

These shall come into force with immediate effect.

1.2. In these Statutes, unless the context otherwise requires:

- a) 'Act' means the ATLAS SKILLTECH UNIVERSITY ACT 2021 (Maharashtra Act No. XV of 2021)
- b) 'Academic Council' means Academic Council of the University.
- c) 'Act' means the ATLAS SKILLTECH UNIVERSITY ACT 2021 (Maharashtra Act No. XV of 2021)
- d) 'Admission Committee' means Admission Committee of the University.
- e) 'Board of Assessment and Evaluation' means Board of Assessment and Evaluation of the University.
- f) 'Board of Management' means the Board of Management of the University.
- g) 'Board of Studies' means Board of Studies of the University.
- h) 'Clause' means a clause of these Statutes in which that expression occurs.
- i) 'Finance Committee' means Finance Committee of the University.
- j) 'Governing Body' means Governing Body of the University.
- k) 'He' includes all genders.
- l) 'Prescribed' means as may be laid down in Ordinances.
- m) 'Section' means a section of the ATLAS SKILLTECH UNIVERSITY ACT 2021 (Maharashtra Act No. XV of 2021).
- n) 'State Government' means the Government of Maharashtra.
- o) 'Sponsoring Body' means Future Technology Skills Foundation, Mumbai.
- p) 'University' means the ATLAS SKILLTECH UNIVERSITY, MUMBAI.
- q) Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.

1.3. The powers conferred on the University under the ATLAS SKILLTECH UNIVERSITY ACT 2021 (Maharashtra Act No. XV of 2021) shall be executed by the Officers and the Authorities of the University, as may be laid down in the Statutes and Ordinances.

CHAPTER – 2: OFFICERS OF THE UNIVERSITY

Officers of the University will be:

2.1. The President & Executive President:

- a) The Sponsoring Body shall appoint the President who shall also be the Chancellor of the University for a tenure of five years, which may be renewed for additional tenures. President shall hold his office at the pleasure of the Sponsoring Body.
- b) The Sponsoring Body shall also appoint the Executive President to assist and represent President of the University in discharging his duties partially or fully as the case may be decided by President for tenure of five years, which may be renewed for additional tenures. Executive President shall hold his office at the pleasure of the Sponsoring Body.
- c) The President shall, by virtue of his office, be the Head of the University and the Governing Body and shall preside over convocations of the University.
- d) The President shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the President, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against anyone as he deems fit and the Vice-Chancellor shall comply with such directives.
- e) The President shall preside over the meetings of the Governing Body and convocation of the University for conferring Degrees, Diplomas or other Academic Distinctions and shall have the right to conduct an inspection of a school, hostel, office, or any other establishment/ part of the University and of the examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University. The decision of conducting an inspection can be taken by the President suo-moto or on a representation.
- f) The President may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the address made by the President, the

Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the President and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall take action on the advice given by the President within a reasonable time.

- g) The Authority concerned shall communicate, through the Vice-Chancellor to the President, the action taken on the advice of the President.
- h) Where the Authority concerned does not take action to the satisfaction of the President within the time limit, if any, fixed by the President, the President may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- i) Without prejudice to the foregoing provisions of the section, the President may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.
- j) Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose by the Board of Management shall be subject to confirmation by the President.
- k) If in the opinion of the President, the Vice-Chancellor wilfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the President that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the President may suspend the Vice-Chancellor during the pendency or in contemplation of any inquiry against him. In such a situation the President will assign any other qualified and competent person, will be assigned officiating charge to work as Vice-Chancellor by the President. The President shall appoint a high power enquiry committee and based on its recommendations, if so decided, by order under his signatures remove the Vice-Chancellor. The President shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- l) The President shall have the powers such as to call for any information and record, to appoint the Vice-Chancellor, to remove the Vice-Chancellor in accordance with the provisions of sub section (7) of section 14 of the ATLAS SKILLTECH UNIVERSITY, MUMBAI ACT 2021 (Maharashtra Act No. XV of

2021) issued by Government of Maharashtra and such other powers as may be specified by the statutes in force time to time.

- m) The President shall also have such other power as may be specified elsewhere in the Act or Statutes.

2.2. The Vice-Chancellor

- a) The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the President from amongst the persons whose names are submitted to him by the Search committee constituted in accordance with the provisions of sub-clause,

Provided that the first Vice-Chancellor shall be appointed by the Board of Sponsoring Body.

- b) The Search committee for the selection of the Vice-Chancellor shall comprise:

- i A prominent member of the Governing Body or Academician nominated by the Governing Body - (Chairman).
- ii One nominee of the President of University- (Member).
- iii One member of the Governing Body, who is also member of the Sponsoring Body, nominated by the Governing Body of the University - (Member).

The Registrar of the University will act as the convener for the search committee. The Registrar will provide all the administrative support to the committee, but will not participate in the deliberation of the committee.

- c) The committee shall at least sixty days before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation under sub-clause (g), and also whenever so required and before such date as may be specified by the President, submit to the President, names of three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the President a concise statement showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference.
- d) Where the President does not consider any one of the persons recommended by the committee to be suitable for appointment as a Vice-Chancellor, he may require

the Committee to submit a list of fresh names in accordance with sub-clause (c).

- e) If the Committee in the case referred to in sub-clause (c) or sub-clause (d) fails or is unable to suggest any names within the time specified by the President, or if the President does not consider any one or more of the fresh names recommended by the Committee to be suitable for appointment as Vice-Chancellor, another Committee consisting of three persons of eminence shall be constituted by the President, and this committee shall submit the names in accordance with sub-clause (c).
- f) No act or proceeding of the Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members or by reason of some person having taken part in the proceeding who is subsequently found not to have been entitled to do so.
- g) The Vice-Chancellor shall hold office for a term of five years from date on which he enters upon his office;
 Provided that the Vice-Chancellor may, by writing under his hand addressed to the President, resign his office, and shall cease to hold his office on the acceptance by the President of such resignation.
 After expiry of this tenure, if the Governing Body of University so desires, he may be re-appointed for another term of three years.
- h) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be determined by the President.
- i) In any of the following circumstances, the existence of which the President shall be the sole judge, the President may appoint a competent and qualified person, to the office of the Vice-Chancellor for a term, not exceeding six months, as he may specify:
 - i) Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, OR
 - ii) Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in accordance with the provisions of the sub-clause (a) to (d), OR
 - iii) In any other emergency, provided that the President may, from time to time, extend the term of appointment of any person to the office of Vice-Chancellor under this sub-clause, so that the total term of such

appointment including the term fixed in the original order, does not exceed one year.

- j) The Vice-Chancellor shall be the principal academic and Executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions and recommendations of the various Bodies and the Authorities of the University.
- k) He shall be responsible through the Director of Assessment and Evaluation and the Board of Assessment and Evaluation for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates.
- l) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, Academic Council and the Board of Assessment and Evaluation.
- m) He shall have the power to convene or cause to be convened, meetings of the Board of Management, Academic Council and the Board of Assessment and Evaluation.

Provided that he may delegate this power to any Officer of the University.

- n) In the absence of the President or his nominated representative from the Sponsoring Body, the Vice-Chancellor shall preside at the meetings of the Governing Body and the convocations of the University.
- o) Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any Authority is beyond the power conferred on them by the provisions of the Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask that Authority concerned to review their decision within sixty days of such a decision, and if the Authority refuses to review their decisions, either in whole or in part, as directed by the Vice-Chancellor or no decision is taken by them within the said period of sixty days, the matter shall be referred to the President whose decision thereon shall be final.

Provided that, the decision of the Authority concerned shall remain suspended during the period of review of such decision, if so directed by the Vice-Chancellor.

- p) The Vice-Chancellor shall have the right to speak in and otherwise to take part in

the meetings of any other Authority or Body of the University.

- q) It shall be the duty of the Vice-Chancellor to ensure faithful observance of the provisions of the Act, the Statutes and the Ordinances and shall, without prejudice to the powers of the President, exercise all such powers as may be necessary in this behalf.
- r) Where any matter is of urgent nature requiring immediate action and the same could not be immediately dealt with by any Officer or the Authority or other Body of the University empowered by or under Statutes to deal with it, the Vice-Chancellor may take such action as he may deem fit and shall forthwith report the action taken by him to the Officer, Authority, or other Body, who or which in the ordinary course, would have dealt with the matter,

Provided that if the Officer, Authority or other Body is of opinion that such action ought not to have been taken, it may refer the matter through the Vice-Chancellor to the President who may either confirm the action taken by the Vice-Chancellor or annul the same or modify it in such manner, as he thinks fit and thereupon, it shall cease to have effect or, as the case may be, take effect in the modified form. However, such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice-Chancellor.

Provided also that any person in the service of the University, who is aggrieved by the action taken by the Vice-Chancellor under this sub-clause, shall have the right to appeal against such action to the President within sixty days from the date on which the decision of such action is communicated to him and thereupon, the President may confirm, modify or reverse the action taken by the Vice-Chancellor.

- s) In exceptional circumstances, the Vice-Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances.
- t) Nothing in sub-clause (r) and (s) shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- u) Where the exercise of the power by the Vice-Chancellor under sub-clause (s) involves the appointment of an officer, such appointment shall terminate on

appointment being made in the prescribed manner or on the expiry of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier.

- v) The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and the Ordinances.
- w) The Vice-Chancellor may be removed from the office if the President is satisfied that the incumbent:
 - i has become insane and stands so declared by a competent court;
 - ii has been convicted by a court for any offence involving moral turpitude;
 - iii has become an undischarged insolvent and stands so declared by a competent court;
 - iv has been physically unfit and incapable of discharging functions due to protracted illness or physical disability;
 - v has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes or has abused the powers vested in him or the continuance of the Vice-Chancellor in the office has become detrimental to the interests of the university;

Provided that, the Vice-Chancellor shall be given a reasonable opportunity to show cause by the President before taking recourse for his removal under clause (v).

2.3. The Pro-Vice-Chancellor

- a) The President may appoint one or more Pro – Vice – Chancellor(s) to assist the Vice – Chancellor.
- b) The Pro-Vice – Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the University Bodies as assigned or in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor from time to time.

2.4. The Deans of Faculties / Schools

- a) The Deans shall be appointed by the President on the recommendation of a duly

constituted Selection Committee consisting of the following:

- i The Vice-Chancellor – (Chairman)
 - ii One member of Governing Body, nominated by The President – (Member)
 - iii One member of the Board of Management, nominated by the Board of Management – (Member)
 - iv Registrar shall act as the secretary of the committee
- b) He will hold the office of the Dean for a period of three years.
- c) The Dean shall preside at all meetings of the concerned Board of Studies and shall ensure that various decisions of the Board of Studies are implemented.
- d) He shall have the right to present and to speak at any meeting of the Board of Studies / Academic Committees pertaining to his School but shall have no right to vote there unless He e is a member thereof.
- e) If a casual vacancy occurs in the office of the Dean, the Vice-Chancellor shall appoint a teacher from that same Faculty/School to perform the duties of the Dean until a regular appointment of the Dean is made.
- f) The Dean shall have the following duties and powers:
- i preside at all the meetings of the Board of Studies and shall see that the various decisions of the Board are implemented.
 - ii be responsible for bringing the academic, financial, and other needs of the Faculty/School to the notice of the Vice-Chancellor.
 - iii take necessary measures for proper custody and maintenance of libraries, laboratories, and all other assets of the departments comprising of the Faculty/School.
 - iv be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of the quality of education including standards of teaching and research, and training of teachers within his faculty. He shall work directly under the superintendence, direction, and control of the Vice-Chancellor;
 - v be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;

- vi facilitate the creation of a learner-centric environment conducive for quality education;
- vii arrange for feedback responses from the students, the teachers, non-teaching staff, the parents, and the other stakeholders on quality-related institutional processes;
- viii ensure appropriate actions, as are needed for the maintenance of the quality of teaching spelled out by the Internal Quality Assurance Cell;
- ix ensure that the teachers appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;
- x be responsible for the dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
- xi organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;
- xii be responsible for development of quality culture in higher education;
- xiii control, regulate, and coordinate research activities to maintain standards of teaching and research in the university departments;
- xiv recommend to the Academic Council proposals for the conduct of post-graduate courses in university departments;
- xv be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;
- xvi be responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Board of Management, and the Board of Assessment and Evaluation;
- xvii be responsible for the creation of a repository of questions with model answers which shall be continuously updated and expanded;
- xviii render necessary assistance for redressal of grievances of the students in the school;
- xix exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor from time to time.
- xx One or more Teacher of the Faculty / School may be designated as

Associate Dean(s) in addition to their duties as Teacher of the University to strengthen the academic administration of the Faculty / School.

2.5. The Registrar

- a) The Registrar shall be appointed by the President on the recommendation of a duly constituted Selection Committee consisting of the following:
 - i The Vice-Chancellor – (Chairman)
 - ii One nominee of the Governing Body – (Member)
 - iii Two members of the Board of Management, nominated by the President- (Member)
 - iv One external expert, nominated by the Vice-Chancellor- (Member)
- b) The Registrar shall be a whole-time salaried officer of the University and shall be directly responsible to the Vice-Chancellor
- c) The term of the office of the registrar shall be for a period of 3 years, renewable for additional term(s) with the approval of the President.
- d) The Registrar shall have the power to authenticate records on behalf of the University.
- e) The Registrar shall be responsible for due custody of the records and the common seal of the University.
- f) He shall be ex-officio non-member Secretary of the Governing Body, the Board of Management and the Academic Council. He shall be bound to place before these authorities all such information as may be necessary for the transaction of their business. He shall also be the Member Secretary of Selection Committee for the appointment of the staff of the University. He shall perform such other duties as may be prescribed by the Statutes and Ordinances or required from time to time, by the Board of Management of the Vice-Chancellor. He shall not, by virtue of this sub-clause, be entitled to vote.
- g) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management, and Academic Council, but shall not have the right to vote.
- h) The Registrar shall have disciplinary control over all staff and employees of the University.
- i) The power to take any disciplinary action under the above sub-clause except to order dismissal, removal, reduction in rank, reversion, termination or compulsory

retirement of an employee referred to in the said sub-clause, shall lie with the Registrar. It shall include the power to suspend such employee during the progress or in contemplation of an inquiry. However, order of dismissal, removal, reduction in rank, reversion, termination or compulsory retirement may be made by the Registrar with the prior approval of the Vice-Chancellor.

- j) Subject to the provision of the Act, it shall be the duty of the Registrar:
 - i To be the custodian of all properties of the University unless otherwise provided for by the Board of Management.
 - ii To issue all notices convening meetings of various Authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings.
 - iii To conduct the official correspondence of the Governing Body, the
 - iv Board of Management and the Academic Council.
 - v To exercise all such powers as may be necessary or expedient for carrying out the orders of the President, Vice-Chancellor, or various Authorities or Bodies of the University of which he acts as non-member Secretary.
 - vi To represent the University in suits or proceedings by or against the University, sign vakalatnama, powers of attorney and verify the pleadings.
 - vii To exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university.
- k) The Registrar in his work would be assisted by a number of other officers including Deputy and Assistant Registrars as prescribed and appointed by the Vice-Chancellor. Their work and conduct shall be supervised by the Registrar.
- l) The President can suspend the Registrar, institute inquiry, and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The President can remove the Registrar without assigning any reason after giving him notice of three months of salary in lieu of the notice period.
- m) The Registrar may resign his office after giving three months' notice in advance to the President through the Vice-Chancellor and shall cease to hold his office on the acceptance by the President of such resignation or on expiry of the notice period, whichever is earlier.

2.6. The Director of Assessment and Evaluation

- a) The Director of Assessment and Evaluation will be appointed by the President on the recommendation of the selection committee constituted as under:
 - i The Vice-Chancellor - (Chairman)
 - ii One nominee of the Governing Body - (Member)
 - iii One member of the Board of Management, nominated by the President - (Member)
 - iv One Dean / Director from the University as an expert, nominated by the Vice-Chancellor - (Member)
 - v Registrar - (Non- member Secretary)
- b) The term of the office of the Director of Assessment and Evaluation shall be for the period of three years, renewable for additional term with approval of the President.
- c) The Director of Assessment and Evaluation shall be the principal Officer in-charge to supervise examinations and declaration of results and making it available on internet/intranet and all such official public platforms for the students. He shall discharge his functions under the direct supervision, direction and guidance of the Vice-Chancellor.
- d) He shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- e) The Director of Assessment and Evaluation shall be the Member Secretary of the Board of Assessment and Evaluation and may be invited to a meeting of the Board of Management, as and when required.
- f) The Director of Assessment and Evaluation shall be responsible for making all the arrangements necessary for holding examinations and tests and timely declaration of results.
- g) Subject to the prior approval of the Vice-Chancellor, the Director of Assessment and Evaluation shall perform the following duties and responsibilities, namely:
 - i To prepare and announce in advance the calendar of examinations.
 - ii To appoint Examiners and Moderators from the list finalized by the Board of Assessment and Evaluation.
 - iii To arrange for printing of question papers and blank answer books and their safe custody.

- iv To arrange to get performance of the candidates at the examinations properly assessed and to process results.
- v To arrange for timely publication and declaration of the results of University Examinations and other tests of the University. He can refer the matter to the Board of Assessment and Evaluation in special circumstances before declaration of results, if so needed.
- vi To arrange for, constitute and supervise Unfair Means Committee and take disciplinary action as recommended.
- vii To postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons alleged to have committed malpractices.
- viii To make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure secrecy and confidentiality.
- ix To submit a report regarding conduct of examination to the Board of Assessment and Evaluation and Academic Council.
- h) The Director of Board of Assessment and Evaluation shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Assessment and Evaluation and the Vice-Chancellor.
- i) In absence of the Director of Board of Assessment and Evaluation, his duties shall be performed by any officer or teacher of the University as nominated by the Vice-Chancellor.
- j) The President can suspend the Director of Assessment and Evaluation, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The President can remove the Director - Board of Assessment and Evaluation without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- k) The Director of Assessment and Evaluation may resign his office after giving three months' notice in advance to the President through the Vice-Chancellor and shall cease to hold his office on the acceptance by the President of such resignation or expiry of the notice period whichever is earlier.

2.7. The Chief Finance and Accounts Officer

- a) The Chief Finance and Accounts Officer will be appointed with approval of the President on the recommendation of the selection committee constituted as under;
 - i The Vice-chancellor- (Chairman).
 - ii One nominee of the Governing Body- (Member).
 - iii Two members of the Board of Management nominated by the President (Member).
 - iv The Registrar shall be the Secretary of this committee
- b) The term of the Chief Finance and Accounts Officer shall be for a period of 3 years, renewable for additional term(s) with the approval of the President.
- c) He shall be a whole time salaried officer of the University and shall be directly responsible to the President.
- d) The Chief Finance and Accounts Officer shall be the Member Secretary of the Finance Committee and may be invited to a meeting of the Governing Body, as and when considered necessary.
- e) Subject to the prior approval of the President, the Chief Finance and Accounts Officer shall perform the following duties and responsibilities:
 - i Exercise general supervision over the funds of the University and shall advise it as regards to its financial policy.
 - ii Shall cause to compile accounts of the University in accordance with rules and procedures prescribed in the Account Code.
 - iii Act as the receiving and paying officer, receive all the moneys due to and receivable on behalf of the University and bring them promptly to the accounts and pay or otherwise settle all claims preferred against the University.
 - iv Hold and manage the property and investments for furthering any of the objects of the University.
 - v See that the limits fixed by the Finance committee for recurring and non-recurring expenditure for a year are not exceeded and that all money are expended on the purpose for which they are granted or allocated.
 - vi Be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to Board of Management.

- vii Keep constant watch on the state of the cash and bank balances and on the state of investments.
 - viii Watch the progress of collection of revenue and advise on the methods of collection employed;
 - ix Shall keep himself fully conversant with all sanctions and orders made by offices of the University and other proceeding of the University which may affect the estimates or accounts of actual or anticipated charges. He shall advise the University on the financial effects of all the proposals of effects of the proposals of expenditure and keep a watch over all liabilities as soon as they are incurred;
 - x Shall apply certain preliminary checks of auditing to the initial accounts vouchers and other like matters of accounting relating to the University;
 - xi Have accounts of the University regularly audited by an internal auditor;
 - xii Shall implement decisions of the Finance Committee, Purchase and Sales Committees of the University faithfully, effectively and expeditiously;
 - xiii See that the registers of buildings, land, furniture and equipment are maintained up to date and that the stock-checking is conducted of equipment and other consumable material in all offices of the University;
 - xiv Call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persona at fault;
 - xv Call for from any office or institute or school or department or centre under the University any information or returns that he may consider necessary to discharge his financial responsibilities;
 - xvi Perform such other financial functions as may be assigned to him by the Board of Management.
- f) The President can suspend the Chief Finance and Accounts Officer, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The President can remove the Chief Finance and Accounts Officer without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- g) The Chief Finance and Accounts Officer may resign after giving three months notice to the President and shall cease to hold his office on acceptance by the President of such resignation and on expiry of the notice period, whichever is earlier.

CHAPTER – 3: AUTHORITIES OF THE UNIVERSITY**3.1. The Governing Body**

- a) The Governing Body of the University shall consist of the following members, namely :—
- i the President ;
 - ii the Vice-Chancellor ;
 - iii five persons, nominated by the sponsoring body out of whom two shall be eminent educationists and remaining shall be industry experts having five years' experience in skill development and one shall be the Executive President ;
 - iv one expert from outside the University, nominated by the President ;
 - v one person, nominated by the State Government having five years' experience in skill development ;
 - vi the Registrar of the University shall be the permanent invitee to the Governing Body but shall not have right to vote.
- b) The Governing Body shall be the supreme authority of the University.
- c) The President shall chair the meeting of the Governing Body.
- d) In the absence of the President, the Executive President will preside over the meeting.
- e) The Governing Body shall have the following powers, namely :—
- i. To provide general superintendence, quality control and directions and to control functioning of the University by using all such powers as are provided by the Act or the statutes, ordinances, regulations or rules made there under ;
 - ii. To review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act or the statutes, ordinances, regulations or rules made thereunder ;
 - iii. To approve the budget and annual report of the University ;
 - iv. To hold and control the property and funds of the University ;
 - v. To acquire, hold, manage, transfer, and dispose of through sale/ lease/ rent of any moveable or immovable or intellectual property on behalf of the University, with the prior approval of Sponsoring Body ;

- vi. To manage and regulate the finance, accounts, investments, property, business, and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may deem fit ;
 - vii. To invest any money belonging to the University in such stock, funds, shares, or securities as it shall, from time to time, deem fit or the purchase of immovable property in India, with the like power of varying such investment from time to time;
 - viii. to lay down the policies followed by the University;
 - ix. to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts;
 - x. To make amend or repeal statutes;
 - xi. To consider and approve the recommendation from the Board of Management and the Academic Council;
 - xii. To advise the President in respect of any matter referred for advice;
 - xiii. To advise the President, the conferment of honorary degrees and academic distinction;
 - xiv. To perform such other functions as may be assigned to it by the statutes or by the President provided such functions are consistent with the provisions of the Act.
- f) The Governing Body shall, meet at least thrice in a calendar year or minimum once in every four months.
- g) The quorum for the meeting of the Governing Body shall be 5. In absence of the required quorum, the meeting shall be adjourned for one hour and will be reconvened at the same place irrespective of the required quorum.

3.2 The Board of Management

- a) The Board of Management shall be the principal body of the University and responsible for the overall smooth conduct of the University.
- b) The Board of Management of the University shall consist of the following persons. -
 - i. The Vice-Chancellor, (Chairman).
 - ii. Two Members of the Governing Body, nominated by the Sponsoring Body

- iii. Two Deans of the university, by rotation, to be nominated by the Vice-Chancellor in consultation with The President;
 - iv. Three persons, who are not the members of the Governing Body, nominated by the Sponsoring Body; and
 - v. Three persons from amongst the teachers of the University, nominated by the Sponsoring Body.
- c) The term of nominated members of the Board of Management shall be three years.
- d) The Registrar shall be the Member-Secretary but shall not have the right to vote.
- e) The Director of Board of Assessment and Evaluation and the Chief Finance and Accounts Officer may be invited to a meeting of the Board of Management as and when considered necessary.
- f) The Board of Management of the University shall have the following powers and functions: -
- i. To recommend to the governing body to make, amend or repeal Ordinances.
 - ii. To administer any funds placed at the disposal of the University for a specific purpose under intimation from the President.
 - iii. To recommend the budget of the University to the Governing Body for final approval;
 - iv. To prescribe tuition fees, other fees, and charges;
 - v. To determine a maximum number of seats in each Programmes/course from time to time.
 - vi. To institute scholarships, fellowships, bursaries, medals, and other rewards.
 - vii. To award scholarships, fellowships, bursaries, medals, and other rewards in accordance with the Statutes and Ordinances.
 - viii. To define duties and the conditions of service of officers, teachers, and other employees of the University and to provide for the filling of temporary casual vacancies of teachers and employees.
 - ix. To approve the fees, emoluments, traveling, and other allowances of the examiners /experts.
 - x. To approve the fees, emoluments, traveling, and other allowances of the Visiting Faculty.
 - xi. To consider and approve new programmes/courses, revision in syllabi.

assessment methodology, and other academic decisions recommended by Academic Council;

- xii. To direct the form and use of the common seal of the University.
- xiii. To regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and Ordinances.
- xiv. To recommend to the Governing body to arrange for funds / Loans/donations for smooth functioning and development of the University from endowment/ financial institutions/ individuals and any other manner on agreed terms and conditions. (can be dropped or be added in GB)
- xv. To provide the buildings, premises, furniture and equipment, and other means needed for carrying on the work of the University.
- xvi. To enter into, vary, carry out and cancel contracts on behalf of the University in consultation with Sponsoring Body.
- xvii. To regulate and determine all other matters concerning the University as well schools in accordance with the Act, the Statutes and the Ordinances.
- xviii. The Board of Management may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an Officer or Authority of the University or to a Committee appointed by it subject to such conditions as may be specified in the resolution with approval from Sponsoring Body.
- xix. The meetings of Board of Management shall be called by the Registrar under the directions of the Chairman of the Board of Management.
- xx. The Board of Management may recommend to the Governing Body to create supernumerary posts of teacher including the post of Professor Emeritus on terms and conditions as may be decided by the Sponsoring Body.
- xxi. The Board of Management shall take action in regard to the number, qualifications and emoluments of teachers, and the fees payable to examiners / visiting faculty/experts, after considering the advice of the Academic Council and the Boards of Faculties concerned.
- xxii. The Board of Management shall give due consideration to every resolution of the Governing Body, and take such action thereon as it shall deem fit and report to the Governing Body, the action taken.

- xxiii. To recommend to the governing body, The conferment of honorary degrees and academic distinction;
- xxiv. To institute and confer degrees, diplomas, and certificates as recommended by the Board of Assessment and Evaluation on persons who,
 - (a) unless exempted therefrom in the manner prescribed, have pursued approved courses of study in the University or a school of the University and have passed the examinations and earned the required credits or marks or grades prescribed by the University; or
 - (b) have pursued approved courses of study in the University or a school of the University and have passed the examinations and earned the required credits or marks or grades prescribed by the University; or
 - (c) have engaged in research under conditions provided by Ordinances and Regulations;
- xxv. To make Regulations for collaborations with other universities, institutions, and organizations for mutually beneficial academic programmes recommended by the Faculty;
- xxvi. To prescribe and enforce students charter;
- xxvii. To create a Centre of Accreditation (COA) in tune with Global Accreditation norms which will conduct Assessment and Accreditation, on request and appropriate charges, of academic institutions and research centers and academic operations of industry, government bodies/agencies, and NGO;
- g) The Board of Management shall meet at least once every two months.
- h) The quorum for a meeting of the Board of Management shall be five. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum.

3.3 The Academic Council

- a) The Academic Council of the University shall be the principal academic body of the University and shall, subject to the provisions of the Act, statutes, ordinances, and rules made for the purpose, co-ordinate and exercise general supervision over the academic policies of the University.

- b) The Academic Council of the University shall consist of the following persons, -
- i. The Vice-Chancellor- (Chairperson)
 - ii. Executive President or a Nominee of the President;
 - iii. The Dean of each School of the University;
 - iv. The Dean / Director, Research of the university
 - v. Two Heads of Departments; nominated by the President;
 - vi. Director of Board of Assessment and Evaluation;
 - vii. Two teachers nominated by the Governing body;
 - viii. Two teachers nominated by the President
 - ix. One expert in Education technology nominated by the President;
 - x. Other external experts as per requirement, representing various disciplines to be nominated by the Vice-Chancellor but shall not have the right to vote;
 - xi. Director(s) of Student Experiences nominated by the Vice-Chancellor.
 - xii. The registrar shall be the Member Secretary but shall not have the right to vote.
- c) The Academic Council of the University shall have the following powers and functions: -
- i. To institute degrees, diplomas, certificates and distinctions that may be awarded by the University.
 - ii. To control and regulate the maintenance of the standard of teaching, education, research and examinations in the University;
 - iii. To prescribe the syllabi and the courses of study for all the examinations held by the University;
 - iv. To scrutinize and make its recommendations for the consideration of the Board of Management on proposal submitted by the Board of Studies through the Faculties concerned in regard to the courses of study and to recommend principles and criteria on which the examiners and the inspectors may be appointed
 - v. To advise the Board of Management on all academic matters including matters relating to examination conducted by the University.
 - vi. To advise the Board of Management in regard to the concurrence of the degrees in line with the UGC Nomenclature.
 - vii. To advise the Board of Management in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for

various degrees and diplomas of the University.

- viii. To report on any matter referred or entrusted to it by the Governing Body or the Board of Management;
- ix. To perform all such duties in relation to academic matters and to do all such acts as may be necessary for carrying out the provisions of Act, the Statutes and the Ordinances properly.
- x. To make proposals to the Governing Body and the Board of Management for the institution of Professorships, Associate Professorships, Assistant Professorships, or other teaching posts and re-appropriating positions in various subjects in regard to their duties.
- xi. To formulate, modify or revise, subject to the control of the Governing Body and the Board of Management, schemes for the constitution of Faculties and for the assignment of subjects to the Faculties;
- xii. To promote research within the University and to acquire reports of such research from persons engaged therein;
- xiii. To advise the University on all academic matters and submit to the Governing Body and Board of Management feasibility reports on academic matters;
- xiv. To provide for instruction, extension, teaching, learning including e-learning, self-learning, experiential learning, and online learning and training in such branches or subjects or disciplines and courses of study including a Choice Based Credit System (CBCS) and any other system that may emerge in future, as the University may, from time to time, determine;
- xv. To make proposals to the higher authorities of the University for supplementing the teaching provided in the Departments, Schools, and Centres of the University;
- xvi. To formulate, from time to time, the norms of excellence for the academic and administrative performance of the University Departments, institutions, Associate and staff members;
- xvii. To ensure that the University becomes a vibrant hub for the promotion of research and development, interactions and linkages with industry, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;
- xviii. To consider and approve with modifications, if any, the matters referred to

it by the Board of Studies;

- xix. To appoint Ad-Hoc Board of Studies, for the new subjects which the University wishes to offer.
- xx. To ensure that there are choice-based credit systems for all certificates, diplomas, degrees, post-graduate programmes, and other academic distinctions;
- xxi. To prescribe the courses of instruction and studies in choice-based credit system for the various examinations leading to specific degrees, diplomas, or certificates in a stand-alone format or joint format with other State or national or global universities and in general;
- xxii. To ensure the introduction of choice based credit system with transferable credit points from all available streams;
- xxiii. To recommend to the Board of Management, the institution of degrees, post-graduate diplomas, post-higher secondary diplomas, certificates, and other academic distinctions on the basis of examinations or by other tests or otherwise;
- xxiv. To recommend to the Board of Management, to confer and award such degrees, diplomas and certificates to, and provide for such lectures, instructions, and training for external students online and continuing education courses;
- xxv. To make the rules of eligibility for various programs/courses of study in University departments, schools, and Centres;
- xxvi. To propose a draft of Ordinances relating to academic matters to the Governing Body through Board of Management;
- xxvii. To propose drafts of amendments to the Ordinances or repealing of Ordinances and Regulations relating to academic matters to the Governing Body through Board of Management;
- xxviii. To prescribe qualifications and norms for appointment of paper-setters, examiners, moderators, and others, concerned with the conduct of examinations and evaluation;
- xxix. To recommend to the Governing Body through the Board of Management, the comprehensive perspective plan as prepared by a committee comprising of all the deans of the faculties;
- xxx. To approve and recommend to the Board of Management new courses,

- inter-disciplinary courses and short-term training programmes referred to it by the Faculties;
- xxxi. To recommend to the Board of Management to have collaborations with organizations that conduct new age programmes/skill-oriented programmes on the lines of Pradhan Mantri Kaushal Vikas Yojana (PMKVY) suo moto or any other prevailing schemes with reference from the Faculties. The mode of collaboration shall be to certify the curriculum, conduct evaluation and award degree as per the provisions of the Government Notification from time to time;
- xxxii. To approve the course syllabi, paper-setters, examiners and moderators, and evaluation schemes of various courses recommended by the Board of Studies;
- xxxiii. To create policy for the mobility of students among various universities and also lay down the policy for giving the flexibility to choose and learn different course modules among different faculties in the University or other Universities;
- xxxiv. To work out the procedures, policies, and practices to introduce a more flexible approach to education and of 'adaptive pace of learning' with minimum and the maximum duration for completion of a degree and other academic programmes;
- xxxv. To create a comprehensive digital university framework including for e-learning;
- xxxvi. To identify skills to which students need to be exposed, by taking into account the local needs, training facilities available, emerging needs, and new employment opportunities;
- xxxvii. To make provision for participation of students in, —
- (a) the National Service Scheme;
 - (b) the national sports organization;
 - (c) Yoga Promotion Scheme;
 - (d) extra-mural teaching and research;
 - (e) programmes related to Lifelong Learning and Extension;
 - (f) any other programmes, services, or activities directed towards cultural, economic, and social betterment as may be necessary and possible, to fulfill the objects of the University;

- xxxviii. To report on any matter referred or entrusted to it by the governing body or by the board of management;
- xxxix. To perform all such duties in relation to academic matters and to do all such acts as may be necessary for carrying out the provisions of the Act, the Statutes, and the Ordinances
- d) The meeting of the Academic Council shall be called by the Registrar under the direction of the Vice-Chancellor.
- e) The Academic Council shall refer all matters or decisions involving financial implications to the governing body through the Board of Management.
- f) The term of the nominated members shall be three years.
- g) The council shall have at least two meetings in an academic year.
- h) The Quorum for a meeting of the Academic Council shall be five. In absence of the Quorum, the meeting shall be adjourned for half an hour and will be recovered irrespective of quorum.

3.4 The Board of Assessment and Evaluation

- a) The Board of Assessment and Evaluation shall be the principal authority of the University for conducting the examination and making policy decisions in regard to organizing and holding examinations, schemes or policies for skill-based assessments and weightage, improving the system of Assessment and Evaluation, appointing the paper-setters, examiners, moderators, skill assessors from industry, and also to prepare the schedule of Assessment and Evaluation and declaration of results. The Board of Assessment and Evaluation will also oversee and regulate the conduct of examinations in examination centers, skill centers, study centers or any center related to the University.
- b) The Board of Assessment and Evaluation shall consist of the following members, namely: —
- i. The Vice-Chancellor – (Chairperson)
 - ii. One Member nominated by the Governing Body – (Member)
 - iii. Two Deans by rotation, nominated by the Board of Management – (Member)
 - iv. One evaluation expert, co-opted by the President (Member)
 - v. The Director of Assessment and Evaluation – (Member Secretary).

- c) The Board of Assessment and Evaluation shall have the following powers and duties, namely: —
- i. To review from time to time the results of the University assessments and examinations and submit reports thereon to the Academic Council.
 - ii. To make recommendation to the Academic Council for the improvement of the examination system.
 - iii. To scrutinize the form and nature of assessment to be conducted for various courses as proposed by the Board of studies and finalize the same.
 - iv. To scrutinize the list of examiners proposed by the Board of studies and finalize the same.
 - v. To take action wherever necessary against the candidates, paper setters, examiners, moderators or any other person connected with the conduct of an examination and found guilty of malpractices in relation to the conduct of the examination.
 - vi. To hold examinations or evaluations for recommending to the Academic Council to confer degrees, diplomas and certificates and other academic distinctions on persons who, —
 - (a) Unless exempted therefrom in the manner prescribed, have pursued approved courses of study in the University or a school and have passed the examinations and earned the required credits or marks or grades prescribed by the University; or
 - (b) Have pursued approved courses of study in the University or a school and have passed the examinations and earned the required credits or marks or grades prescribed by the University; or
 - (c) Have engaged in research under conditions provided by Ordinances and Regulations;
 - vii. To prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the University and shall submit the same to the Finance Committee;
 - viii. To arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;
 - ix. To establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use digital

- technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;
- x. To ensure that the assessment of answer books for award of degrees, diplomas and certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;
 - xi. To undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
 - xii. To appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Board of Assessment and Evaluation, remove them or debar them;
 - xiii. To approve a detailed programme of examinations and evaluation as prepared by the Director, Board of Assessment and Evaluation;
 - xiv. To consider the reports of review of results of university examinations forwarded by the Director, Board of Assessment and Evaluation;
 - xv. to hear and decide the complaints relating to the conduct of examinations and evaluation;
 - xvi. To exercise such other powers in relation to examinations and assessment and evaluation as may be assigned to it by or under this Act.
 - xvii. In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Assessment and Evaluation or any other officer or person authorized by him on that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board.
 - xviii. It shall be obligatory on every teacher and on the non-teaching employees of the School and University, to render necessary assistance and service in respect of examinations, assessment, and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or nonteaching employee of any Department, Schools, and Centers of the University, to comply with the

order of the university in this respect, the Vice-Chancellor shall have the power to take appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.

- xix. The Board of Assessment & Evaluation may appoint such number of sub-committees as it deems fit and, in particular, may delegate to any one or more persons or sub-committees the power to deal with and decide cases relating to the use of unfair means by the examinees.
- d) The Board of Assessment and Evaluation shall have at least two meetings, in each academic year, once in each term.
- e) The Quorum of the meetings of the Board of Assessment and Evaluation shall be three.

3.5 The Finance Committee

- a) The Finance Committee shall consist of:
 - i. The Executive President – (Chairman)
 - ii. The Vice-Chancellor – (Member)
 - iii. Two Financial Experts nominated by the Sponsoring Body – (Member)
 - iv. The Chief Finance and Accounts Officer – (Member Secretary)
- b) The Finance Committee shall have the following powers and duties, namely: —
 - i. To plan, coordinate and oversee the financial operations of the university.
 - ii. It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.
 - iii. The Finance Committee shall guide the Chief Finance and Accounts Officer on matters relating to the administration of property and funds of the University. It shall, having regard to the income and resources of the University, fix limits for the total recurring and nonrecurring expenditure for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of the Finance Committee shall be binding on the Chief Finance and Accounts Officer.
 - iv. The annual accounts, budget and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the

Finance Committee for consideration and thereafter before the Governing Body for approval.

- c) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure however, the Chief Finance and Accounts Officer will submit an unaudited quarterly report to the President, the Governing Body through the Finance Committee.
- d) The quorum for meeting of the Finance Committee shall be three. In absence of the required quorum, the meeting shall be adjourned for one hour and will be conducted at the same place irrespective of the required quorum;
- e) The term of membership of the persons except ex-officio members shall be three years, provided that they shall continue in office till the nomination / selection of their successor.
- f) The auditor for auditing the accounts of the University shall be appointed by the Governing Body.

3.6 The Admission Committee

- a) There shall be an Admission Committee of the University, the constitution of which shall be such as may be decided by the Governing Body.
- b) The Admission Committee shall have the power to appoint such a number of sub-committees as it deems fit.
- c) Subject to the superintendence of the Board of Management the Admission Committee shall lay down the principles or norms governing the policy of admission to various programmes /courses of studies in the University and may also nominate a person or sub-committee as the admitting authority in respect of any programmes of study in any school of the University.
- d) The admission criterion recommended by Admission Committee and approved by the Board of Management shall be followed for admission in all the programs of studies.
- e) No student admitted to any programme /course in contravention of the provisions of this sub-clause shall be permitted to take any examination conducted by the University and the Vice-Chancellor shall have the power to cancel any admission made in such contravention. The decision of the Vice-Chancellor shall be final.

3.7 The Board of Studies

a) The Board of Studies shall consist of the following members namely:-

- i. Dean of the concerned school- (Chairman)
- ii. Head of each department
- iii. One external expert who is an academician nominated by the Dean in consultation with the Vice-Chancellor
- iv. Two external experts from the relevant industry nominated by the Dean in consultation with the Vice-Chancellor
- v. Three teachers nominated by the Vice-Chancellor
- vi. One alumni nominated by the Dean

The Dean shall appoint one of the nominated teachers to act as a member secretary

b) The Board of Studies shall have the following powers and duties, namely: —

- i. To recommend to the Board of Management through the Academic Council, the introduction of the new certificate, diploma, and degree programmes;
- ii. To recommend to the Board of Management through the Board of studies and Academic Council, the discontinuation of the certificate, diploma, and degree programmes which have become irrelevant;
- iii. To recommend to the Academic Council, the course syllabi, course structure, and evaluation schemes of various courses;
- iv. To suggest the choice based credit framework and teaching-learning pedagogies for the attainment of learning outcomes;
- v. To recommend effective assessment methods for online/offline assessment
- vi. To recommend reference books or supplementary reading material and such other material including online content useful for the study of a course;
- vii. To recommend to the Academic Council, modifications in respect of addition or deletion or updating of courses;
- viii. To prepare the panel of qualified paper-setters, examiners, and moderators for the University examinations and evaluation, and to recommend them to the Board of Assessment and Evaluation;
- ix. To suggest to the Dean of the Faculty concerned organization of

orientation and refresher courses in the subject in the summer or winter vacations;

- x. To prepare the requirements with regard to a library, laboratory, equipment in respect of courses concerned;
 - xi. To suggest extension programmes with respect to the courses introduced;
 - xii. To understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;
 - xiii. To encourage learning by collaboration and participation by using information and communication technology tools;
 - xiv. To design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected.
 - xv. The Board shall examine and approve the program outcomes and contents of the courses of each subject prepared and proposed by the departmental committee,
 - xvi. Ensure quality of teaching and research in the subject(s),
 - xvii. To conduct orientation and training programmes for the change brought in the syllabus
 - xviii. To design the syllabus in a choice-based credit system framework which is competency based
 - xix. To appoint sub-committees to support the Board of studies in preparing the course-wise syllabus.
 - xx. Any other matter that may be referred to it by Authorities/ Officers of the University.
- c) The term of nominated/selected members shall be three years.
 - d) The quorum for a meeting of the Board of Studies shall be four.

3.8 Other Authorities of the University

- a) For smooth and efficient functioning of the University, the Board of Management may constitute standing, advisory and / or other committee(s) as it may deem fit.
- b) The composition, powers, functions and the tenure of these committees shall be as decided by the Board of Management

CHAPTER – 4: OTHER PROVISIONS OF THE UNIVERSITY

4.1 Appointment, Emoluments and Other Terms and Conditions of the University

Employee

- a) The qualification, experience, procedure of selection and the terms and conditions of appointment for both teaching as well as non-teaching employees, shall be as laid down in the Manual of Human Resource Administration, Policies and Procedures and as approved by the Board of Management.
- b) The Statutory positions shall be governed as per provisions in the University Statutes.

4.2 The Procedure for Arbitration in case of disputes between the employees, students and the University

- a) In case of any dispute/ difference/ claim and / or grievance in connection with any matter regarding functioning of the University or with regard to interpretation of any provision of statutes / ordinance / rules and regulation of the University, amongst students / any member of academic staff / other staff / any outside person or authority having any dealing with the University and in which the University is one of the concerned parties, the same shall be referred to a sole arbitrator to be appointed by the President.
- b) The Arbitrator shall be other than an employee of the University and his decision shall be final and binding upon the parties.
- c) No person / official / student / faculty shall have a right to take any matter to a civil court / any other Tribunal without first resorting arbitration. Provisions of Indian Arbitration and conciliation Act 1996 shall be applicable to arbitration.

4.3 Conferment of Honorary Degrees

- a) All proposals for the conferment of honorary degrees shall be initiated by the Vice- Chancellor who after consultation with the Academic Council and the Board of Management shall submit the same to the President for approval.
- b) The conferment of an honorary degree or other academic distinction on any

person under this section does not require him to undergo any test or examination or evaluation, the conferment is on the ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction.

4.4 Admission and Registration of Students

- a) Admission shall be based on merit providing equal opportunity to all without any prejudice towards gender, religion, cast, creed or nationality of a candidate.
- b) The University would make suitable provision for reservation of the students belonging to weaker section of the society and others in accordance with the prevalent Government of Maharashtra norms.
- c) The admission criterion recommended by Admission Committee and approved by the Governing Body shall be followed for admission in all the programs of studies.
- d) The criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to council based programs.
- e) The registration of the provisionally admitted and continuing students shall be done by the School(s) as per the dates notified in Academic Calendar each year.

4.5 University Fees

- a) The fee structure for the various Programs offered by the University would be concomitant with the objective of providing high quality education to the University students and shall be decided by the Governing Body and approved by the Fee Fixation Committee.
- b) The tuition and other fees and deposits chargeable to the students, and the University Fee Policy shall be decided by the Governing Body upon the recommendations of the Finance Committee and the Board of Management of the University on yearly basis.
- c) The Fee Policy published by the University, specifying the various fees, mode of payment and penalties for default, will be binding on all students.
- d) Fees and Deposits for hostel, mess, laundry and such other fees as determined by the Governing Body from registered students shall be charged additionally.

- c) The fee revision shall be duly notified. The revised fee shall be applicable to all the students admitted in that Academic year and over all students studying in the University.

4.6 Exemption of student(s) for payment of tuition fee and awarding to them scholarship and fellowship

- a) The Board of Management shall make provision regarding exemption of students for payment of tuition fee and awarding to them scholarship and fellowship keeping in view the merit / need of the student concerned.
- b) The Board of Management shall approve and declare the University policies in this regard from time to time.
- c) In the interim, if a request is received from a registered student for waiver of payment of fee due, the same shall be considered by the Dean / Director of the School under which the student is studying and forwarded to the Finance Committee for their consideration.
