

The ASBM University

First Regulations, 2020

(as amended by resolutions
dated 19.09.2022 and 09.03.2024
of the Board of Governors)



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THE ASBM UNIVERSITY FIRST REGULATIONS, 2020

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THE ASBM UNIVERSITY FIRST REGULATIONS, 2020

In pursuance of the power conferred by sub-section (1) of Section 27 of the ASBM University, Odisha Act 2019 (Odisha Act 4 of 2019), the University do hereby frame the following First Regulations regarding the management of the University, namely:-

THE ASBM UNIVERSITY FIRST REGULATIONS, 2020

CHAPTER 1

PRELIMINARY

- | | | | |
|------------------------------|----|-----|---|
| Short title and commencement | 1. | (1) | These regulations may be called the ASBM University First Regulations, 2020. |
| | | (2) | They shall come into force on the date of their publication in the Odisha Gazette. |
| Definitions | 2. | | In these Regulations, unless the context otherwise requires; |
| | | (a) | “Academic Council” means the Academic Council of the University as constituted under section 10 of the Act; |
| | | (b) | “Act” means the ASBM University, Odisha Act, 2019 (Odisha Act 4 of 2019); |
| | | (c) | “Admission Committee” means the Admission Committee of the University constituted under clause 113 of these Regulations; |
| | | (d) | “Board” means the Board of Governors of the University as constituted under section 9 of the Act; |
| | | (e) | “Board of Studies” means the Board of Studies constituted in every School of the University under clause 28 of these Regulations; |
| | | (f) | “Conducting Board” means the Conducting Board of the University as constituted under clause 25 of these Regulations; |

- (g) "Council of Deans" means the Council consisting of the Deans/ Heads of different Schools of the University constituted as per clause 22 of these Regulations;
- (h) "Controller of Examinations" means the Controller of Examinations of the University as referred to in section 21 of the Act;
- (i) "Course" or "Programme" means a set of papers/ subjects for which a student enrolls and which contributes to meeting the requirements for the award of a specified Degree/ Diploma/ Certificate.
- (j) "Dean" means the Dean of Schools of the University as provided in section 19 of the Act and the other Deans of the University as explained in clause 49 of these Regulations;
- (k) "Designated President" means the person designated by the President to act as the President of the University during the absence of the President as provided in sub-section (2) of section 15 of the Act;
- (l) "Employee" means the employee appointed by the University and includes officers, teachers and other staff of the University;
- (m) "Fee Structure Committee" means the committee of the University as constituted under clause 34 of these Regulations;
- (n) "Finance Committee" means the Finance Committee as provided in section 11 of the Act;
- (o) "Finance Officer" means the Finance Officer of the University as explained in section 20 of the Act;
- (p) "Paper" means a subject of study in an academic course or programme. A set of several papers constitutes a Course or Programme.
- (q) "President" means the President of the University as explained in section 15 of the Act;
- (r) "Pro-Vice-Chancellor" means the Pro-Vice-Chancellor" of the University as provided in section 17 of the Act;

- (s) "Registrar" means the Registrar of the University as referred to in section 18 of the Act;
- (t) "Rules" means the Rules of the University made under section 23 of the Act, that is the ASBM University First Rules, 2020;
- (u) "School" means the constituent unit of the University as provided in section 4 (ix) of the Act;
- (v) "Sponsoring Body" means the ASBM Trust, registered under the Indian Trust Act, 1882;
- (w) "State Government" means the State Government of Odisha;
- (x) "Student Affairs Committee" means the Student Affairs Committee of the University as constituted under clause 113 of these Regulations;
- (y) "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956;
- (z) "University" means the ASBM University established and incorporated as a University under the ASBM University, Odisha Act, 2019 (Odisha Act 4 of 2019) and its constituent campuses;
- (za) "Vice-Chancellor" means the Vice-Chancellor of the University as provided in section 16 of the Act;
- (zb) "Vice-President" means the Vice-President of the University as provided in clause 41 of these Regulations.

All other words and expressions used but not defined in these Regulations shall have the meaning as respectively assigned to them in these Regulations.

CHAPTER 2

ACADEMIC COURSES, PROGRAMMES AND SYSTEMS

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|--|----|-----|--|
| Courses/
Programmes
and number of
seats | 3. | (1) | The Academic Council, on recommendation by the Boards of Studies of the respective Schools, shall decide the courses/ programmes to be offered by the University, and the number of seats in each such course/ programme. |
| | | (2) | The Academic Council shall have the power to introduce, revise, alter or restructure the courses/ programmes and alter the number of seats therein from time to time based on the recommendations of the respective Boards of Studies. |
| Duration of
course/
programme | 4. | (1) | The duration of the courses/ programmes shall be as may be decided by the Academic Council and shall be governed by the regulations of UGC issued from time to time. |
| | | | <i>Note: Substituted by amendment dated 09.03.2024</i> |
| | | (2) | <i>Omitted by amendment dated 09.03.2024</i> |
| Academic year,
semesters and
teaching days | 5. | (1) | The academic year of the University shall begin on the first day of July of a calendar year and shall end on the thirtieth day of June of the succeeding calendar year immediately following. |
| | | (2) | Each academic year shall consist of two Semesters, namely, Odd Semester (July to December) and Even Semester (January to June). |
| | | (3) | The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination. |
| Academic
calendar | 6. | | The University shall draw every year an academic calendar before commencement of the academic year showing therein academic, examination and associated activities. |

- | | | |
|---|-----|---|
| Courses of study, curricula and syllabi | 7. | <p>(1) The Boards of Studies of the respective Schools shall, with the approval of the Academic Council, lay down the courses of study, including detailed curricula, syllabi and prescribed text and reference books, for each course/ programme offered by the University.</p> <p>(2) It shall be the responsibility of the concerned Boards of Studies to revise, subject to approval by the Academic Council, such courses of study, including curricula, syllabi and prescribed text and reference books, from time to time to keep the courses/ programmes up-to-date as per the needs of the society and the industry concerned.</p> |
| Credit structure | 8. | <p>(1) The courses/ programmes shall be designed based on credits as may be decided by the respective Boards of Studies with the approval of the Academic Council</p> <p><i>Note: Substituted by amendment dated 09.03.2024</i></p> <p>(2) Subject to the guidelines of the UGC and/ or the concerned Regulatory bodies, the University shall strive to give option to the students, as far as possible, to choose their optional/ elective papers/ subjects.</p> <p><i>Note: Substituted by amendment dated 09.03.2024</i></p> |
| Teaching assignment | 9. | Assignment/ allotment of papers/ subjects to the teachers/ instructors shall be the responsibility of the Dean/ Head of the concerned School subject to approval by the Council of Deans. |
| Lesson Plan | 10. | <p>(1) The teachers/ instructors shall prepare Lesson Plans in respect of each paper/ subject allotted to them for teaching. Subject to these regulations and the concerned syllabi, the Lesson Plan should contain, among other things, (a) Objective(s) and learning outcome(s), (b) Prescribed text book(s) and suggested reference book(s), (c) Number of credits and sessions for theory and practical classes, (d) Session plan, including topics, cases, exercises etc. to be covered in each session, (e) Components and mode of internal examination, and (e) Particulars of assignment/</p> |

presentation, if any.

- (2) The Lesson Plans shall be reviewed and approved by the Deans/ Heads of the concerned Schools.
- (3) The Lesson Plan so prepared shall be circulated among the concerned students at least seven days prior to the commencement of class for the particular paper/ subject with copies to the Controller of Examinations.
- (4) The Deans/ Heads of the concerned Schools shall verify from time to time whether a paper/ subject is being delivered as per the Lesson Plan.

Grading system 11.

- (1) The University shall follow the Absolute Grading System for all academic courses/ programmes except Ph.D. and D.Litt.
- (2) Assessment of the individual papers/ subjects shall be on the basis of mark. Later on, the marks so secured shall be converted into Grades in a 10-Point scale by a defined mechanism as follows :

Marks Secured from 100	Absolute Grade	Letter Grade	Grade Point
90-100	Outstanding	O	10
80-89	Excellent	A+	9
70-79	Very Good	A	8
60-69	Good	B+	7
50-59	Above Average	B	6
45-49	Average	C	5
40-44	Pass	P	4
Below 40	Fail	F	0
-	Absent	Ab	0

Provided that should there be any need in future to change/ modify the grading system, such change/ modification may be made by the Board.

Note: Substituted by amendment dated 09.03.2024

- (3) The grading system shall have the following components, namely :
 - a) Credit = Integer signifying the relative emphasis of individual items in a paper/ subject in a semester as

indicated by the syllabus;

- b) Point = Integer equivalent of each letter grade, e.g., 10, 9, 8, 7, 6, 5, or 4 point on a 10-Point scale;
- c) Credit Point = (a) x (b) for each item in a paper/ subject;
- d) Credit Index = Sum total (Σ) of Credit Points of each item in a paper/ subject;
- e) Grade Point Average (GPA) = Credit Index / Sum Total of Credit;
- f) Semester Grade Point Average (SGPA) = Credit Index for a Semester/ Sum total of Credit for that Semester, i.e., $\frac{\text{Credit Index}}{\Sigma \text{ Credits}}$ for a Semester;
- g) Cumulative Grade Point Average (CGPA) = Credit Index of all the Semesters up to the last Semester / Sum total of Credit up to the concerned Semester, i.e.,

$$\frac{\text{Credit Index of all previous Semesters}}{\Sigma \text{ Credits of all previous Semesters up to a Semester}}$$

The SGPA and the CGPA shall be rounded off to 2 decimal points.

Note: Substituted by amendment dated 09.03.2024

- (4) The performance of a student shall be evaluated in terms of two indices, namely :
 - a) Semester Grade Point Average (SGPA), which is the Grade Point Average for a semester;
 - b) Cumulative Grade Point Average (CGPA), which is the Grade Point Average for all the completed semesters at any point in time.
- (5) The formula for conversion of CGPA into percentage shall be:
(CGPA – 0.50) x 10

M.Phil., Ph.D. 12. and D.Litt.

Subject to UGC regulations and guidelines, the standards and procedures for the research degrees, namely, M.Phil, Ph.D. and

D.Litt. shall be approved by the Academic Council on recommendation by the Board of Studies of the respective Schools.

- Academic and examination procedure
13. Subject to the Act, the Rules and these Regulations, the Academic Council shall prescribe detailed procedure for academic and examination functions of the University.

CHAPTER 3

AUTHORITIES OF THE UNIVERSITY

- Authorities under the Act
14. The Act specifies under section 8 the following authorities of the University, namely :
- a) The Board of Governors;
 - b) The Academic Council;
 - c) The Finance Committee; and
 - d) Such other authorities as may be declared by the Regulations to be the authorities of the University.

- Authorities under the Regulations
15. The following shall be the authorities of the University in terms of these Regulations, namely :
- a) The Council of Deans;
 - b) The Conducting Boards;
 - c) The Boards of Studies; and
 - d) The Fee Structure Committee;

Provided that should there be any need in future to have more authorities, such additional authorities may be created by the Board.

- Board of Governors – Membership and constitution
16. (1) The Board shall have such members as provided in sub-section (1) of section 9 of the Act.
- (2) Three months before the end of the tenure of the existing Board, the authorities entitled to nominate members shall be invited by the Registrar to nominate such members within a period not exceeding one month from the date of such invitation.
- (3) A notification regarding constitution of the Board shall be issued under the signature of the Registrar.

Powers and
functions of
Board of
Governors

17. The Board shall, as referred to in sub-section (3) of section 9 of the Act, be the principal executive and governing body of the University. It shall exercise all powers and perform all duties as provided therein and in addition shall, subject to the provisions of the Act, the Rules and these Regulations, :-
- a) approve delegation of power(s) by any officer or authority of the University in terms of section 45 of the Act;
 - b) consider and approve, on recommendation by the Fee Structure Committee, fees and other charges payable for pursuit of studies or courses/ programmes and for admission to examinations of the University;
 - c) consider and approve, on recommendation by the Academic Council, the degrees, diplomas and certificates that can be awarded by the University;
 - d) consider and approve, on recommendation by the Conducting Boards and the Vice-Chancellor, the final results of different examinations for award of degrees and diplomas to specified candidates and their admission to such degrees and diplomas;
 - e) consider and approve conferring of honorary degrees on persons of eminence;
 - f) approve the forms for award of degrees, diplomas and certificates by the University;
 - g) approve holding of special convocation for award of honorary degrees;
 - h) decide if convocation should not be held in any year;
 - i) approve withdrawal of degree, diploma or certificate awarded to candidates;
 - j) approve, on recommendation by the Finance Committee, the accounting policies and financial procedures, including the procedures for receipts and expenditures and management of the funds of the University;
 - k) approve, on recommendation by the Finance Committee, the annual budget of the University;

- l) in the event of the budget not being approved in advance, authorise appropriation from the funds of the University;
- m) incur expenditure outside or in excess of budget allotments for the year;
- n) approve the disciplinary rules applicable to the students and specify the acts that will be considered as breach of general discipline and misconduct and those that will be considered as malpractice/ unfair practice in examination;
- o) institute fellowships, scholarships, free-studentships, awards, prizes, medals, certificates etc. for the students of the University to recognise their outstanding performance;
- p) institute awards, prizes, medals, certificates etc. for the employees of the University to recognise their outstanding performance;
- q) institute awards, prizes, medals, certificates etc. to recognise talent and outstanding performance outside the University;
- r) establish in the University chairs, fellowships, awards etc. through donations, grants or otherwise;
- s) subject to the UGC regulations and guidelines, decide the qualifications and other eligibility norms for appointment of teachers and officers of the University, the procedure(s) for their appointment, and the terms and conditions of their service;
- t) be competent to acquire, own and dispose off property and to contract;
- u) exercise all such powers not otherwise provided for by the Act, the Rules and these Regulations for fulfillment of the objectives of the University.

Conduct of
business of
Board of
Governors

18. (1) The Board shall, as provided in sub-section (5) of section 9 of the Act, meet at least twice in a calendar year on such date and at such time and place as the President may decide.
- (2) Meeting of the Board shall be convened by the President and notice for such meeting shall be sent by the Registrar to every member at least fifteen days before the date of the

meeting mentioning therein the date, place, time and agenda of the meeting :

Provided that the President may convene a special meeting of the Board at short notice to consider urgent issues;

Provided further that non-receipt of notice by any member shall not invalidate the proceedings of the meeting.

- (3) Notice of motion for inclusion of an item in the agenda shall reach the Registrar at least three days before the meeting :

Provided that the President may permit inclusion of any item for which due notice has not been received.

- (4) One third of the effective membership of the Board, rounded off to the next higher whole number, shall constitute quorum for meeting :

Provided that in the absence of quorum, the meeting shall stand adjourned to such other day, time and place as the President may determine, and quorum shall not be required in the meeting so adjourned.

- (5) The President, or in her/ his absence the Designated President, shall chair the meeting of the Board.

- (6) All matters considered at the meeting of the Board shall be decided by majority of votes of the members present and voting, and in case of a tie the Chairperson of the meeting shall have, in addition to her/ his vote as a member, a casting vote.

- (7) Soon after each meeting, the Registrar shall draw the minutes and shall circulate copies among the members after approval by the Chairperson of the meeting.

- (8) The minutes under sub-clause (7) above, along with amendment(s) suggested, if any, shall be placed before the Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson of the meeting, they shall be recorded in the minute book.

- Academic Council – Membership and Constitution
19. (1) The Academic Council shall have such members as provided in sub-section (1) of section 10 of the Act.
- (2) Three months before the end of the tenure of the existing Academic Council, the authorities entitled to nominate members shall be invited by the Registrar to do so within a period not exceeding one month from the date of such invitation.
- (3) A notification regarding constitution of the Academic Council shall be issued under the signature of the Registrar.
- Powers and functions of Academic Council
20. The Academic Council shall, as referred to in sub-section (2) of section 10 of the Act, be the principal academic body of the University. It shall, subject to the provisions of the Act, the Rules and these Regulations, co-ordinate and exercise general supervision over the academic policies of the University and shall exercise such powers and perform such functions as follows, namely :
- a) to approve, on recommendation by the Boards of Studies, the courses/ programmes to be offered by the University, and the number of seats in each such course/ programme;
 - b) to approve, on recommendation by the Admission Committee, eligibility norms, criteria and procedure for admission to various courses/ programmes of the University;
 - c) to approve, on recommendation by the Council of Deans, the academic calendar of the University covering classes, examinations and other associated activities;
 - d) to approve, on recommendation by the Boards of Studies, curricula, courses of study, syllabi and evaluation system, and revision thereof;
 - e) to approve, on recommendation by the Council of Deans, the academic and examination protocol, systems, and procedures of the University;
 - f) to prescribe the conditions for admission of candidates for research degrees and the requirements for award of such degrees;
 - g) to recommend, for consideration by the Board, the degrees

- and diplomas to be awarded by the University;
- h) to recommend, for consideration by the Board, conferring of honorary degrees on persons of eminence;
 - i) to recommend, for consideration by the board, withdrawal of degree or diploma or certificate awarded by the University to a candidate;
 - j) to recommend, for consideration by the Board, institution of fellowships, scholarships, free-studentships, awards, prizes, medals, certificates etc. for the students of the University to recognise their outstanding performance;
 - k) to recommend, for consideration by the Board, establishment of chairs, fellowships and awards in the University through donations and grants or otherwise;
 - l) to recommend, for consideration by the Board, creation and abolition of teaching and other academic positions and their conditions of service;
 - m) to define the duties of teachers and other academic positions;
 - n) to recommend, for consideration by the Board, establishment, restructuring and abolition of schools, departments, faculties and centres in the University;
 - o) to recognise, on the recommendation of the Boards of Studies, degrees, diplomas and certificates awarded by other universities/ institutes by determining their equivalence with the degrees, diplomas and certificates of ASBM University;
 - p) to make periodic reviews of the activities of the schools, departments and centres;
 - q) to promote and review research and academic activities in the University;
 - r) to take such decisions and steps as are found desirable for effectively carrying out the academic activities of the University.

Provided that the Chairperson of the Council may exercise the powers of the Council in exigencies and inform the Council in the next meeting for confirmation and ratification.

Conduct of
business of
Academic
Council

21. (1) The Academic Council shall meet at least twice in a calendar year on such date and at such hour and place as may be decided by the Vice-Chancellor.
- (2) Meeting of the Academic Council shall be convened by the Vice-Chancellor either on her/ his own or on the advice of the President and notice for such meeting shall be sent by the Registrar to every member at least seven days before the date of the meeting mentioning therein the date, place, time and agenda of the meeting :
- Provided that the Vice-Chancellor may convene a special meeting of the Academic Council at short notice to consider urgent issues;
- Provided further that non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
- (3) Notice of motion for inclusion of an item in the agenda shall reach the Registrar at least three days before the meeting :
- Provided that the Vice-Chancellor may permit inclusion of any item for which due notice has not been received.
- (4) One third of the effective membership of the Academic Council, rounded off to the next higher whole number, shall constitute quorum for meeting :
- Provided that in the absence of quorum, the meeting shall stand adjourned to such other day, time and place as the Vice-Chancellor may determine, and quorum shall not be required in the meeting so adjourned.
- (5) The Vice-Chancellor, or in her/ his absence the acting Vice-Chancellor, shall chair the meeting of the Academic Council.
- (6) All matters considered at the meeting of the Academic Council shall be decided by majority of votes of the members present and voting, and in case of a tie the Chairperson of the meeting shall have, in addition to her/ his vote as a member, a casting vote.
- (7) Soon after each meeting, the Registrar shall draw the minutes and shall circulate copies among the members after

approval by the Chairperson of the meeting.

- (8) The minutes under sub-clause (7) above, along with amendment(s) suggested, if any, shall be placed before the Academic Council in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson of the meeting, they shall be recorded in the minute book.

Council of
Deans –
Membership
and constitution

22. The University shall have a Council of Deans with the following members, namely:
- a) The Pro-Vice-Chancellor, who shall be the Chairperson;
 - b) The Deans/ Heads of the Schools of the University;
 - c) The Dean, Academics and Research, and in the event there being no Dean, the faculty-in-charge of Research and Development function;
 - d) The Controller of Examinations, who shall be the Member-Secretary.

Powers and
functions of the
Council of
Deans

23. The Council of Deans shall, subject to the provisions of the Act, the Rules and these Regulations, have the following powers and functions :
- a) to promote, supervise and regulate academic and research activities in the University;
 - b) to recommend, for consideration by the Academic Council, the academic calendar of the University including classes, examinations and other associated activities;
 - c) to approve, on recommendation by the Deans/ Heads of Schools, allocation of papers/ subjects to specific faculty members for teaching;
 - d) to approve, on presentation by the Controller of Examinations, the time table for classes in different Schools of the University;
 - e) to coordinate the activities of the Schools of the University;
 - f) to recommend to the Board through the Academic Council, establishment, restructuring and abolition of Schools, departments, faculties and centres in the University;

- g) to recommend, for consideration by the Academic Council, the academic and examination protocols and procedures of the University;
- h) to recommend to the Board through the Academic Council, approval of the degrees and diplomas to be awarded by the University;
- i) to ensure development and application of quality benchmarks/ parameters for academic courses/ programmes and systems and coordinate activities related to quality accreditation;
- j) to monitor and coordinate activities related to cooperation and collaboration with other universities, institutions of higher learning, research institutions, professional bodies, industry associations, industry houses etc. in India and abroad;
- k) to recommend to the Board through the Academic Council, withdrawal of degree or diploma or certificate awarded by the University to a candidate;
- l) to recommend through the Vice-Chancellor, for consideration by the President, proposals for management development programmes, faculty development programmes, in-company training programmes and consultancy assignments;
- m) to recommend to the Board through the Academic Council, institution of fellowships, scholarships, free-studentships, awards, prizes, medals, certificates etc. for the students of the University to recognise their outstanding performance.

Conduct of
business of
Council of
Deans

24. (1) The Council of Deans shall meet as often as required, but not less than four times in a calendar year and the meeting shall be convened by the Pro-Vice-Chancellor.
- (2) One third of the effective membership of the Council of Deans, rounded off to the next higher whole number, subject to a minimum of three, shall constitute quorum for meeting.
- (3) The Pro-Vice-Chancellor, or in her/ his absence the senior-most member present, shall chair the meeting of the Council

of Deans.

- (4) All matters considered at the meeting of the Council of Deans shall be decided by simple majority of votes of the members present and voting.
- (5) Soon after each meeting, the minutes shall be drawn by the Controller of Examinations and copies thereof shall be circulated among the members after the Chairperson of the meeting has approved the same.
- (6) The minutes under sub-clause (5) above, along with amendment(s) suggested, if any, shall be placed before the Council of Deans in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson of the meeting, they shall be recorded in the minute book.

Conducting
Boards –
Membership
and constitution

25. (1) Each School of the University shall have a Conducting Board to monitor the conduct of examinations and to analyse the performance of the students in the examination.
- (2) Each Conducting Board, to be constituted by the Vice-Chancellor, shall have the following members, namely :
 - a) The Pro-Vice-Chancellor, who shall be the Chairperson;
 - b) The Dean/ Head of the concerned School;
 - c) One faculty member of the concerned School to be nominated by the Vice-Chancellor;
 - d) The Controller of Examinations, who shall be the Member-Convenor.

Powers and
functions of
Conducting
Boards

26. The Conducting Boards shall, subject to the provisions of the Act, the Rules and these Regulations, have the following powers and functions, namely :
 - a) to monitor the conduct of examinations;
 - b) to review the standard of the question papers, the evaluation process, the performance of the students in the examination and to recommend the result to the Vice-Chancellor for consideration;

- c) to recommend, if found necessary based on review, to the Vice-Chancellor for consideration award of grace mark in any subject/ paper, subject to the prescribed norms for award of grace marks;
- d) to review the cases of students, who do not meet the minimum academic requirements in terms of mark/ letter grade at the end of each semester/ year on account of any extenuating reasons and to recommend the course of action to the Vice-Chancellor.
- Conduct of business of Conducting Boards
27. (1) The Conducting Boards shall meet as often as required and the meeting shall be convened by the Controller of Examinations with the approval of the Pro-Vice-Chancellor.
- (2) Minimum of three members, including the Dean/ Head of the concerned School, shall constitute the quorum for meeting.
- (3) The Pro-Vice-Chancellor, or in her/ his absence the senior-most member present, shall chair the meeting of the Conducting Board.
- (4) All matters considered at the meeting of the Conducting Board shall be decided by simple majority of votes of the members present and voting.
- (5) Soon after each meeting, the Controller of Examinations shall draw the minutes and shall circulate copies among the members after the Chairperson of the meeting has approved the same.
- (6) The minutes under sub-clause (5) above, along with amendment(s) suggested, if any, shall be placed before the Conducting Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson of the meeting, they shall be recorded in the minute book.
- Boards of Studies – Membership and constitution
28. (1) Each School of the University shall have a Board of Studies comprising the following members, namely :
- a) The Dean/ Head of the School, who shall be the Chairperson;

- b) Two members of faculty of the concerned School to be nominated by the Vice-Chancellor;
- c) One member of faculty from any other School of the University to be nominated by the Vice-Chancellor;
- d) Two subject experts, or professionals in the field, from outside the University to be nominated by the President;

- (2) Members of the Boards of Studies, other than the ex-officio members, shall hold office for one year.
- (3) One month before the end of the tenure of the existing Boards of Studies, the authorities entitled to nominate members shall be invited by the Controller of Examinations to do so within a period not exceeding one week from the date of such invitation.
- (4) Notification(s) regarding constitution of the Boards of Studies shall be issued under the signature of the Controller of Examinations.

Powers and function of Boards of Studies

29. The Boards of Studies shall have the following powers and functions, subject to the provisions of the Act, the Rules and these Regulations, namely :

- a) to recommend, for consideration by the Academic Council, the courses/ programmes to be offered by the University, and the number of seats in each such course/ programme;
- b) to recommend, to the Academic Council for consideration, curricula, courses of study, syllabi and evaluation system, and revision thereof;
- c) to prescribe text and reference books;
- d) to recommend, for consideration by the Academic Council, the evaluation system;
- e) to recommend, for consideration by the Vice-Chancellor, panels of examiners and question paper-setters;
- f) to recommend, for consideration by the Academic Council, recognition of degrees, diplomas and certificates awarded by other universities/ institutes by determining their equivalence

- with the degrees, diplomas and certificates of ASBM University.
- Conduct of
business of
Boards of
Studies
30. (1) The Boards of Studies shall ordinarily meet once during an academic year on such date and at such hour and place as may be decided by the Dean/ Head of the concerned School with the approval of the Vice-Chancellor.
- (2) A notice for a meeting of a Board of Studies shall be sent by the Controller of Examinations to every member at least seven days before the date of the meeting mentioning therein the date, place, time and agenda of the meeting :
- Provided that a special meeting of a Board of Studies may be convened at short notice, with the permission of the Vice-Chancellor, to consider urgent issues;
- Provided further that non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
- (3) Minimum of three members, including at least one member from outside the University, shall constitute the quorum.
- (4) The Dean/ Head of the School shall chair the meeting of the concerned Board of Studies and in her/ his absence the members present shall elect a Chairperson from among themselves to preside over such meeting.
- (5) All matters considered at the meetings of the Boards of Studies shall be decided by simple majority of votes of the members present and voting.
- (6) The Vice-Chancellor may, where she/ he thinks fit, call for a joint meeting of more than one Board of Studies for consideration of any matter that is interdisciplinary or is of common interest to the concerned Boards of Studies. The members present shall elect a Chairperson from among themselves to preside over such meeting.
- (7) Soon after each meeting, but preferably immediately after the meeting itself, the Chairperson of the meeting shall draw the minutes and shall circulate copies among the members after she/he has approved and signed the same.

- Finance Committee – Membership and constitution
31. (1) The Finance Committee shall have such members as provided in sub-section (1) of section 11 of the Act.
- (2) Three months before the end of the tenure of the existing Finance Committee, the authorities entitled to nominate members shall be invited by the Registrar to do so within a period not exceeding one month from the date of such invitation.
- (3) A notification regarding constitution of the Finance Committee shall be issued under the signature of the Registrar.
- Powers and functions of Finance Committee
32. The Finance Committee shall, as referred to in sub-section (2) of section 11 of the Act, be the principal financial body of the University to take care of financial matters. It shall co-ordinate and exercise general supervision over the financial matters of the University and shall, subject to the provisions of the Act, the Rules and these Regulations, exercise such powers and perform such functions as follows, namely :
- a) to regulate and maintain the Endowment Fund and the General Fund established under sections 38 and 39 respectively of the Act, subject to general supervision and control of the Board as provided in section 40 of the Act;
 - b) to recommend, to the Board for consideration, the accounting policies and financial procedures, including the procedures for receipts and expenditures and management of the funds of the University;
 - c) to recommend, to the President for consideration, the fees to be charged for all activities of the University other than those for admission to various courses/ programmes, and revision thereof;
 - d) to examine and review the draft annual budget of the University and to recommend the same to the Board for consideration and approval;
 - e) to get the annual accounts and the Balance Sheet of the University prepared under its direction;
 - f) to recommend, for consideration by the Board, appointment

of auditor(s) to audit the accounts of the University;

- g) to examine the annual accounts and the Balance Sheet of the University and the audit report thereon and to recommend those to the Board for consideration and approval;
- h) to keep a watch on the actual receipts and expenditures of the University vis-à-vis the provisions in the budget;
- i) to make recommendations to the Board for raising resources and/ or reducing expenditure;
- j) to make proposal to the Board for supplementary budget where necessary;
- k) to make such reports and recommendations to the Board as may be necessary on matters affecting the finances of the University;
- l) to consider any other matter relating to the finances of the University that may be referred to it by the Board and to advise the Board on any such matter as the Finance Committee may consider necessary, to ensure a sound financial policy and practice in the University.

Conduct of
business of
Finance
Committee

33. (1) The Finance Committee shall meet at least twice in a calendar year, preferably once every six months, on such date and at such hour and place as may be decided by the Vice-Chancellor.
- (2) Meeting of the Finance Committee shall be convened by the Vice-Chancellor, either on his own or on the advice of the President, and the notice for such meeting shall be sent by the Registrar to every member at least seven days before the date of the meeting mentioning therein the date, place, time and agenda of the meeting :

Provided that the Vice-Chancellor may convene a special meeting of the Finance Committee at short notice to consider urgent issues;

Provided further that non-receipt of notice by any member shall not invalidate the proceedings of the meeting..

- (3) Notice of motion for inclusion of an item in the agenda shall

reach the Registrar at least three days before the meeting :

Provided that the Vice-Chancellor may permit inclusion of any item for which due notice has not been received.

- (4) One third of the effective membership of the Finance Committee, rounded off to the next higher whole number, shall constitute quorum for meeting :

Provided that in the absence of quorum, the meeting shall stand adjourned to such other day, time and place as the Vice-Chancellor may determine, and quorum shall not be required in the meeting so adjourned.

- (5) The Vice-Chancellor shall chair the meeting of the Finance Committee.
- (6) All matters considered at the meeting of the Finance Committee shall be decided by majority of votes of the members present and voting, and in case of a tie the Chairperson of the meeting shall have, in addition to her/ his vote as a member, a casting vote.
- (7) Soon after each meeting, the Registrar shall draw the minutes and shall circulate copies among the members after the Chairperson of the meeting has approved the same.
- (8) The minutes under sub-clause (7) above, along with amendment(s) suggested, if any, shall be placed before the Finance Committee in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson of the meeting, they shall be recorded in the minute book.

Fee Structure
Committee –
Membership
and Constitution

34. (1) The University shall have a Fee Structure Committee to consider the fee structure of the University.
- (2) The President shall constitute the Fee Structure Committee comprising the following members, namely :
- a) A retired judiciary officer not below the rank of Chief Judicial Magistrate or a senior Chartered/ Cost Accountant or a former Vice-Chancellor of a university or the Vice Chancellor of ASBM University, who shall

be the Chairperson of the Committee;

- b) Two eminent educationists;
- c) One eminent person representing industry or civil society;
- d) One Chartered Accountant or Cost Accountant, if the Chairperson is not a chartered accountant or a cost accountant;
- e) The Vice-President
- f) The Pro-Vice-Chancellor
- g) The Finance Officer, who shall be the Member-Convenor.

(3) The tenure of office the members of the Fee Structure Committee, other than the ex-officio members, shall be one year.

Powers and functions of Fee Structure Committee

35. The Fee Structure Committee shall, subject to the provisions of the Act, the Rules and these Regulations,

- a) examine and suggest the fee structure for admission to different courses, programmes, degrees, diplomas and examinations of the University in accordance with the provisions made in section 30 of the Act; and
- b) examine and suggest the refund policy subject to the norms prescribed by the UGC.

Conduct of business of Fee Structure Committee

36. (1) The Fee Structure Committee shall ordinarily meet once in an academic year.

(2) Meeting of the Fee Structure Committee shall be convened by the Finance Officer with the approval of the Chairperson.

(3) Minimum of four members, including two from outside the University, shall constitute the quorum for meeting.

(4) The Chairperson shall chair the meeting, and in her/ his absence, the members present shall elect a Chairperson from among themselves to preside over such meeting.

(5) All matters considered at the meeting shall be decided by simple majority of votes of the members present and voting.

(6) Soon after each meeting, but preferably immediately after the

meeting itself, the Finance Officer shall draw the minutes and shall circulate copies among the members after the Chairperson of the meeting has approved and signed the same.

CHAPTER 4

OFFICERS OF THE UNIVERSITY

- Officers under the Act 37. The Act specifies under section 14 the following officers of the University, namely :
- a) The President;
 - b) The Vice-Chancellor;
 - c) The Pro-Vice-Chancellor;
 - d) The Registrar;
 - e) The Deans of Schools;
 - f) The Controller of Examinations;
 - g) The Finance Officer; and
 - h) Such other officers as may be declared by the Regulations to be the officers of the University
- Officers under the Regulations 38. The following shall be the officers of the University in terms of these Regulations, namely :
- a) The Vice-President;
 - b) The Dean, International Linkages & Collaboration
 - c) The Dean, Academics and Research;
 - d) The Dean, Student Affairs; and
 - e) The Other Deans of the University, as and when appointed.
- The President 39. The Chairman of the Trust shall be the President of the University as provided in sub-section (1) of section 15 of the Act.
- Powers and functions of President 40. The President shall be a whole time officer and shall be the head of the University. She/ he shall exercise all powers and perform all duties as provided in sub-section (6) of section 15 of the Act and in

addition shall, subject to the provisions of the Act, the Rules and these Regulations, have the following administrative and financial powers and functions, namely :-

- a) The President shall be the appointing authority for the University and all appointments to different positions in the University shall be made in the name of the President.
- b) The President shall fix the salary and other emoluments of the teachers, officers and other employees of the University.
- c) The President shall sanction salary, travelling expense and other bills/ claims of all the employees of the University including her/ his own.
- d) The President shall authorise all expenditure, whether recurring or non-recurring, chargeable to the University within the budget provisions.
- e) The authority to sanction leave to the employees of the University shall vest in the President and she/ he can delegate any such authority to any officer(s).
- f) It shall be competent for the President to appoint adjunct/ visiting/ guest faculty, professors emeritus, consultants, advisors and retainers and fix their compensation and other terms of engagement.
- g) The fees to be charged for all activities of the University, other than those for admission to various courses/ programmes, shall be approved by the President.
- h) Approval of the President shall be necessary for acquisition or disposal off of any movable asset.
- i) The President shall preside over the convocation of the University and admit the candidates to their respective Degrees and Diplomas.
- j) The President shall sign, jointly with the Vice-Chancellor, all degrees, diplomas and certificates awarded by the University.
- k) Cases of disciplinary action against the students of the University may be reviewed by the President.
- l) Any student asked to withdraw from any course/ programme

of the University for any reason whatsoever may appeal to the President for review, and the President's decision in such matter shall be final.

- m) The President shall be authorised to re-appropriate from one head of account of the budget to another.
- n) The President shall have the power to sanction temporary transfer of amounts from one fund/ account to another.
- o) The President shall be competent to write off irrecoverable losses and values of movable assets lost or rendered unserviceable due to fair wear and tear subject to such stipulation as may be laid by the Board from time to time.
- p) The President shall be empowered to call for any information or record relating to the affairs of the University, and on the basis of the information so received, if she/ he is satisfied that any order, proceeding or decision taken by any authority or officer of the University is not in conformity with the Act, the Rules or these Regulations, she/ he may take such action as deemed fit.
- q) The President may, when she/ he is of the opinion that any decision has to be taken in the interest of the University without waiting for the Board to meet, exercise the powers of the Board and inform the Board in the next meeting, of the action taken by her/ him, for confirmation and ratification.

The
Vice-President

41. (1) The University shall have a Vice-President, who shall be appointed by the President on being nominated by the Sponsoring Body.
- (2) The Vice-President shall be a whole time officer of the University. Her/ his term of office shall be three years and she/ he shall be eligible for re-appointment for further terms on re-nomination by the Sponsoring Body.

Powers and
functions of
Vice-President

42. (1) The Vice-President shall work under the superintendence, direction and control of the President and shall aid and assist her/ him in effectively discharging her/ his duties.
- (2) The Vice-President shall have such duties and

responsibilities as may be specified by the President and shall have necessary powers to perform such functions.

The
Vice-Chancellor

43. (1) The Vice-Chancellor shall be a whole time officer of the University.
- (2) The person to be appointed as Vice-Chancellor shall be a person of the highest level of competence, integrity, morals and institutional commitment, and should be a distinguished academician, with a minimum of ten years of experience as Professor in a university system or ten years of experience in an equivalent position in a reputed research and/ or academic administrative organisation :

Provided that it shall be competent for the Board to change from time to time the qualification, experience and other eligibility norms for appointment of Vice-Chancellor keeping in view the UGC regulations and guidelines on the subject.

- (3) The following procedure shall be adopted for appointment of Vice-Chancellor :
- a) Before the end of the tenure of the existing Vice-Chancellor, the Board shall constitute a Search-cum-Selection Committee comprising three persons of eminence in the sphere of higher education, of whom one shall be nominated as the Chairperson.
 - b) Applications for the post of Vice-Chancellor shall be invited through open advertisement.
 - c) The Search-cum-Selection Committee shall scrutinise all the applications received and prepare a shortlist. It shall be competent for the Committee to include in such list such persons, who had not applied for the post, but are otherwise eligible and available.
 - d) The Committee shall deliberate with the shortlisted candidates and prepare and submit to the Board a panel of three persons giving consideration to academic excellence, exposure to the higher

education system and adequate experience in academic and administrative governance.

- e) The Board shall approve the panel of three persons submitted by the Search-cum-Selection Committee and recommend it to the President who shall select one of them and appoint her/ him as the Vice-Chancellor as provided in sub-section (1) of section 16 of the Act.

Powers and
functions of
Vice-Chancellor

44. The Vice-Chancellor shall be the principal executive and academic officer of the University. She/ he shall exercise all powers and perform all duties as provided in section 16 of the Act and in addition shall, subject to the provisions of the Act, the Rules and these Regulations :-

- a) report to the President and ensure implementation of all of her/ his directions;
- b) exercise general supervision and control over the affairs of the University;
- c) ensure that all money are expended for the purpose for which they are granted or allotted;
- d) have the authority to assign specific duties to the teaching staff and the other employees of the University and monitor their performance;
- e) be responsible for the maintenance of discipline among the students, the teaching staff and the other employees of the University and shall have disciplinary control over them;
- f) review and apprise the performance of the teaching staff and the other employees of the University and submit report thereon to the President for action as may be deemed necessary;
- g) have the authority to initiate disciplinary proceedings, including suspension, against any errant employee and the proceedings shall be concluded as provided in these Regulations;
- h) sign, jointly with the President, all degrees, diplomas and

certificates awarded by the University;

- i) exercise such other powers as may be assigned to her/ him by the Board and/ or the President from time to time.

The Pro-
Vice-Chancellor

45. (1) The Pro-Vice-Chancellor, as referred to in section 17 of the Act, shall be a whole time officer of the University and shall be appointed by the President for tenure of four years :

Provided that the tenure may be extended for further periods not exceeding four years at a time, if the President deems fit.

- (2) The Pro-Vice-Chancellor shall be a person, who has held the post of a professor, or a principal of a college/ institution in the professor grade, or an equivalent position, with proven leadership quality and ability to manage the affairs of a university as a senior functionary.

- (3) The following procedure shall be adopted for appointment of the Pro-Vice-Chancellor :

- a) Before the end of the tenure of the existing Pro-Vice-Chancellor, the President shall constitute a Search-cum-Selection Committee comprising three persons of eminence in the sphere of higher education.
- b) Applications for the post of Pro-Vice-Chancellor shall be invited through open advertisement.
- c) The Search-cum-Selection Committee shall scrutinise all the applications received and prepare a shortlist. It shall be competent for the Committee to include in such list such persons, who had not applied for the post, but are otherwise eligible and available.
- d) The Search Committee shall deliberate with the shortlisted candidates and recommend a panel of three persons to the President who shall select one of them and appoint her/ him as the Pro-Vice-Chancellor as referred to in section 17 of the Act.

Provided that it shall be competent for the President to nominate a professor of the University found suitable for the

position for appointment as the Pro-Vice-Chancellor;

Provided further that the President may withdraw such nomination at any time without assigning any reason, as she/ he deems fit.

Powers and functions of Pro-Vice-Chancellor

46. The Pro-Vice-Chancellor shall be the academic and executive officer of the University next to the Vice-Chancellor and shall, subject to the provisions of the Act, the Rules and these Regulations :

- a) work under the superintendence, direction and control of the Vice-Chancellor and aid and assist her/ him in effectively discharging her/ his duties;
- b) exercise general supervision and control over the academic, research and examination functions of the University;
- c) coordinate activities related to quality accreditation of the different courses/ programmes, Schools and the University as a whole;
- d) function as the Chairperson of the Council of Deans and the Conducting Boards of the University and ensure implementation of the decisions of such authorities;
- e) establish liaison with other universities, institutions, organisations and centres of higher learning and research, both national and international, for collaboration for joint research, training, student exchange and faculty exchange;
- f) officiate as, and perform the duties of, the Vice-Chancellor in her/ his absence;
- g) present the recipients of Honorary degrees before the President for award of such degrees in the convocation of the University;
- h) exercise such other powers and carry out such other functions as may be assigned to her/ him by the President and the Vice-Chancellor from time to time.

The Registrar

47. (1) The Registrar, as referred to in section 18 of the Act, shall be a whole time officer of the University and shall be appointed by the President for tenure of four years :

Provided that the tenure may be extended for further

periods not exceeding four years at a time, if the President, deems fit.

- (2) The person to be appointed as Registrar shall be from either academics or administration with high integrity, administrative competence and proven leadership quality. The eligibility norms for such position shall be prescribed by the Board keeping in view UGC regulations/ guidelines on the subject.
- (3) The Registrar shall be selected by a Committee comprising :
 - a) The President, or her/his nominee, who shall be the Chairperson of the Committee;
 - b) The Vice-Chancellor;
 - c) The Pro-Vice-Chancellor;
 - d) A member of the Board nominated by the President.

Provided that it shall be competent for the President to nominate a faculty member of the University suitable for the position, not below the rank of Associate Professor, for appointment as the Registrar;

Provided further that the President may withdraw such nomination at any time without assigning any reason, as she/ he deems fit.

Powers and functions of Registrar

48. Subject to the provisions in the Act, the Rules and these Regulations, the Registrar shall exercise the following powers and perform the following duties, namely :
 - a) to sign all contracts, make all correspondence, and authenticate all documents and records on behalf of the University;
 - b) to be responsible for due custody and proper maintenance of all the records and the common seal of the University;
 - c) to manage the property of the University;
 - d) to be responsible for admission of the students to the University, including supervision of the selection process and entrance test, if any;
 - e) to issue notices convening the meetings of the Board, the Academic Council, the Finance Committee and such other

committees, prepare the minutes thereof and circulate such minutes after due approval;

- f) to facilitate the functioning of the Board, the Academic Council, the Finance Committee and such other committees with requisite/ relevant information and documents for taking appropriate decisions and to ensure implementation of such decisions;
- g) to place before the President, the Vice-Chancellor or other officers all such information and documents as may be necessary for transaction of their business;
- h) to be the controlling officer for all the administrative staff of the University and to transfer any staff under her/ his control with prior approval of the Vice-Chancellor;
- i) to be responsible for general discipline of the University office and to have disciplinary control over the office;
- j) to ensure that the provisions of the Act, the Rules and these Regulations are duly observed;
- k) to sue and be sued against, on behalf of the University, and represent the University in all suits and proceedings by or against the University;
- l) to sign powers of attorney, vakalatnama, affidavits, pleadings etc. and to take all other steps that may be required to protect the interest of the University;
- m) to exercise such other powers and perform such other duties as may be conferred and imposed on her/ him from time to time by the Board, the President or the Vice-Chancellor.

The Deans

49. The Deans of Schools, as referred to in section 19 of the Act, and the other Deans of the University, shall be appointed by the Vice-Chancellor, with the approval of the Chairman of the Board, that is the President, on nomination from among the whole time senior faculty members of the University, for a period of three years or the age of retirement, whichever is earlier, and shall be eligible for re-appointment :

Provided that the Vice-Chancellor may, with the prior approval

of the President, withdraw such nomination at any time without assigning any reason, as she/ he deems fit.

Powers and
functions of
Deans/ Heads
of Schools

50. Each School shall be headed by a Dean or a Head, who shall, subject to the provisions of the Act, the Rules and these Regulations:
- a) create a learning-centric environment conducive for quality education in the concerned School and ensure smooth functioning of the School in all respects;
 - b) implement academic policies approved by the Board and the Academic Council in respect of academic development, maintenance of quality of education, standards of teaching and research, and faculty development;
 - c) be responsible for development and application of quality benchmarks/ parameters for academic courses/ programmes and systems and coordination of activities related to quality accreditation in the concerned School;
 - d) suggest, for consideration by the Council of Deans, allocation of papers/ subjects pertaining to the concerned School to specific faculty members for teaching;
 - e) approve, after verification, the Lesson Plans pertaining to the paper/ subjects offered by the concerned School;
 - f) preside over the meetings of the concerned School;
 - g) be responsible for maintenance of discipline among, and redressal of grievances of, the students of the concerned School;
 - h) collaborate, with the approval of the President, with other universities and institutions of higher learning in India and abroad for conducting jointly academic programmes, training, conferences etc. and for faculty and student exchange pertaining to the concerned School;
 - i) collaborate, with the approval of the President, with industry houses and industry associations for industrial training, internship and placement of the students, and for obtaining industry feedback for revision of curricula and syllabi and introduction of new programmes/ courses pertaining to the

concerned School;

- j) organise conferences, symposia, seminars, expert talks etc.;
- k) present the degree recipients of the concerned School before the President for the award of the degree in the convocation of the University;
- l) exercise such other powers and perform such other functions as may be delegated/ specified by the Board, the President, the Vice-Chancellor or the Pro-Vice-Chancellor.

Powers and functions of Dean, International Linkages & Collaboration and Dean, Academics & Research

51. The Dean, International Linkages & Collaboration shall be responsible for establishing collaboration with universities, research institutions, industry associations, professional bodies, industries or such other organisations in India or abroad in furtherance of the objectives of the University. The Dean, Academics and Research shall :

- a) monitor and evaluate academic delivery of the university and coordinate with the Deans/ Heads of Schools for optimisation of resources and for developing and delivering high quality inter-disciplinary programmes.
- b) manage the research and development section of the University and promote and foster a research climate in the University;
- c) create and maintain database regarding research and publications of the University and its teachers individually;
- d) scout for opportunities for research and funding and provide guidance for submitting proposals to the concerned agencies;
- e) collaborate, with the approval of the President, with other universities, institutions, research centres etc. in India and abroad for joint research;
- f) assist as a member the School Research Committees of the University constituted to supervise academic matters related to research programmes like M.Phil., Ph.D., and D.Litt.;
- g) develop safeguards against plagiarism and academic misconduct;
- h) exercise such other powers and perform such other functions as may be delegated/ specified by the President, the Vice-

Chancellor or the Pro-Vice-Chancellor.

Powers and
functions of
Dean, Student
Affairs

52. The Dean, Student Affairs shall, subject to the provisions of the Act, the Rules and these Regulations :

- a) head the Student Affairs Committee of the University and look after the general welfare of the students;
- b) liaise and collaborate with different sections/ offices and faculty members of the University for redressal of student problems and grievances;
- c) look after the hostels and other student amenities including health services;
- d) maintain student database and communicate with the parents/ guardians of the students;
- e) organise intra-university and inter-university extra-curricular activities, events and competitions, such as youth and cultural festivals, recreational facilities, health and blood donation camps, sports etc. for holistic development of the students;
- f) take steps for prevention of ragging and sexual harassment of the students;
- g) arrange counselling of, and extra care for, the students requiring special attention;
- h) encourage, train and depute the students of the University to participate in events and competitions at the regional, national and international level;
- i) enforce discipline among the students and work as a member of the Disciplinary Committee of the University;
- j) coordinate the activities of National Service Scheme, National Cadet Corps and schemes for development of social responsibility among the students;
- k) coordinate with the alumni, organise alumni meet and provide mentoring to the alumni association;
- l) respond to and manage crisis events and situations;
- m) exercise such other powers and perform such other functions

- as may be delegated/ specified by the President or the Vice-Chancellor.
- The Controller of Examinations 53. (1) The Controller of Examinations, as referred to in section 21 of the Act, shall be a whole time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the President for tenure of four years :
- Provided that the Vice Chancellor may, if he deems fit and with the approval of the President, extend the tenure for further periods not exceeding four years at a time.
- (2) The eligibility norms for such position shall be prescribed by the Board keeping in view UGC regulations/ guidelines on the subject.
- (3) The Controller of Examinations shall be selected by a Committee comprising :
- a) The Vice-Chancellor, who shall be the Chairperson of the Committee;
 - b) The Pro-Vice-Chancellor;
 - c) The Registrar;
 - d) A nominee of the President.
- (4) The minutes of the Selection Committee shall be submitted to the President for approval, where after the Vice-Chancellor shall appoint the Controller of Examinations.
- Provided that it shall be competent for the Vice-Chancellor to nominate, with the approval of the President, a faculty member of the University suitable for the position for appointment, with at least 15 years of experience, as the Controller of Examinations;
- Provided further that the Vice-Chancellor may, with the prior approval of the President, withdraw such nomination at any time without assigning any reason, as she/ he deems fit.
- Powers and functions of Controller of Examinations 54. The Controller of Examinations shall report to the Pro-Vice-Chancellor and work under her/ his superintendence, direction and control. She/ he shall, subject to the provisions of the Act, the Rules and these Regulations, be responsible for :

- a) smooth functioning of the academic and examination sections of the University;
- b) registering the students admitted to various courses/ programmes of the University and maintaining the Register of Students;
- c) preparing the time table for classes in different Schools of the University and presenting it before the Council of Deans for approval;
- d) organising classes and other academic activities in different Schools of the University;
- e) preparing schedules for all examinations and circulating such schedules after due approval by the Vice-Chancellor through the Pro-Vice-Chancellor;
- f) registering candidates for various examinations and issuing admit/ identity cards to them;
- g) appointing paper-setters and examiners from the panel approved by the Vice-Chancellor;
- h) appointing invigilators, supervisors, vigilance squad, moderators, tabulators etc. with the approval of the Pro-Vice-Chancellor;
- i) conducting examinations in fair manner in different Schools, campuses and off-campus centres by observing utmost confidentiality in the process of paper setting, printing and sending question papers to examination centres;
- j) ensuring in a fair manner evaluation, processing of results, publication thereof, preparation of transcripts, certificates, degrees and diplomas, and issue of the same to the students/ candidates concerned;
- k) enforcing discipline in examinations and working as a member of the Disciplinary Committee of the University;
- l) facilitating the functioning of the Council of Deans, the Boards of Studies and the Conducting Boards with requisite/ relevant information and documents for taking appropriate decisions and ensuring implementation of such decisions;

- m) retaining and maintaining academic, examination, evaluation and tabulations records for the specified period and arranging proper destruction thereafter with due approval;
- n) initiating the process for payment of remuneration/ honorarium and other allowances/ expenses, as admissible;
- o) preparing detailed protocol and procedures for the academic and examination functions of the University and submitting the same to the Academic Council through the Council of Deans for approval;
- p) exercising such other powers and performing such other functions as may be delegated/ specified by the President, the Vice-Chancellor or the Pro-Vice-Chancellor.

The Finance Officer

55. (1) The Finance Officer, as referred to in section 20 of the Act, shall be a whole time officer of the University and shall be appointed by the President for tenure of four years :

Provided that the President may, if he deems fit, extend the tenure for further periods not exceeding four years at a time.

(2) The person to be appointed as Finance Officer shall be a person with high integrity. The eligibility norms for such position shall be prescribed by the Board keeping in view UGC regulations/ guidelines on the subject.

(3) The Finance Officer shall be selected by a Committee comprising :

- a) The President, who shall be the Chairperson of the Committee;
- b) The Vice-Chancellor;
- c) A member of the Board to be nominated by the President;
- d) An expert in the subject from outside the University to be nominated by the President.

Powers and functions of Finance Officer

56. The Finance Officer shall, subject to the Act, the Rules and these Regulations :

- a) be competent to receive all monies on behalf of the University and to make all authorised payments including salaries and allowances, fees and other payments due to be paid from the funds of the University;
- b) be responsible for keeping accounts of all receipts, payments and utilisation of funds pertaining to the University;
- c) prepare detailed accounting policies and financial procedures, including the procedures for receipts and expenditures and management of the funds of the University for being placed before the Board, through the Finance Committee, for approval;
- d) prepare pay and allowances bills of all the employees of the University and give effect to deduction of tax at source, provident fund, insurance premium etc.;
- e) scrutinise bills/ claims/ payment notes prepared by other sections/ officials to ensure that those are error-free and are within the budgetary provisions of the University;
- f) make payment of all approved bills after deduction of taxes as applicable and be responsible for payment of taxes and other statutory dues of the university;
- g) prepare utilisation certificates and get those audited in respect of all grants and funds received from UGC, government, funding agencies and others;
- h) prepare the annual and supplementary budgets for the University for submission to the Board, through the Finance Committee, for approval;
- i) ensure effective management of the finance and accounts portfolio of the University by keeping regular watch on the state of cash holding, bank balance, investments and on the process of collection of revenue and expenditures with reference to the budgetary provisions;
- j) prepare relevant information system regarding the status of accounts and funds of the University for information of the President and the Vice-Chancellor on regular basis;

- k) prepare the annual accounts and balance sheet of the University under the direction of the Finance Committee;
- l) develop and operate an internal audit system to inspect and audit the records and accounts of all the offices of the University;
- m) present related documents, registers, and records of the University before the external auditors to facilitate audit of the accounts of the University and coordinate with all sections/offices of the University to render compliance to the audit reports;
- n) facilitate the functioning of the Finance Committee, the Fee Structure Committee and such other committees, with requisite/ relevant information and documents for taking appropriate decisions, and ensure implementation of such decisions;
- o) have such other powers as may be delegated from time to time, and perform such other duties as may be required by the Board, the President, the Vice-President and the Vice-Chancellor.

CHAPTER 5

MODE OF RECRUITMENT AND SERVICE CONDITIONS OF EMPLOYEES

- Classification of posts 57. The employees of the University shall be classified into four broad groups, namely, 'Group A', 'Group B', 'Group C' and 'Group D', and the indicative positions for each group shall be as specified below :
- a) Group A – President, Vice-President, Vice-Chancellor, Pro-Vice-Chancellor, Professor, Associate Professor, Registrar, Controller of Examinations, Finance Officer, Librarian, Director, Dean, Assistant Professor, Deputy Librarian, Deputy Registrar, Deputy Controller of Examinations, Deputy Finance Officer, Medical Officer, Assistant Registrar, Assistant Librarian, Assistant

Controller of Examinations etc.

- b) Group B – Assistant Finance Officer, Chief Administrative Officer, Development Officer, Deputy Chief Administrative Officer, Assistant Chief Administrative Officer, Section Officer etc.
- c) Group C – Senior Administrative Officer, Administrative Officer, Junior Administrative Officer, Officer, System Administrator, Pharmacist, Nurse, Web Designer, Data Entry Operator, Driver, Electrician etc.
- d) Group D – Support Staff, Hostel Matron, Supervisor, Semi-skilled workers like Plumber, Carpenter, Welder etc.

Provided that it shall be competent for the Board to modify and revise such classification should the need arise in future, subject to the regulations and guidelines of UGC and other Regulatory bodies.

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| Creation and abolition of posts | 58. | <ul style="list-style-type: none">(1) As provided in sub-section (3) (f) of section 9 of the Act, the Board shall be competent to create and abolish posts of teachers and other employees of the University.(2) The Registrar shall assess the requirement of manpower for the University and prepare statement(s) of teaching and other posts required. Thereafter she/ he shall, with the recommendation of the Vice-Chancellor and the consent of the President, place such statement before the Board for consideration and approval for creation and/ or abolition of specific posts. |
| Duties of teachers and other employees | 59. | <ul style="list-style-type: none">(1) The primary responsibility of the teachers shall be to teach and prepare the students for the examinations as per the prescribed academic curricula by abiding by the rules and regulations of the University issued from time to time. In addition, the teachers shall have the following duties, namely:<ul style="list-style-type: none">a) preparing curricula, syllabi and lesson plans;b) participating in the examination process of the University including setting question papers, |

invigilation, supervision, evaluation, scrutiny etc. as may be assigned;

- c) participating in student development, curricular, co-curricular and extra-curricular activities of the University;
- d) conducting research in frontier areas of knowledge, publishing papers and supervising research;
- e) performing academic administration and institutional development activities, as may assigned;
- f) conducting training, sponsored research and industrial consultancy;
- g) performing any other duty that may be assigned by the President, the Vice-Chancellor and the Pro-Vice-Chancellor.

(2) The Officers of the University shall have such duties and functions as have been specified in these Regulations.

(3) The staff members, other than the teachers and the Officers of the University, shall have such duties and functions as may be decided by the President.

Qualification,
experience and
age limit

60.

(1) The requisite qualification, experience and the minimum and maximum age at entry for the faculty members and the Officers of the University shall be such as may be decided by the Board in conformity with the Act, the Rules, these Regulations and regulations/ guidelines, if any, issued by UGC and other regulatory bodies, as the case may be.

(2) The requisite qualification, experience and the minimum and maximum age at entry for the employees, other than the faculty members and the Officers of the University, shall be such as may be decided by the President in conformity with the Act, the Rules, these Regulations and regulations/ guidelines, if any, issued by UGC and other regulatory bodies, as the case may be.

Recruitment of
employees

61.

(1) In the event of vacancy in any post(s) already approved and created by the Board, the Registrar shall, with the concurrence

of the Vice-Chancellor, place before the President a proposal for recruitment to such post(s) and shall, after approval by the President, take steps for recruitment.

- (2) All posts in the University shall ordinarily be filled through open advertisement, but the President shall have the power to decide on the recommendations of the Vice-Chancellor that a particular post/ posts be filled by promotion from amongst the members of staff of the University;

Provided that the candidate so selected possesses minimum qualification(s) for the post.

Selection
Committees for
recruitment

62. (1) The Registrar shall, with the approval of the President, constitute appropriate selection committee(s) for selection of personnel.

- (2) Selection Committee for appointment of teaching and other academic staff (library, and physical education and sports) shall, subject to the regulations/ guidelines of UGC and other regulatory bodies as the case may be, consist of the following members, namely:

- a) The Vice-Chancellor; who shall be the Chairperson of the Committee;
- b) The Pro-Vice-Chancellor;
- c) Dean/ Head of the concerned School;
- d) One nominee of the President;
- e) Three experts in the concerned subject/ field nominated by the Vice-Chancellor with the approval of the President;
- f) The Registrar, who shall act as the Secretary of the Committee.

Provided that in case of Selection Committee for direct recruitment of Senior Professor, the members mentioned at (b), (c), and (e) above shall not be below the rank of Senior Professor or Professor with minimum ten years of experience;

Provided further that the quorum for a meeting of the

selection committee shall be at least four members, including two outside subject experts.

- (3) Selection Committee for appointment of non-academic staff in Groups 'A', 'B' and 'C', other than the Officers of the University whose recruitment procedure has been dealt with in Chapter 4 of these Regulations, shall consist of the following members, namely:

- a) The Vice-Chancellor, or in her/ his absence the Pro-Vice-Chancellor, who shall be the Chairperson of the Committee;
- b) A nominee of the President;
- c) One expert in the relevant field nominated by the Vice-Chancellor, if felt necessary;
- d) The Registrar, who shall act as the Secretary of the Committee;

Provided that the quorum for a meeting of the selection committee shall be at least two members, which shall include the Vice-Chancellor (or in her/ his absence the Pro-Vice-Chancellor) and the expert, if nominated.

- (4) Selection Committee for appointment of non-teaching staff in Group 'D' shall consist of the following members, namely:

- a) The Registrar, or in her/ his absence an Officer nominated by the Vice-Chancellor, who shall be the Chairman of the Committee;
- b) One member nominated by the Vice-Chancellor;
- c) The Deputy Registrar/ Chief Administrative Officer (Administration), who shall act as the Secretary of the Committee;

Provided that the quorum for a meeting of the selection committee shall be at least two members.

- (5) The Selection Committee shall, after interview and other procedure(s) as determined by the President, prepare a panel of selected candidates in order of merit and such panel shall be placed before the President for consideration and approval.

- Appointment 63. (1) The Registrar, with the concurrence of the President, shall make appointment(s) in order of merit from the approved panel, as referred to in sub-clause (5) of clause 62 of these Regulations.
- (2) All appointments in the University shall be made in the name of the President.
- (3) Appointment to any post shall be either on fixed tenure or on permanent basis as decided by the President.
- (4) All appointments on tenure basis shall ordinarily be for period not exceeding five years :
- Provided that it shall be open for the President to extend the tenure of a person originally appointed for fixed tenure by a period not exceeding three years at a time.
- (5) No person shall be appointed to the service of the University unless –
- a) she/ he has been certified by a registered medical practitioner, acceptable to the University, to be of sound constitution and medically/ physically fit and free from all communicable diseases and is fit for employment under the University, and
- b) she/ he produces certificates of good character from two respectable persons not related to her/ him and who know her/ him at least for the last three years and also provides at least two references of respectable persons not related to her/ him.
- c) she/ he accepts in writing the terms and conditions contained in the appointment letter issued to her/ him.
- Commencement of service 64. (1) Service of an employee shall be deemed to commence from the working day on which the employee reports for duty at the place/ office intimated to her/ him, provided she/ he reports before noon; otherwise her/ his service shall commence from the next succeeding working day.
- (2) “Service” includes the period during which an employee is on duty as well as on sanctioned leave, but does not include any

period of unauthorised absence or sabbatical leave or extraordinary leave.

Probation of employees 65. All persons appointed in the service of the University by direct recruitment, except those appointed on fixed tenure, shall be on probation ordinarily for a period of one year and they shall be confirmed by the President in their respective appointment on completion of probation :

Provided that if the Vice-Chancellor on consideration of the Performance Appraisal Report or any other report does not feel satisfied with the performance of any such staff member during the probation period, she/ he may recommend to the President extension of the period of probation of such staff member by a period not extending one year, and the President may extend the period of probation or may terminate the appointment;

Provided further that an employee shall be deemed to be in probation until and unless her/ his employment is confirmed in writing.

Confirmation in service 66. On satisfactory completion of probation, an employee shall be confirmed in service subject to fulfilment of the prescribed criteria.

Remuneration 67. (1) The scales of pay for different posts shall be prescribed by the Board.
(2) The other components of remuneration and their rates shall be as decided by the President.
(3) The President shall, as provided in clause 40 (b) of these Regulations, fix the salary and other emoluments of the teachers, officers and other employees of the University subject to provisions under clause 74 of these Regulations.

Accrual and payment of pay and allowances 68. (1) Pay and allowances shall accrue from the commencement of the service of an employee and shall become payable in the next month subsequent to the month during which the services are performed.

(2) Pay and allowances shall cease to accrue as soon as an employee ceases to be in service;

Provided that in case of termination of employment, the

concerned employee shall cease to draw pay and allowances from the date of termination of her/ his employment;

Provided further that in case an employee dies while in service, her/ his pay and allowances shall cease from the day following that on which death occurs.

- (3) A University employee under suspension shall not draw her/ his normal pay and allowances and shall instead be entitled to subsistence allowance as prescribed under clause 105 of these Regulations.

Seniority in service

69. Seniority of an employee in a position shall be reckoned with reference to the date of her/his joining that position;

Provided that where there are two or more employees of the same length of service in that position, their inter-se seniority shall be reckoned with reference to their seniority in the immediately preceding position to which they belonged in the University's service;

Provided further that when two or more employees have the same length of service in such preceding position also, their seniority shall be determined with reference to their seniority in the position preceding to their immediately preceding position;

Provided further that when two or more employees of the same rank and position join the service on the same date, seniority shall be decided on the basis of their position in the merit list for selection or in the absence thereof on the basis of their date of birth.

Transferability

70. The services of all the employees are transferable to any School/ office/ unit of the University and to any location at the sole discretion of the University.

Performance appraisal

71. (1) The performance of the employees of the University shall be reviewed at the end of each academic year, and such performance appraisal shall constitute the basis for career growth of an employee.
- (2) It shall be competent for the Board to lay down the performance appraisal system for all kinds of employees of the University.

- Increment 72. (1) Increment shall not be automatic in nature and shall have to be specifically sanctioned to an employee based on achievement of such minimum standards of performance as may be prescribed.
- (2) Increment shall accrue on an annual basis but may be granted from the first day of the month in which it falls due.
- (3) The period during which an employee is absent without sanction or is on leave without pay or is on extraordinary or sabbatical leave shall not count for increment.
- (4) The President may in exceptional circumstances to be recorded in writing grant advance increment(s) to any employee.
- Promotion of employees 73. The University shall provide for promotion of the existing teaching and non-teaching staff, subject to the eligibility conditions for promotion and the process thereof being prescribed by the Board, to motivate the employees, develop internal talent and create opportunities for career advancement.
- Fixation of pay 74. (1) When a person is directly recruited and appointed to a post under the University, her/ his initial basic pay shall be the minimum of the pay scale prescribed for the post unless otherwise decided by the President.
- (2) On promotion or otherwise, when the basic pay of an employee is required to be fitted in a new scale/ higher scale, the initial basic pay in the pay scale of the higher post/ scale shall be fixed at the stage next above the basic pay notionally arrived at by increasing her/ his basic pay in respect of the lower post/ scale by one increment at the stage at which such pay has accrued;
- Provided that where an employee holding a post in a substantive capacity for a period of less than one year is promoted or appointed in a substantive or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by her/ him, she/ he will draw as initial basic pay the stage of the scale of

- pay next above her/ his substantive pay in respect of the old post.
- Resignation from service by an employee 75. (1) An employee may resign from the services of the University at any time on giving a notice in writing of three calendar months in case of a confirmed employee, and one calendar month in case of an employee who has not been confirmed in the service of the University and an employee who has been appointed on fixed tenure, except in cases where special contract is executed;
- Provided that in case of a teaching staff, the notice period should coincide with the end of an academic semester/ term of the University, that is, if the period of notice (i.e. three calendar months or one calendar month, as the case may be) given by a teacher comes to an end during the continuance of an academic semester/ term, it shall automatically get extended till the end of such academic semester/ term;
- Provided further that if required notice for resignation is not given by an employee, she/ he shall pay to the University a sum equal to her/ his pay and allowances for the period of notice required or for the period by which the notice falls short of the prescribed period.
- (2) Any resignation by any employee shall be effective only after it is accepted by the President and shall be subject to any condition imposed by the latter.
- Voluntary abandonment of service 76. Unauthorised absence, as explained in sub-clause (2) of clause 99 of these Regulations, by an employee for more than a continuous period of three months shall be treated as voluntary abandonment of service and the name of such employee shall be struck off the establishment of the University after she/ he is notified by the Registrar in writing and she/ he is given an opportunity to make any representation she/ he may wish to make and such representation, if any, is taken into consideration by the President.

- Termination of service by the University
77. (1) The University may terminate the services of an employee at any time on giving her/ him three calendar months' notice or pay in lieu thereof in the case of a confirmed employee, and one calendar month's notice or pay in lieu thereof in case of other employees.
- (2) The services of an employee may also be terminated on breach of discipline as provided in these Regulations.
- (3) The power to terminate the services of an employee shall be exercised by the President or the appropriate Disciplinary Authority or any other authority authorised and notified by the President.
- (4) Nothing in these Regulations shall affect the right of the University to terminate the services of an employee without notice or pay in lieu thereof on her/ his being certified by a Medical Officer to be physically unfit (permanently incapacitated) for further continuance in the service of the University.
- Retirement of employees
78. (1) The age of retirement of different categories of staff shall be such as may be decided by the Board from time to time, and shall at present be as follows:
- a) Vice-Chancellor – 70 years,
Provided that the First Vice Chancellor shall complete the full term of 3-years irrespective of attaining the prescribed age of 70 years.
- b) Teaching staff – 65 years,
Provided that the President may offer to a faculty member beyond the age of retirement, tenure position up to the age of 70 years, by not more than three years at a time, on consideration of physical ability and performance of duty.
- c) Registrar – 70 years,
- d) All other employees – 60 years,
Provided that the President may offer to such an

employee tenure position beyond the age of retirement, by not more than three years at a time, on consideration of physical ability and performance of duty.

- (2) The date of retirement of an employee is the date on which the concerned employee completes the age of retirement;

Provided that in case of employees other than those employed for a specified tenure, retirement may be effective from the afternoon of the last day of the month in which the age of retirement is attained.

CHAPTER 6

LEAVE AND VACATION FOR EMPLOYEES

- General provisions
79. (1) Leave is a privilege and cannot be claimed as a matter of right. Leave may be refused, when the exigencies of service so require or when the authority empowered to sanction leave is not convinced of the reasons stated in the application of the employee.
- (2) Application for leave, other than that for casual leave or sick leave, shall ordinarily be made not less than one month before the date from which leave is desired, and should be availed only after prior sanction, except in urgent cases or in unforeseen circumstances to the satisfaction of the sanctioning authority.
- (3) An employee, who has availed leave for reasons of own sickness, may be required to produce a medical certificate of fitness before she/ he resumes duty, even though such leave was not originally granted on the basis of medical certificate.
- (4) Leave can be availed while on tour, subject to sanction, but no lodging expense or daily allowance shall be admissible for the period of leave.
- (5) An employee already on leave may be recalled to duty by the

sanctioning authority when considered necessary in the interest of the University and the employee returning from outstation shall not be eligible for payment/ reimbursement of any travel allowance/ expenses.

- (6) Sundays and holidays notified by the University may be allowed to be prefixed or suffixed to any kind of leave with prior permission of the sanctioning authority.
- (7) The balance, if any, of any un-availed leave at the time of termination of service of an employee by way of retirement, resignation, dismissal, removal from service, voluntary abandonment of service or death, as the case may be, shall stand automatically lapsed.
- (8) These provisions for leave shall not be applicable to trainees, employees on contract, adjunct/ visiting/ guest faculty, consultants, advisors and retainers, who shall be governed by their respective terms of contract.
- (9) No leave, other than casual leave, shall be granted during the notice period when an employee tenders resignation, or notice for termination of service is given to an employee by the University.
- (10) A leave account shall be maintained for all categories of employees governed by these Regulations and the account shall show, inter alia, accrual of leave, leave taken and balance of leave of all kinds.
- (11) It shall be competent for the Board to revise/ modify the provisions for leave and related matters at any time.

- Types of leave 80. Subject to the grant of leave being determined by the exigencies of service, the employees shall be eligible for the following types of leave, namely :
- a) Casual leave
 - b) Special Casual Leave
 - c) Duty Leave
 - d) Earned Leave
 - e) Sick leave

- f) Sabbatical leave
 - g) Maternity leave
 - h) Extraordinary leave
- Casual Leave 81. (1) Casual leave is intended to meet special or unforeseen circumstances.
- (2) An employee shall be eligible for casual leave on full substantive emoluments for 10 (ten) working days in a calendar year;
- Provided that such leave shall accrue every half year proportionately, i.e., 5 (five) days of casual leave will be credited in advance to the leave account of an employee on the first day of January and again the same number on the first day of July every year;
- Provided further that in case of a newly recruited employee, the sanctioning authority shall use its discretion having regard to the length of service put in by such employee.
- Note: Substituted by amendment dated 19.09.2022*
- (3) Not more than 4 (four) days of casual leave may be availed of at one time and if it is extended beyond 4 (four) days, the entire period shall be treated as earned leave, sick leave, extra-ordinary leave or unauthorised absence at the discretion of the sanctioning authority.
- (4) Casual leave cannot be combined with any kind of leave other than Special Casual Leave or Duty Leave, but may be combined with holidays including Sundays, provided the resulting total period of absence from duty does not exceed 7 (seven) days.
- (5) Holidays or Sundays, when prefixed or suffixed to casual leave or falling within the period of casual leave, shall not be counted as casual leave.
- (6) Casual leave may be availed for half-a-day.
- (7) Un-availed casual leave at the end of a calendar year shall lapse and shall not be carried forward to the next year.

- Special Casual Leave 82. (1) Special casual leave, not exceeding 10 (ten) days in a year, may be granted to a teacher :
- i. to conduct examination of a university/ Public Service Commission/ Board of Examination or any other similar body/ institution;
 - ii. to inspect academic institutions attached to a statutory body, and
 - iii. to participate in conference, seminar, workshop etc. duly sponsored by the University.
- Note: Substituted by amendment dated 09.03.2024*
- (2) In computing 10 (ten) days of leave admissible, the days of actual journey, if any, to and fro the places, where activities specified in sub-clause (1) above take place, may be excluded.
- (3) Special casual leave shall not accumulate, nor can it be combined with any other kind of leave except casual leave.
- Duty Leave 83. (1) Duty leave may be granted for performing any official duty assigned to an employee outside the University, the duration of which should be such as may be considered necessary by the sanctioning authority on each occasion.
- (2) Duty leave may be combined with any kind of leave, including casual leave.
- Earned Leave 84. (1) Earned leave on full substantive emoluments admissible to an employee shall be 1/12th of the actual service;
- Provided that at the commencement of service no earned leave may be availed of before completion of 12 (twelve) months of service on duty.
- Note: Substituted by amendment dated 19.09.2022*
- (2) For the purpose of computation of the period of actual service, all types of leave availed of, except casual, special casual and duty leave, and absence during the calendar year shall be deducted from the actual number of days in such year to arrive at the days of active service, which will be divided by 12 to arrive at the number of days of leave

earned. Fraction, if any, will be rounded off to the nearest integer.

Note: Substituted by amendment dated 19.09.2022

- (3) Leave earned for a particular year, calculated at sub-clause (2) above, shall be credited to the employee's leave account on the first day of the next succeeding calendar year, that is, on the first day of January in the following year.
- (4) Earned leave at the credit of an employee at the close of a calendar year shall be carried forward to the next year subject to maximum accumulation of 300(three hundred) days, that is, leave carried forward and the credit for that year taken together shall not exceed 300(three hundred) days.
- (5) The maximum period of earned leave that may be sanctioned to an employee at a time shall not exceed 60 (sixty) days except leave sanctioned for higher study/ training or own sickness;
Provided that such leave should not ordinarily be availed of in piecemeal or for more than four times during a calendar year.
- (6) Earned leave may be granted in combination with or in continuation of any kind of admissible leave, except casual leave and special casual leave.
- (7) An employee re-joining duty after availing earned leave shall submit his joining report to the sanctioning authority. Salary and allowances for the leave period may be released only after acceptance of the joining report by that authority.

Sick leave

85. (1) An employee shall be eligible for 20 (twenty) days of Sick leave for each completed year of service, subject to a maximum of 240 (two hundred and forty) days during the entire service;

Provided that such leave shall be calculated on pro-rata basis during the first year of service, if it is not a full calendar year.

- (2) An employee shall be eligible to receive one half of the full substantive emoluments for the period of sick leave;

Provided that if an employee so desires, she/ he may be permitted to commute it, that is, draw full emoluments in respect of any portion of the sick leave granted to her/ him, in which case double the quantum of sick leave shall be debited to the leave account.

- (3) Sick leave due for a particular year shall be credited to the employee's leave account on the first day of the next succeeding calendar year, that is, on the first day of January in the following year.

- (4) Sick leave shall not ordinarily be granted on feeble grounds such as headache, cold, fever, diarrhoea, dysentery etc., but only on major medical grounds, such as hospitalisation, surgery or prolonged domiciliary treatment related to hospitalisation and surgery to the satisfaction of the sanctioning authority;

Provided that such leave shall be granted only on production of medical certificate issued by a registered medical practitioner and other relevant supporting documents, acceptable to the sanctioning authority.

- (5) Sick leave may be granted in combination with or in continuation of any kind of admissible leave, except casual leave and special casual leave.

- (6) An employee shall be required to submit medical certificate of fitness while resuming duty after availing sick leave.

Maternity leave 86.

- (1) Maternity leave shall be granted on full substantive pay for confinement for child delivery to female employees, who have rendered continuous service of not less than two years.

- (2) Such leave shall be limited to 90 (ninety) days on one occasion, and not more than twice during the entire service period, and shall be granted only on production of medical certificate issued by a registered medical practitioner acceptable to the sanctioning authority.

- (3) Maternity leave may be granted in combination with or in continuation of any kind of admissible leave, except casual leave and special casual leave.
- Sabbatical leave 87. (1) Sabbatical leave may be granted only to the faculty members for the following specific purposes, which in the opinion of the sanctioning authority can add value to the University :
- a) Higher study,
 - b) Undertaking research study, research project or consultation;
 - c) Writing a book or research paper;
 - d) Gaining industry experience/ exposure.
- (2) No leave salary is admissible during sabbatical leave.
- (3) The period spent on sabbatical leave shall not count for increment and shall not be included in the total length of service for the purpose of calculation of qualifying service for terminal and related benefits.
- Extraordinary leave 88. (1) An employee may be granted extraordinary leave when no other leave is admissible.
- (2) Extraordinary leave may be granted in combination with or in continuation of any kind of admissible leave, except casual leave and special casual leave;
- Provided that the total period of continuous absence from duty on leave (including periods of vacation, when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken for own sickness on medical certificate, in which case the total period of absence from duty shall not exceed five years.
- (3) No leave salary is admissible during extraordinary leave.
- (4) The period spent on extraordinary leave shall not count for increment and shall not be included in the total length of service of an employee for the purpose of calculation of qualifying service for terminal and related benefits.
- Vacation 89. *Repealed by amendment dated 19.09.2022*

- Sanctioning authority 90. The President shall be competent to sanction all kinds of leave to all kinds of employees;
- Provided that the President may delegate to any other officer the power of sanctioning any or all kinds of leave to any or all kinds of employees.

CHAPTER 7

CODE OF CONDUCT AND DISCIPLINARY PROVISIONS FOR EMPLOYEES

- Scope of an employee's service 91. (1) The whole time of an employee shall be at the disposal of the University and she/ he shall serve the University in such capacity/ies and at such place(s) as she/he may be directed from time to time.
- (2) An employee of the University may be directed/ deputed to serve in any office/ unit of the University or in any other institution, on such terms and conditions as may be decided, and it shall not be necessary for the management to obtain consent of the employee concerned.
- Outside employment/ engagement 92. (1) No employee shall solicit, seek, apply for or accept any outside employment or office whether stipendiary or honorary, and whether permanent, temporary or part-time, without prior sanction of the President in writing.
- (2) No employee shall undertake any part-time work outside the scope of employment of the University or accept any fee therefor, without sanction of the President, who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without any detriment to the employee's official duties and responsibilities :
- Provided that the President may, in a case in which he thinks fit to grant such sanction, stipulate that any fee received by the employee for undertaking the work shall be paid in whole or in part to the University.
- (3) No employee shall, either in physical or in digital mode, engage

herself/ himself in any private tuition/ coaching and/or in any outside activity, whether academic, philanthropic or otherwise, and/or take classes/deliver lectures in/ for other organisations and/or participate in any seminar, webinar, conference, training programme etc. held outside the University and/or join any academic course/study and/ or engage directly or indirectly in any trade/ business/ pursuit either on her/ his own account or as agent for others, without prior and specific sanction of the President in writing.

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| Promoting organisational interest | 93. | Every employee shall at all times serve the University honestly and faithfully with absolute integrity and devotion to duty, and shall use her/ his utmost endeavour to promote the interest of the University. Every employee shall show courtesy and attention in all transactions and interactions with every person with whom she/ he may come in contact in her/ his capacity as an employee of the University. |
| Criticism of the University | 94. | No employee shall, in writing or otherwise, criticise in public the University or its constituent units or its management or authorities or officers, or any policy or action of the University or its constituent units or its management or authorities or officers. |
| Maintaining confidentiality | 95. | (1) Every employee shall maintain absolute secrecy regarding the affairs of the University or any of its constituents and shall not divulge directly or indirectly information of confidential nature either to a member of the public or an employee of the University or any of its constituents unless compelled to do so by judicial or other authority or unless instructed to do so by a superior official in discharge of her/ his duties.
(2) No employee shall make use of any unpublished document, paper, information or letter of the University or any of its constituent units for communication to the public, press, electronic/social media or to unauthorised persons whether official or not. |
| Participation in politics and contesting | 96. | (1) No employee shall take an active part in politics or in any political demonstration/ activity or stand for election as, or be, a member of any Local Authority or any Legislative Body. |

election (2) If any question arises whether any movement or activity falls within the scope of sub-clause (1) above, the decision of the President thereon shall be final and binding.

Contribution to 97. No employee shall, except with the previous sanction of the Vice-press and media Chancellor, contribute to the press or print/ electronic/ social media in any form or participate in any discussion on radio/ television/ social media or make public or publish any document or paper or information, which may come into the possession of such employee in her/ his official capacity either in her/ his own name or anonymously or in the name of any other person;

Provided that no such sanction shall be required if such contribution to any newspaper or periodical or journal is purely literary, artistic, academic or scientific in nature and is occasional;

Provided further that such employee shall provide a copy of such published material to the University within thirty days of its publication.

Attendance 98. (1) The Registrar shall notify the office hours from time to time. Any and late attendance employee may be required to work beyond normal office hours, if the business of the office so demands.

(2) Every employee shall mark her/ his attendance at the time of arrival at, and departure from, office.

(3) All the employees are required to be regular and punctual in attendance. A day's casual leave shall be debited to the casual leave account of an employee for every three occasions of her/ his late attendance within an hour each, in a month;

Provided that late attendance up to an hour for not more than two occasions in a month can be condoned by the Vice-Chancellor, if convinced that it was due to unavoidable reasons;

Provided further that an employee who is late in attendance beyond one hour shall, in addition to such penalties as warranted, forfeit one day's casual leave;

Provided further that where such an employee has no casual leave at her/ his credit, the period may be treated as earned or extraordinary leave as the case may be.

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| <p>Unauthorised absence and break in service</p> | <p>99.</p> | <p>(1) An employee shall not absent herself/ himself from her/ his duties without having first obtained the permission of the authority competent to sanction her/ his leave.</p> <p>(2) If any employee remains absent without sanction of leave or overstays her/ his sanctioned leave (except under circumstances beyond her/ his control, for which she/ he tenders an explanation to the satisfaction of the sanctioning authority) the period of her/ his absence shall be treated as unauthorised and shall warrant the following action :</p> <ul style="list-style-type: none"> a) No salary shall be paid for the period of unauthorised absence. b) Such unauthorised absence shall be treated as misconduct and the concerned employee shall be liable for penalty as deemed fit. c) Further, the period of such absence or overstay shall, if not followed by termination of service or dismissal as penalty, be treated as break in service and the concerned employee shall be reverted to the first stage of her/his existing scale of pay and the period of service rendered by the concerned employee prior to the period of such unauthorised absence shall not count for the purpose of calculation of qualifying service for all terminal and related benefits including statutory benefits. |
| <p>Absence from headquarters</p> | <p>100.</p> | <p>No employee shall remain absent from her/his station/ headquarters without prior sanction of her/ his immediate superior authority.</p> |
| <p>Restriction on borrowing and investment</p> | <p>101.</p> | <p>(1) No employee shall borrow money or in any way place herself/ himself under pecuniary obligation to an employee of the University subordinate to her/ him or to a student of the University or to any firm or person having dealings with the University or any of its constituents.</p> <p>(2) No employee shall make, or permit any member of her/his family to make, any investment likely to embarrass or influence her/him in the discharge of her/his official duties.</p> |

- (3) When an employee is adjudged or declared insolvent or when a moiety of her/ his salary is regularly attached, or has been continuously under attachment for a period exceeding one year, or is attached for a sum which in ordinary circumstances having regard to her/ his personal resources and unavoidable current expenses cannot be repaid within a period of one year, she/ he shall be liable for dismissal.

Breach of discipline and misconduct

102. The following acts of omission and commission by an employee shall be treated as breach of discipline and shall constitute misconduct by such employee, which may entail disciplinary action, namely :
- a) habitual late or irregular attendance;
 - b) absence without leave or over-staying sanctioned leave up to three consecutive days without sufficient ground or explanation;
 - c) negligence in performing duty including slowing down of work;
 - d) sleeping while on duty;
 - e) canvassing or putting outside influence to further an employee's interest;
 - f) not using uniform, if provided by the organisation, while on duty;
 - g) misbehaviour and/ or indecent/ immoral behaviour and/ or any act of sexual harassment directed towards any employee, student, guest or visitor of the University or employee of service providers to the University;
 - h) possession and/or use of illegal, dangerous, hazardous or prohibited material like weapons, firearms, narcotics, drugs, liquor, tobacco, tobacco products, betel, pan masala, gutka etc. in the premises of the University or its constituents;
 - i) theft, fraud or dishonesty in connection with the business or property of the University or any of its constituents or property of another person within the premises of the University or its constituents;
 - j) taking or giving bribe or any illegal gratification to procure any benefit for herself/ himself or to give any benefit to any student or employee of the University;
 - k) discrimination against any student or employee of the University

on the grounds of caste, creed, religion, community, parochialism or any other reason;

- l) furnishing false information, or withholding/ suppressing material information, regarding name, age, parents' name(s), qualification, caste, ability or previous experience or service or any such other relevant matter at the time of employment or during the course of employment;
- m) breach of rules, regulations, systems, standing orders, standard operating procedures etc. of the University;
- n) wilful insubordination or disobedience, whether or not in combination with other(s), of any lawful and reasonable order of her/ his official superior;
- o) damage to any property and/or interference/ tampering with or improper use of any device/ gadget/ installation/ amenities belonging to the University;
- p) collection, without the permission of the Competent Authority, of any money within the premises of the University except as sanctioned by the law of the land for the time being in force or by the Act or the Rules or these Regulations;
- q) unauthorised raising of any fund;
- r) commission of any act subversive of discipline or of good behaviour or which amounts to criminal offence involving moral turpitude;
- s) unauthorised communication of any information pertaining to the University;
- t) drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises, where such behaviour is related to or connected with employment in the University;
- u) gambling within the premises of the University;
- v) violation of the canons of intellectual honesty, such as plagiarism and misappropriation of writings, research and findings of others;
- w) unauthorised occupation or subletting of the University's quarters/ premises;

- Penalty for misconduct
- x) abetment of or attempt at abetment of any act which amounts to misconduct;
 - y) acting in any manner prejudicial to the interest of the University.
103. An employee who commits any misconduct shall be liable to the following penalties, namely :
- (i) censure;
 - (ii) withholding of promotion;
 - (iii) monetary fine;
 - (iv) recovery from pay or from such other amount, as may be due to the employee, of the whole or part of any pecuniary loss caused to the University;
 - (v) withholding of increments of pay with or without cumulative effect;
 - (vi) reduction to a lower stage of pay in a scale of pay for a specified period without cumulative effect;
 - (vii) reduction to a lower post or grade, or to a lower stage in a timescale of pay with cumulative effect;
 - (viii) compulsory retirement;
 - (ix) removal from service, which shall not disqualify for future employment under the University;
 - (x) dismissal from service, which shall ordinarily disqualify for future employment under the University.

Explanation: The following shall not amount to penalty within the meaning of these Regulations, namely :

- a) withholding of increments for failure to achieve the performance standard or fulfil any criteria in accordance with the rules, regulations or orders governing the service or the post or the terms of appointment;
- b) reversion to a lower post or grade of an employee on the ground that she/ he is not found suitable for such post or grade in which she/ he is officiating, or on administrative ground unconnected with her/ his conduct;
- c) termination of service of an employee on account of terms of appointment, retrenchment, expiry of tenure or contract or

temporary assignment, unsuitable performance during probation, or physical incapacitation;

- d) voluntary abandonment of service;
- e) non-promotion, whether in a substantive or officiating capacity of an employee after consideration of her/ his case, to a service or post or grade for promotion to which she/ he is otherwise eligible;
- f) deduction of casual leave for late attendance;
- g) suspension pending regular departmental action.

Procedure for imposing penalty

104. (1) No order imposing any of the penalties specified in items (i) to (vi) of clause 103 of these Regulations shall be passed against an employee except after such employee is informed by the Disciplinary Authority in writing of the allegation(s) made against her/ him and the proposal to take action on the basis of such allegation(s) and is given an opportunity to make any representation that she/he may wish to make and such representation, if any, is taken into consideration by the Disciplinary Authority.
- (2) No order imposing on an employee any of the penalties specified in items (vii) to (x) of clause 103 of these Regulations shall be passed except after an enquiry held, as far as possible, in the manner hereinafter provided.
- a) The Disciplinary Authority shall frame definite charge(s) on the basis of allegation(s) on which the enquiry is to be held and such charge(s) together with the allegation(s) on which it is/ they are based shall be communicated in writing to the employee and she/he shall be required to submit, within such time as may be specified by the Disciplinary Authority, a written statement of her/his defence.
 - b) The charge-sheeted employee shall be permitted, for the purpose of preparing her/ his defence, to inspect and take extract from the relevant official record(s) as she/ he may specify, provided that permission maybe refused if in the opinion of the Disciplinary Authority, such record(s) is/ are

not relevant for the purpose or it is against the University's interest to allow access thereto.

- c) On receipt of the written statement of defence from the charge-sheeted employee, or if no such statement is received within the time specified, the Disciplinary Authority may institute an enquiry into such of the charge(s) as is/ are not admitted by the employee.
- d) The Disciplinary Authority may appoint another employee of the University to be known as the Presenting Officer to present the case at the enquiry in support of the charge(s) made, either to be heard by him or by the authority enquiring into the charge(s) (hereinafter referred to as the Enquiry Officer).
- e) The charge-sheeted employee may take the assistance of another employee of the University (to be known as the Defence Representative) to help him during the enquiry procedure.
- f) The Enquiry Officer shall in the course of the enquiry consider such documentary evidence as may be relevant or material in regard to the charge(s).
- g) The Presenting Officer may present and lead witness(es) to give evidence in person in support of the charge(s). The charge-sheeted employee shall be entitled to cross-examine such prosecution/management witness(es). She/he shall also be entitled to present witness(es) and document(s) in the enquiry in her/ his defence. The Presenting Officer will be entitled to cross examine the defence witness(es). The Enquiry Officer may decline to examine any witness on the ground that the evidence is not relevant or material to the enquiry and in such case(s) record its reason(s) in writing.
- h) The Enquiry Officer may, after completion of the production of evidence, hear the Presenting Officer, if any appointed, and the charge-sheeted employee or permit them, if they so desire, to file written briefs of their respective cases within

fifteen days of the date of completion of the production of evidence.

- i) At the conclusion of the enquiry, the Enquiry Officer shall prepare a report on the enquiry recording its findings on each charge together with reason(s) therefor. If in the opinion of the Enquiry Officer, the proceedings of the enquiry establish a charge or charges different from that/ those originally framed, such authority may record its findings on such of those fresh charge(s) provided the findings on such charge(s) are not recorded unless the employee has admitted the facts constituting them or has been given an opportunity of defending himself against them.
- j) The Enquiry Officer's report shall specifically contain the following –
 - (i) a gist of the charge(s);
 - (ii) a gist of the defence of the charge-sheeted employee in respect of each article of charge;
 - (iii) an assessment of the evidence in respect of each charge;
 - (iv) the findings on each charge and the reason(s) therefor.
- k) The Enquiry Officer shall forward to the Disciplinary Authority the records of enquiry which shall include :
 - (i) the charge sheet, that is, the charge(s) framed against the employee on the basis of allegation(s) as have been furnished to him and the statement of allegation(s);
 - (ii) the employee's written statement of defence, if any;
 - (iii) the record of oral evidence taken in the course of the enquiry;
 - (iv) the documentary evidence considered in the course of the enquiry;
 - (v) observation(s), ruling(s), order(s) etc., if any, made by the Disciplinary Authority and/ or the Enquiry Officer in

the course of the enquiry,

(vi) the written briefs, if any, submitted by the Presenting Officer and the Defence;

(vii) the report/ findings of the enquiry.

l) The Disciplinary Authority shall send a copy of the Enquiry Officer's report/findings to the charge-sheeted employee inviting her/ his representation on the findings within a specified time.

m) On receipt of the representation of the employee, or if no such representation is received within the specified time, the Disciplinary Authority shall consider the record of the enquiry vis-à-vis the employee's representation and shall record its judgment, including its final findings on each charge.

n) If the Disciplinary Authority, having regard to its findings, is of the opinion that any of the penalties specified in clause 103 of these Regulations should be imposed, it shall pass appropriate speaking order in the case.

o) Orders passed by the Disciplinary Authority shall be communicated to the charge-sheeted employee.

Suspension 105. (1) An employee may be placed under suspension by the Disciplinary Authority -

a) where disciplinary proceedings against her/ him are contemplated or are pending and the Disciplinary Authority is satisfied, having regard to the nature of the charge(s) and the circumstance(s) in the said case, that it is necessary or desirable to place such employee under suspension,

b) where a case against her/ him in respect of criminal offence is under investigation or trial.

(2) An employee shall be deemed to have been placed under suspension –

a) with effect from the date of her/ his detention, if she/ he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours;

b) with effect from the date of conviction, if in the event of a

conviction for an offence, she/ he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed consequent to such conviction.

- (3) An employee placed under suspension shall draw subsistence allowance for the first six months of suspension at the rate of one third of the pay and other allowances drawn by her/ him immediately preceding the date of suspension, and thereafter at the rate of half of the pay and other allowances drawn by her/ him immediately preceding the date of suspension :

Provided that no payment shall be made unless the employee furnishes a certificate that she/ he is not engaged in any other employment, business, profession or vocation.

- (4) When the employee who has been dismissed, removed or suspended is reinstated, the Disciplinary Authority shall consider and make a specific order as to whether or not the said period be treated as a period on duty, and if the suspension is held to be wholly unjustified and the employee is fully exonerated, the period of suspension shall be treated as on duty and the employee shall be entitled to the difference between her/ his subsistence allowance and the emoluments which she/ he would have received, but for such suspension, for the period she/ he was under suspension.

- Right to appeal 106. (1) An employee shall have a right of appeal against an order imposing on her/ him any of the penalties specified in clause 103 or the order of suspension referred to in clause 105 of these Regulations.
- (2) No appeal shall be considered unless,
- a) it is addressed to the Appellate Authority;
 - b) it contains all material statements and arguments on which the appellant relies and shall be complete in itself;
 - c) it specifies the relief desired;
 - d) it is submitted through proper channel within a period of thirty days from the date on which the appellant received copy

of the order appealed against.

- (3) The appeal shall be forwarded to the Appellate Authority with the comments of the Disciplinary Authority as soon as possible.
- (4) On receipt of the appeal, the Appellate Authority shall consider it based on material in record and shall pass appropriate speaking order in the case.
- (5) The order passed by the Appellate Authority shall be communicated to the appellant.

Disciplinary
and appellate
authorities

107. The Disciplinary and the Appellate Authorities in respect of different categories of employees shall be as follows :

- a) The President shall be the Disciplinary Authority and the Board of Governors shall be the Appellate Authority for Vice-Chancellor and Pro-Vice-Chancellor;

Provided that the President shall recuse herself/ himself from the meeting of the Board when any appeal against her/ his order is taken up for discussion, and the Vice-Chancellor or the Pro-Vice-Chancellor, as the case may be, shall recuse herself/ himself from the meeting of the Board when her/ his appeal is taken up for consideration.

- b) The Vice-Chancellor and the President shall respectively be the Disciplinary Authority and the Appellate Authority in respect of the employees in Groups 'A', 'B' and 'C'.
- c) The Registrar shall be the Disciplinary Authority for the employees in Group 'D', while the Vice-Chancellor shall be the Appellate Authority for such employees.

CHAPTER 8

RESIDENCE FOR THE STUDENTS

University
hostels

108. (1) As provided in rule 56 of the Rules, the University shall arrange residence for its students by providing separate hostels for girls and boys.
- (2) The hostel facility shall be optional and shall be meant for the

interested students :

Provided that in the event of a specific course/ programme being declared by the University to be fully residential, all the students enrolled for such course/ programme shall have to stay in the University hostels.

- (3) The boarders staying in the hostel shall be under the direct care and control of resident officials of the University, such as Superintendents, Matrons and Student Welfare Officers.
- Allotment of room/ seat in hostel 109. (1) Students interested in residence facility shall apply for it to the Competent Authority. A student can stay in the hostel only after due allotment of room/ seat in her/ his favour and payment of the prescribed fee.
- (2) Only authorised boarders can stay in the University hostels. No guest or visitor shall be allowed to stay in the hostel.
- (3) The boarders can occupy the rooms allotted to them until the day following their final examination :
- Provided that they may be asked to vacate their rooms during semester break for maintenance work and also in case of any emergency;
- Provided further that for effective utilisation of the hostel facilities, the boarders may be required to change their rooms at any time during the academic year as communicated by the Competent Authority.
- Mess/ canteen 110. (1) The hostels shall have arrangement for mess to provide meals to the students and the time for service of food shall be notified by the Competent Authority.
- (2) Food shall be served only in specified dining halls and no service shall be allowed in hostels.
- (3) The hostel mess shall cater to the needs of only the boarders and no guest meal shall be provided.
- General provisions 111. (1) The boarders shall abide by the hostel rules and regulations as notified from time to time.
- (2) Complaint/ Suggestion registers shall be available in the Hostel Office and the boarders may use those to register their complaint, if

any, regarding the hostels including the hostel services.

- (3) All the boarders shall be responsible jointly and severally for the hostel property. They shall prevent damage to property, avoid littering and ensure proper use of electricity, water supply and internet to prevent wastage. They shall be charged individually or collectively for damage(s) to the building and the hostel property, including furniture and fittings provided in the room/hostel.
- (4) The staff, the workers and the authorised contractors of the University shall be allowed access to the hostel premises, including the rooms, at all reasonable hours to inspect the buildings, the furniture and fixtures, the electrical and sanitary installations etc. and to carry out repairs/ maintenance work.
- (5) Possession and/or use of illegal, dangerous, harmful, hazardous and prohibited materials like narcotics, drugs, weapons, firearm, liquor, tobacco, tobacco products, betel, pan masala and gutka, obscene literature etc. is strictly prohibited inside the campus including the hostels and the canteen premises of the University. No person shall come to the campus or the hostels in inebriated or drugged condition after consuming alcoholic drinks or drugs.
- (6) No claim for refund of hostel/ mess fee shall be entertained on the ground of non-utilisation of the hostel facilities by a boarder.
- (7) Before vacating the hostel accommodation, a boarder shall pay all dues and hand over possession of her/ his room, with furniture, fixtures, and other articles supplied to her/ him, directly to the Hostel Superintendent/ Estate Officer and obtain clearance.

CHAPTER 9

MISCELLANEOUS

Schools,
departments,
faculties and
centres

112. (1) The University has been authorised to establish nine specific Schools as mentioned in, and by virtue of, section 4 (ix) of the Act :
- Provided that should there be any need in future more

Schools may be established with the approval of the State Government on recommendation by the Board.

Provided further that it shall be competent for the Board, to restructure or abolish any School(s) of the University.

- (2) Each school shall be headed by either a Dean or a Head to be appointed by the Vice-Chancellor with the approval of the President.
- (3) The Board shall, on the recommendation of the Academic Council, be competent to create, restructure and abolish any department, faculty or centre in the University.

Constitution of
councils,
committees,
working groups,
teams etc.

113. (1) The President may constitute the following councils, namely:
 - a) Advisory Council:

The Advisory Council comprising eminent persons from different walks of life, numbering not more than fifteen, may function as a link between the University and the society at large. It may give advice and suggestions for qualitative development of the University and for reducing the gap between theory and practice. The advice and suggestions of the Advisory Council may be placed before the Board with the approval of the President. The tenure of the nominated members of the Advisory Council shall be three years.
 - b) Administrative Team Leaders' Council:

The Administrative Team Leaders' Council (ATLC) with the heads of all the administrative sections of the University along with the Vice-President, the Vice-Chancellor and the Pro-Vice-Chancellor as members and the Registrar as Convenor, shall be chaired by the President. The Council shall be responsible for inter-sectional coordination and removal of bottlenecks.
- (2) The Vice-Chancellor may constitute the following committees, namely :
 - a) Anti-Ragging Committee:

Constituted as per UGC Regulations with the Vice-

Chancellor as the Chairperson, the duty of the Anti-Ragging Committee shall be to curb the menace of ragging in the University.

b) Internal Complaints Committee:

The Internal Complaints Committee, constituted as per UGC Regulations and headed by a woman faculty member, shall work for prevention, prohibition and redressal of sexual harassment of women employees and students.

c) School Student Grievance Redressal Committee:

Student complaints related to a School shall be addressed to the School Student Grievance Redressal Committee (SSGRC) constituted as per UGC Regulations with the Dean/ Head of the particular School as the Chairperson.

d) Institutional Student Grievance Redressal Committee:

Any student complaint related to a School and not resolved at the concerned SSGRC, and any general complaint not related to any specific School, shall be referred to the Institutional Student Grievance Redressal Committee constituted as per UGC Regulations and headed by the Pro-Vice-Chancellor.

e) Employee Grievance Redressal Committee:

Chaired by the Registrar with some teachers as members and the Deputy Registrar/ Chief Administrative Officer (Administration) as the Convenor, the Employee Grievance Redressal Committee shall handle complaints made by the employees, both teaching and non-teaching.

f) Admission Committee:

The Admission Committee headed by a faculty member, with other teachers as members and the officer-in-charge of Admission as Convenor, shall be responsible for admission of students to different courses/ programmes of the University and shall recommend for approval to the Academic Council eligibility norms, criteria and procedure

for admission to various courses/ programmes;

g) Student Affairs Committee:

The Student Affairs Committee shall be chaired by the Dean, Student Affairs with the Hostel Warden(s) and other faculty members as members and the Student Welfare Officer as the Convenor, and shall work for student welfare and look after the student amenities including the hostels.

- (3) In the event of any need in future for some new councils, committees, working groups, teams etc., the President and the Vice-Chancellor may constitute such committees, councils, working groups and other bodies for such purposes and consisting of such members as the concerned officer(s) shall specify.

Cooperation
and
collaboration
with other
universities and
organisations

114. (1) The University shall, in furtherance of its objectives, establish cooperation and collaboration with other universities, institutions of higher learning and research, professional bodies, industry associations, industry houses etc. in India and abroad.
- (2) It shall be the responsibility of the Deans/ Heads of Schools to cooperate and collaborate with other universities and institutions of higher learning in India and abroad for jointly conducting academic programmes, training, conferences etc. and for faculty and student exchange. They shall further collaborate with industry houses and industry associations for industrial training, internship and placement of the students, and for obtaining industry feedback for revision of curricula and syllabi and introduction of new programmes/ courses.
- (3) The Dean, Academics and Research shall be responsible for establishing liaison with other universities and research institutions for collaborative research.
- (4) All such activities related to cooperation and collaboration with other universities and organisations shall be monitored and coordinated by the Council of Deans under the supervision of

the Pro-Vice-Chancellor.

- Reimbursement of expenses on travel
115. (1) Reimbursement of expenses on travel by an employee for official purpose shall be admissible from duty point/ residence at the headquarters to duty point at the distant station and vice versa, and shall comprise the following, namely :
- a) fare for journey by rail, road, air, sea;
 - b) road mileage for road journey performed by own vehicle;
 - c) daily allowance; and
 - d) Lodging (hotel) expense.
- (3) It shall be competent for the Board to lay down procedure for reimbursement of expenses on travel and to prescribe the entitlement of different kinds of employees for such reimbursement.
- (4) The Board shall also prescribe entitlement of such members of the Board, the Advisory Council, the Academic Council, the Boards of Studies and such examiners, adjunct/ visiting faculty, special invitees etc., who are not employees of the University, for reimbursement of expenses on travel.
- Participation in conferences, seminars, workshops etc.
116. The University may consider sponsoring the faculty members to participate in conferences, seminars, workshops, symposia etc. organised by reputed universities/ institutions/ organisations subject to such policies as may be decided by the Board.
- Consulting
117. The facility for consulting shall be extended to the faculty members and the consulting fees so earned, after meeting all expenses, shall be shared between the consultant faculty member(s) and the University subject to such policies as may be decided by the Board.
- Funds of the University
118. (1) The Endowment Fund shall be established by the Sponsoring Body in terms of section 38 of the Act. The amount thereof shall be invested in scheduled commercial banks or in long term securities issued or guaranteed by the Government, as decided by the Board.
- (2) The General Fund shall be established by the University in terms of section 39 of the Act. The amount thereof shall be

invested in scheduled commercial banks and in such other avenues as may be decided by the Board.

(3) The operation and management of the funds shall be prescribed in the manual of accounting policies and financial procedures as referred to in rule 27 of the Rules.

Management of property 119. (1) The University is empowered to own and dispose off property in terms of sub-section (7) of section 3 of the Act.

(2) No fixed asset shall be acquired or disposed off without the approval of the Board as provided in clause 17 (t) of these Regulations, while no movable asset shall be acquired or disposed off without the approval of the President in terms of clause 40 (h) of these Regulations.

(3) Management of the property of the University shall be the responsibility of the Registrar, who shall :

a) maintain necessary documents and records for fixed and movable assets;

b) ensure legal compliance before acquisition or disposal of any property;

c) take adequate steps for maintenance of property, including preventive maintenance, execution of maintenance contracts and timely renewal thereof;

d) ensure timely payment of rent, taxes and other dues related to property;

e) take such other steps as may be necessary for effective management of the University's property.

Procedure for resolving disputes 120. (1) There shall be a formal mechanism for resolving disputes between the University and its officers, faculty members, employees and students as required by section 26 (e) of the Act. In addition, informal arrangement shall also be there for quick and easy resolution, specially when the complainant is interested in maintaining confidentiality.

- (2) The students may first approach contact persons as noted below for informal redressal of their specific grievance/ problem and resolution of disputes thereby.
- a) Academic and examination matters – Officer-in-charge of the section; Controller of Examinations and the Dean/ Head of the concerned School;
 - b) Health Issues – Medical Officer; Student Welfare Officer and Deputy Registrar, Administration;
 - c) Co-curricular and extra-curricular activities and student amenities – Student Welfare Officer and Dean, Student Affairs;
 - d) Library – Librarian;
 - e) Computers and internet – Systems in-charge;
 - f) Training and placement – Officer-in-charge, Training and Placement section;
 - g) Student amenities – Student Welfare Officer, Deputy Registrar (Administration) and Dean, Student Affairs;
 - h) Hostel matters – Hostel Superintendent, Student Welfare Officer, Hostel Warden and Dean, Student Affairs.
- (3) The University shall have the following formal set up for redressal of grievance and resolution of disputes of the students :
- a) Student complaints related to a specific School shall be addressed to the School Student Grievance Redressal Committee of the concerned School as referred to in sub-clause (2) (c) of clause 113 of these Regulations.
 - b) Any student complaint related to a School and not resolved at the concerned School Student Grievance Redressal Committee and any general complaint not related to a specific School, shall be referred to the Institutional Student Grievance Redressal Committee as referred to in sub-clause (2) (d) of clause 113 of these Regulations.

- (4) The faculty members may approach the Deans/ Heads of the respective Schools, and the employees may approach the heads of the respective sections, for informal redressal of grievance and resolution of dispute.
- (5) In the event of any dispute not resolved by informal mechanism, the concerned employee may approach the Employee Grievance Redressal Committee, as referred to in sub-clause (2) (e) of clause 113 of these Resolutions, with her/ his complaint.

By order of the Board of Governors

Prof. (Dr.) Biswajeet Pattanayak

PRESIDENT