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# The Bikaner Technical University, Statutes, 2022

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**Chapter I**  
**PRELIMINARY**

- Short title and Commencement*      S1.01      1- These statutes may be called the Bikaner Technical University, First statutes, 2022.
- 2- These regulations shall come into force from the date of its notification in the Gazette.
- Definitions*      S1.02      1- In these regulations, unless the context otherwise requires:-
- (a) 'Act' means the Bikaner Technical University Act, 2017;
- (b) 'Section' means Section of the Act;
- (c) 'University' means the Bikaner Technical University;

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- (d) 'Selection Committee' means the Selection Committee constituted under University norms from time to time;
- (e) "Constituent College" means the institute operated by the regulations made by the State Government;
- (f) "Autonomous College/ Institute" means the autonomy granted to affiliated college/ constituent institute by the University Grants Commission;
- (g) "Affiliated Colleges" means the Colleges which are affiliated to the university.
- (h) "Research Centres" means the research Centres of Affiliated and autonomous colleges of the University and other Centres of repute recognized by the University.
- (i) "Inter-University Centres" means the Centres set up by the Central Government or State Government and UGC or AICTE, and may be used by a bonafide personnel.
- (j) "Centres of Excellence" means the centralized unit of dedicated people with a mission to streamline access to scarce, high-demand capabilities for rapid execution across the University business.
- (k) "Students' Society and Clubs" means the students' societies and clubs established in the University to promote innovation, creativity and entrepreneurship for overall development among the student.

**Note:** 'He' and 'His' imply 'he'/ 'she' and 'his'/ 'her', respectively here in after.

- 2- The words and terms used in the Act but not defined in these Statutes shall have the same meaning as assigned to them in the Act.

**Reservation  
Policy of the  
University**

- S1.03**
- 1- The University shall adopt in letter and spirit the policies and directions of the State Government regarding reservation and welfare of various categories as notified by the Government from time to time in admission of students to different courses in the University and all other welfare schemes.
  - 2- Appointments to various positions in teaching, non-vacational academic, non-teaching and other technical posts shall be strictly as per norms laid down by the Government from time to time.

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## Chapter II

### OFFICERS OF THE UNIVERSITY

- The Chancellor*      S2.01
- 1- The Governor of the Rajasthan State shall be the Chancellor of the University under the provision of sub-section (1) of Section 10 of the Act.
  - 2- The Chancellor, may call any document or information from the University or related party, which he deems necessary while considering any matter referred to him and may call any document or information from the University.
  - 3- The Chancellor shall nominate his representative in Board of Management and Academic Council as per provisions of the Act and shall also nominate in Selection Committee constituted for the appointment and promotion on academic posts as per AICTE norms.
  - 4- The Chancellor shall hear the appeal of party aggrieved from the decision of the Board.
  - 5- The Chancellor shall provide necessary guidance to the Vice-Chancellor from time to time.
  - 6- The Chancellor, may provide necessary arrangements instructions/guidance to the University.
  - 7- Every proposal for the conferment of any honorary degree shall be subject to the confirmation by the Chancellor.
- Appointment and Service Conditions of the Vice Chancellor*      S2.02
- 1- The designated committee, shall forward the panel of three to five persons to the Chancellor, for appointment of Vice Chancellor under Section 11 of the Act.
  - 2- The assessment of the following eligibility and qualifications is necessary for determination of the above panel, before the Committee-
    - (a) the person wishful for the Vice Chancellor shall be a renowned person in the field of technical education having graduation, post-graduation and Ph.D degree.
    - (b) he shall have minimum 10 years of teaching and research experience as Professor or above.
    - (c) he shall have minimum 5 years' administrative experience at the level of Head of institute or above.
    - (d) other such professional achievements or experience, which the committee considers important.

- (e) the search committee will have the following constitution:
- (i) one person nominated by the University through its Board;
  - (ii) one person nominated by the Chairman, AICTE;
  - (iii) one person nominated by the Chancellor; and
  - (iv) one person nominated by the State Government.
- The Chancellor shall appoint one of the above persons as the Chairperson of the committee.
- 3- An eminent person in the sphere of higher education not connected with the University and its colleges shall only be eligible to be nominated as the member of the search committee.
- 4- The Search committee shall prepare and recommend a panel of not less than three persons and not more than five persons to be appointed as Vice Chancellor.
- 5- The process and terms have been narrated in the Act
- (a) Vice Chancellor shall be eligible for appointment for another term under the provisions in the Act.
  - (b) if Vice Chancellor's post is vacant for reasons of death, resignation or other reasons or is temporarily vacant due to illness or any other reason, then Pro-Vice Chancellor or in absence of Pro-Vice Chancellor the senior teacher of University or such director of constituent or autonomous institute against whom no prosecution is instituted shall be nominated by the Chancellor, and shall discharge the duties of Vice-Chancellor till the appointment of new Vice Chancellor or till taking of charge again by the substituted Vice-Chancellor.
  - (c) Vice Chancellor shall be entitled for leaves as stated in the University regulation.
  - (d) in case of leave (of the Vice Chancellor) for more than 20 days, interim arrangement shall be done by the Chancellor under the provision mentioned in (b).
  - (e) the Vice Chancellor, may resign his post by giving two months' notice in writing addressed to the Chancellor:

Provided that the Chancellor may accept the resignation with immediate effect according to the requirement of the circumstances.

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- (f) the Vice-Chancellor shall be entitled for free furnished accommodation, free light and water charges at residence, free University car suitable to his status with free fuel and driver, telephone, cell phone, internet facility, domestic servant(s), security guard(s) at his residence and such other allowances and perquisites as may be determined by the Board from time to time.
- (g) the University shall provide and maintain a suitable accommodation for the Vice Chancellor, if it is not available to the University.
- (h) the Vice-Chancellor shall be entitled to travel by air and halting allowances at such rates as per University rules, if provided, otherwise as fixed by the Board or as per actual.
- (i) the Vice-Chancellor shall be entitled to all other benefits such as leave, leave travel concession, Provident Fund and the reimbursement of the medical expenditure etc. according to the University rules in force, or in its absence, it is applicable as admissible to officers of the State Government.
- (j) in addition to the leaves referred to in the Bikaner Technical University Act 2017, Vice Chancellor shall be entitled for following leaves:
- (i) the Vice-Chancellor shall be entitled to leave on full pay as per the Act, and shall be credited to his account in two half yearly installments of fifteen days each on the first day of January and July every year, Provided that if the Vice Chancellor assumes or relinquishes charge of the office of the Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately for each completed month of service;
- (ii) in addition to the leave referred to in sub clause (a) above the Vice Chancellor shall also be entitled to half pay leave as per the Act for each completed year of service and half pay leave may also be availed of as commuted leave on full pay on medical certificate,

Provided that when such commuted leave is availed of twice the amount of half pay leave shall be debited against half pay leave due;

*Y. B. W. R.*

- (iii) thirty days P.L. shall be credited to his leave account per year of his active service or part thereof;
- (iv) the Vice Chancellor may surrender any commuted leave and P.L. not availed by him and in lieu thereof may encash such leave.

*Powers and  
Duties of the Vice  
Chancellor other  
than those  
specified in the  
Act*

S2.03 1- In addition to the powers and duties vested under the Act, the Vice Chancellor shall have the following powers and duties, namely:-

- (a) to preside at the convocation ceremony conferring degrees of the University, in the absence of the Chancellor;
- (b) to present address and express opinion at meeting of any authority or other body of the University;
- (c) to provide leadership to maintain excellence in the education training, and research evaluation of the University and initiate to start new courses in accordance with local, national and global needs.

Provided that such course is not against the interest of AICTE norms and the State Government;

- (d) to ensure proper compliance and implementation of the Act, Statutes, Ordinance and Regulations of the University;
- (e) to constitute such standing and ad-hoc Committees, as he may consider necessary to assist him in the performance of his duties as the principal academic and executive officer of the University;
- (f) to award, for the smooth functioning of the University, to teachers or other employees of the university any designation, not specified by the Act or the State Government, without creating any new post, and allow certain minimum requisite facilities and perquisites necessary for the discharge of such additional duties, which shall not cause any financial implications to the State Government;
- (g) to maintain discipline among officers, teaching staff, administrative staff, employees and students in the University or Departments, Inter-University Centers, Centre of Excellence etc. and to institute disciplinary

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proceedings against them under the provisions of Statutes, Ordinances and Regulations made in this regard;

- (h) to grant leave to any officer of the University as per provision of leave rules and make necessary arrangements for discharging the functions of such officer during absence from his duty;
- (i) to sanction recurring and non-recurring expenditure within the budget provision;
- (j) to sanction any expenditure and/or remuneration on the recommendation of a committee constituted by him, from out of the revenue earned by the University or from its own resources including from entrance tests conducted, regular University examination fees, affiliation fees, penalties, consultancy work etc.;
- (k) the Vice Chancellor shall be responsible for submission of University's budget (income expenditure), account statement and annual progress report of the University to the Board.
- (l) to re-appropriate funds from one budget head to another provided that no recurring liability is involved and also to divert the funds earmarked for a Department or unit of the University to another department or unit of the University and the same shall be reported in the next Finance Committee;
- (m) to sanction temporary transfer of amounts from one fund to another, provided that such transfers are reported to the Finance Committee at its next meeting;
- (n) to sanction expenditure on unforeseen items for which no provision has been made in the budget, provided that such expenditure shall be reported to the Finance Committee at its next meeting;
- (o) to invite persons to deliver extension lectures and to sanction their remuneration and travelling allowance;
- (p) In case of emergent situations, the Vice-Chancellor may make short term appointments on contract basis, for a period not exceeding eleven months at a time. Such appointments may be made, if the Vice-Chancellor

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considers it necessary for the proper functioning of the University on such honorarium as may be fixed by the Board;

- (q) to extend the period of temporary posts up to three months and to sanction disbursement of the salary of the persons holding such posts, provided that such action be reported to the Board;
- (r) to appoint members of teaching staff of the University or others as part-time teachers or guest faculties and to sanction their remuneration from the provision of the savings of vacant posts;
- (s) to delegate any of his powers and duties or of any officers of the University to a committee or a member of the staff of the University for a general or limited purpose;
- (t) to approve the proposals of expenditure for all procurements of the University from time to time as submitted by the user department(s) and admissible under rules subject to availability of funds;
- (u) to approve, in consultation with the Finance Committee, the remission and write off of irrecoverable losses and damages of stores, equipment and other property of the University;
- (v) to approve the plans and estimates prepared by the Estate Officer and to sanction the construction of buildings, structures, landscaping, roads, additions/ alterations and repairs of the University buildings and its constituent units subject to availability of funds;
- (w) to approve the guidelines for permitting the University employees and teachers to accept examinership in other Universities, institutions and consultation practice, whether remunerative or non-remunerative;
- (x) to approve the guidelines for the employees and teachers of the University to attend meetings of the committees appointed by any State Government and the Central Government and other public bodies, academic institutions, industries, research organizations and other bodies and to treat them as being on duty;

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- (y) to suspend or to take disciplinary action against any teacher, officer or any other employee holding a post in the University and direct to prepare a full statement regarding such suspension or action for record of the University only and in any case of termination from service on disciplinary grounds, report the matter to the Board at its ensuing meeting, any modification made by the Board in such cases being final;
- (z) may recommend for suspension/ disciplinary action on officers on deputations to their concerned department,
- (aa) to terminate the tenure of any officer holding a post in the University and direct to prepare a full statement regarding such termination or action for record and report the matter to the Board at its ensuing meeting, any modification made by the Board in such cases being final;
- (ab) to exercise general control over all institutions, faculties and Departments of the University and place before the Board all proposals which require its sanction with his recommendations;
- (ac) to affiliate colleges after an advice obtained from concerned Inspection Committee of the university;
- (ad) to call for such documents and information from any institute/college or university officials, University in respect of any matter connected with faculty and other staff, teaching, examination, research, finance or any other matter affecting the discipline or efficiency of the teaching and research in the colleges.
- (ae) to instruct the affiliated, autonomous or constituent institution/colleges to display any information related to teaching, examination, research and development, students, public interest etc. in a format and in the written or electronic media as considered necessary. The concerned College and its Management Board shall be bound to display such information as required by the Vice Chancellor.
- (af) to visit any college of the University to examine any aspect of the functioning of the college with or without any prior information to the concerned college and

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direct the concerned for taking appropriate action on irregularity.

- (ag) to grant any relief from Staff/ Student Relief Fund constituted under the Statutes of the University;
- (ah) to act as the final authority with regard to admissions into and transfers of students from any faculty to other within the University;
- (ai) to revise the qualification and experience of various teaching/non-teaching posts in accordance with the guidelines laid down by AICTE/ UGC/ other statutory body as prescribed from time to time and to report the same to the Board;
- (aj) to exercise any power, if he is of the opinion that immediate action is necessary, on any matter, conferred by or under the Act or the Statutes on any authority of the University and report to such authority at its next meeting the action taken by him on such matter;
- (ak) to call for such documents and information from any section or unit of the University in respect of any matter concerned with teaching, examination, research, finance, establishment, estate or any other matter affecting the functioning of the University;
- (al) to organize and reorganize the sections and units of the University and to allocate and assign the work to employees and officers of the University and teachers of the colleges, in order to maintain confidentiality or to bring swiftness and efficiency as considered fit and necessary;
- (am) to consider on appeals of students on compassionate grounds under special situations;
- (an) to organize or direct to organize the meeting of the Board, and other authorities of the University;
- (ao) with prior permission of the Board, the Vice Chancellor shall take action as per rule on the appointment of various officers, teaching, non-teaching and administrative staff based on the recommendation of duly constituted selection committees. The same shall be reported in the ensuing meeting.

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Provided that he may, with prior permission of the Board in a transparent and just manner appoint such officer/ employees and teachers on the created posts for the short-term period which shall not be more than 11 months, which he deems necessary for the operation of the University. The service period of such appointees may be increased if regular appointments are not done against the sanctioned posts.

- (ap) in the case of emergency and when he is unable to convene a meeting of any authority under him in short of notice, he will take any reasonable decision in the interest of the University and convene the next meeting of the concerned authority for approval of all such decisions/ actions in maximum three months and get approval; in case of non-approval the decision taken shall automatically become ineffective;
- (aq) to work as an important link with Higher Education Council of India, Higher Education Council in the State of Rajasthan and other states as may be needed, AICTE, UGC, National and International Certification Bodies, State Government, other National and International Agencies and other Regularity Authorities, as the case may be;
- (ar) to take action for grant of financial aid from UGC, DST, State Government, Central Government, NGO, National and International agencies;
- (as) be aware of the latest educational policies of the State and Central Governments and inform various faculties/ departments for its proper implementation;
- (at) to direct the Dean of faculties of the University and Directors of the colleges to assess and evaluate their staff including faculty members and submit the assessment report for the approval;
- (au) to appoint Committees for admission in the University;
- (av) to establish committees as required for the day-to-day proper operation of the University and take necessary action on the recommendations of such committees;
- (aw) to approve the payments of bills for travel expenditure, medical reimbursements and other types of bills of

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Karyalay adhaksha such as Registrar/ Finance Officer/  
Controller of Examination etc.;

- 2- It shall be the duty of Vice Chancellor to comply the decision taken by the Board in three months and shall arrange of compliance report in the next Board meeting;
- 3- The Vice Chancellor shall use such other powers and follow all such other duties as may be assigned to him by the Board and Chancellor from time to time;
- 4- The Vice Chancellor shall take such decision not covered above and as may be deem fit necessary in the interest of the University;
- 5- The Vice Chancellor shall interpret any provision of the Act, Statutes, Ordinances and Regulations of the University.

*Pro-Vice  
Chancellor*

S2.04

- 1- The appointment of Pro-Vice Chancellor is provided under Section 13(i) of the Act, a person having minimum five years of experience as Professor in technical faculty and having at least three years' experience as head of Institute and whose integrity is not questionable, may be appointed as Pro Vice Chancellor and subsequently reported to the Board.
- 2- In addition to the permissible salary and allowances, the Pro-Vice Chancellor shall be entitled to an honorarium as approved by the Board from time to time.
- 3- The Pro Vice Chancellor shall hold the office at the pleasure of Vice Chancellor.
- 4- The Pro-Vice Chancellor shall exercise such power and perform such functions as provided in the Act, Statutes, Ordinances and Regulations.
- 5- The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matter, as may be specified by the Vice Chancellor in this behalf from time to time and shall preside over the meetings of the University in the absence of the Vice Chancellor.
- 6- The Pro-Vice Chancellor shall exercise such powers and perform such duties as may be assigned or delegated to him by the Vice Chancellor.

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- 1- The appointment of Registrar, Bikaner Technical University shall be done by the State Government on deputation from amongst the officers in the service of State of Rajasthan not below the scale of pay band 8900 (VI pay) and his remuneration and allowances shall be paid by the University. The registrar shall be whole time officer of the University.
- 2- The Registrar shall have at least 10 years of experience out of which at least five years on administrative position.
- 3- The Registrar, shall work under the direct supervision and direction of Vice Chancellor.
- 4- The pay, allowances and terms and conditions of service of the Registrar shall be decided by the Board of Management as per the norms prescribed by the regulatory bodies and accepted by the Government and the University, from time to time.
- 5- The Registrar shall have the power to attest the records on behalf of the University. The Registrar shall be the custodian of records of the Bikaner Technical University.
- 6- The Registrar shall be responsible for due custody of the records and common seal of the University. He will be the secretary of committee constituted for the University made for appointment/promotion of Group 'C' and 'D' employees.
- 7- Registrar shall be the secretary of the Board, Academic council of the University and he shall produce all such information before these authorities, which are essential for the execution of work. He shall also follow such other duties as prescribed by the Statues and Ordinances of the University or as required by the State Government, Board or Vice Chancellor, from time to time, but he shall not be entitled to vote on this ground.
- 8- When the office of the Registrar is vacant or when the Registrar is on leave by reasons of illness, absence or due to any other reason is unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by the Finance Officer who shall act as link officer or the officer nominated by the Vice Chancellor. However, till

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appointment Finance Officer will act as link officer for registrar.

*Powers and Duties of Registrar, in addition to those specified in the Act*

- S2.06 1- In addition to the powers and duties vested under the Act, the Registrar shall have the following powers and duties, namely:-
- (a) the Registrar shall be responsible to issue/ sign on every order, instructions, contract after the approval of the Vice Chancellor;
  - (b) the Registrar shall be responsible to Vice Chancellor, as Karyalayadhyaksha, in all such matter which are necessary to be brought into the notice of the Vice Chancellor;
  - (c) the Registrar shall recommend, for the payments of travel expenditure, medical reimbursement and other types of bills of Vice Chancellor, teachers and other officers;
  - (d) to enforce orders and instructions of Government, and order of court after due approval of Vice Chancellor;
  - (e) to ensure the safe custody of the University records and the common seal of the University. To authenticate records on behalf of the University in respect of the administrative, academic, legal matters or any other matter on which the Chancellor or Vice Chancellor of the University may so direct;
  - (f) to conduct all the official correspondence on behalf of the University as may be decided by the Board and the Vice Chancellor;
  - (g) sign on degree after the signature of Controller of Examination and submit the same to the Vice Chancellor for his/her endorsement/ Signature;
  - (h) to issue notices for convening the meetings of the Board and Academic Council of which he acts as Secretary after approval of Vice Chancellor and also the meetings of other bodies created by the Board under section 23 (h) of the Act and shall cause the minutes of all such meetings to be kept;

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- (i) to facilitate estate officer for immovable property purchase/maintenance, and any other such work related to buildings and works for which Estate officer is incharge;
- (j) to facilitate estate officer for physical verification of all immovable properties and consumables related to buildings and works at regular interval;
- (k) to represent the University in legal and other suits or proceedings by or against the University, with the prior approval of Vice Chancellor and Board and to sign legal documents and to verify pleadings thereof;
- (l) to ensure that selection procedure in respect of the post of the University is carried out diligently, transparently, impartially and as per these Statutes and Regulations, for which he shall be responsible;
- (m) to keep the Vice Chancellor appraised of all legal proceedings in respect of the University from time to time and shall be bound to place before the Board all such information as may be necessary for transaction of its business.
- (n) to be responsible for carrying out the direction of the Board and to report compliance thereof to the Board through the Vice Chancellor.
- (o) to ascertain that the affairs of the University are being conducted as per the provisions of the Act and to bring to the notice, as the case may be, to the Board, Vice Chancellor and the State Government, of any deviation thereof.
- (p) to ascertain the implementation of the anti-ragging matters in the University and to report any deviation to the State Government forthwith in consultation with Vice Chancellor.
- (q) The Registrar shall be responsible for all matters relating to academic affiliation and institutional activities of the University.
- (r) The Registrar shall be responsible for constitution of committee through Vice Chancellor as prescribed for inspection and general and overall supervision to

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ensure the education quality of all colleges and institutions affiliated to the University.

- (s) Except Finance Officer Controller of Examination, Estate Officer and Librarian, all non-educational officers will work under direct supervision, direction and control of the Registrar.
  - (t) Subject to the superintendence of the Vice Chancellor, the Registrar shall implement the directions of the Board, for appointments, promotion, suspension, removal of teacher, or officer or employee or related to any punishment awarded to them, for which the Board is appointing authority. The executive order of this intention shall be issued by the Registrar, from time to time after approval of Vice Chancellor.
  - (u) The implementation of disciplinary action under above clause (t) shall include the power to issue administrative order for dismissal, removal, reversion, termination or compulsory retirement of an employee referred in the said clause.
  - (v) No order shall be made under above clause (t) except after an enquiry in which the employee has been informed of the charges against him and given reasonable opportunity of being heard in respect of those charges and where it is proposed to impose on him any penalty, he shall be given a reasonable opportunity to defend.
- 2- The Registrar shall be responsible for the preparation and submission of the University's annual report mentioned in section 44 of the Act;
  - 3- The Registrar shall facilitate any enquiry conducted by the State Government under Section 36 of the Act and shall provide relevant information or document related to colleges and the University thereof under the supervision and approval of the Vice Chancellor.
  - 4- The Registrar shall ensure the compliance of the direction(s) issued by the State Government in a time bound manner after due approval of the Board and the Vice Chancellor.
- 1- The Finance Officer shall be the officer of the finance services who will be the full time salaried of the University

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appointed by the State Government amongst the officers of the Rajasthan Accounts Service.

- 2- When the Finance Officer is on leave by reasons of illness, absence or is unable to perform the duties of his office by any reason, the duties of the Finance Officer shall be performed by the Registrar who shall act as link officer or the officer nominated by the Vice Chancellor for this purpose. However as per provisions the Registrar shall act as link officer for Finance Officer.
- 3- The Finance Officer shall work under the direct supervision and direction of Vice Chancellor.
- 4- The criteria for the eligibility, emoluments and other terms and conditions of the service of Finance Officer may be determined by the State Government.
- 5- The Finance Officer will be the secretary of the Finance Committee and sub-committee(s) constituted by the Finance Committee.
- 6- Finance Officer shall also be responsible to prepare a manual of instruction or regulations in accordance to financial rules of State Government for disbursement and utilization of various University fund thus created for various purposes.
- 7- The Finance Officer shall also perform the duties as prescribe under sections 34, 35, 36 and 45 of BTU Act 2017.

*Powers and duties of the Finance Officer, in addition to those specified in the Act*

S2.08

- 1- In addition to the powers and duties vested under the Act, the Finance Officer shall have the following powers and duties, namely:-
  - (a) to prepare and maintain minutes of the meetings of the Finance Committee and sub-committee(s) constituted by the Finance Committee;
  - (b) the Finance Officer may be invited to take part in the proceeding of other authorities of the university and bodies constituted by such other authority, if required in financial matters, but shall not have the right to vote;
  - (c) to advice the University on any financial matter when advice is sought;

- (d) to prepare and produce before the concerned authorities of the university the annual budget and annual account details with audit report;
- (e) to supervise and maintain proper accounts and records of funds, properties, investments, configuration properties and trust of the University;
- (f) to monitor the progress of revenue collection and advise the University for the methods of revenue generation,
- (g) to collect income, consult for payment and to maintain accounts of the University;
- (h) to ensure that register of immovable and capital assets have been prepared and regularly maintained;
- (i) to ensure that interim and statutory audit of the accounts of the University shall be done as prescribed by the State Government;
- (j) to call clarification from the concerned, related to any expenditure or financial irregularities, if any done by any person of the University and to recommend proposal for disciplinary action through the Vice Chancellor'
- (k) to seek any information and details from any college, institute, department, office and centre for discharge of financial liabilities and in other cases produce records with recommendation before the Vice Chancellor;
- (l) to keep disciplinary control on whole staff of the audit and finance department of the University;
- (m) to prepare the annual accounts and the budget of the University and present them to the Board after their approval by the Finance Committee;
- (n) to ensure that the funds of the University which were required to be invested are done in such a manner which increases the resources of the University and on the recommendation of the Finance Committee;
- (o) to probe into any unauthorized expenditure or other financial irregularities with prior approval of Vice Chancellor and suggest appropriate action to competent authority against persons at fault;

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- (p) to call from any office of the University and its colleges, any information or reports that are considered necessary for the performance of his functions;
  - (q) to advise in any financial matter where his advice is being sought by competent authority of the University or institutions with appending relevant copies of financial rules and Government order;
  - (r) to facilitate and ensure compliance of any directions by the State Government regarding special audits as mentioned in Section 36 of the Act;
  - (s) to use such other powers and follow all such other duties as may be assigned to him by the Vice Chancellor from time to time.
- 2- The Finance Officer shall maintain the special funds created in the University like alumni fund, faculty welfare funds, student welfare funds and any other funds set up by the Board in order to ensure that their accounts are maintained and that the said moneys are utilised for the purpose, for which the funds were created.
  - 3- The Finance Officer shall ensure the compliance of financial rules and financial hand book declared by State Government and seek the direction from the Government through the University in case of deviation.
  - 4- The Finance Officer shall be responsible for the annual audit of the accounts of the University as prescribed in Section 45 of the Act.
  - 5- The Finance Officer shall arrange the continuous internal audit of the accounts of the University and shall pre-audit such bills as may be required in accordance with any standing order in that behalf.
- The Controller of Examination*      S2.09
- 1- The Controller of Examinations shall be appointed from amongst the University Professor by the Vice Chancellor. The Controller of Examination shall not be below the rank of Associate Professor preferably in engineering and should have experience in relevant work at institute level.
  - 2- The Controller of Examination shall work under the supervision and control of the Vice Chancellor.

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- 3- The Controller of Examination shall be responsible for the orderly and timely conduct of examination of the University. He shall be responsible for due custody of records pertaining to his work. This includes all records related to the conduct of examination and declaration of results. The controller of examination will execute examination work under the supervision of Examination Committee.
- 4- The Controller of Examinations shall be responsible for preparing the examinations' scheme both for theory and practical examinations and shall also be responsible to conduct the examinations as per schemes so prepared.
- 5- The Controller of Examination shall notify the University examination through an annual calendar of examination within the beginning of two months of new academic session with the prior approval of the Vice Chancellor.
- 6- The Controller of Examination shall fix the examination centres and appoint Centre Superintendent(s) with the prior approval of the Vice Chancellor and Examination Committee.
- 7- The Controller of Examination shall have powers to cause examination centre inspected by flying squad and observers.
- 8- It shall be the duty of the Controller of Examination to ensure free, fair and smooth conduct of examination and declare results expeditiously. It shall be the duty of the Controller of Examination to take the advice of the experts of information technology and latest system and carefully discharge its duties.
- 9- The Controller of Examination shall notify the results of the University examinations to the concerned colleges and publish the results through the University website in an expeditious manner after approval of the Examination Committee.
- 10- He shall ensure maintenance of the records related to the examination in an efficacious manner and through such systems, which enable quick retrieval.
- 11- The Controller of Examination shall be member secretary of the Examination Committee of the University and shall

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conduct the examinations and make all other arrangement and be responsible for the execution of all processes connected therewith to the superintendence of the Examination Committee.

- 12- The Controller of Examination shall maintain a database of the students with back papers and shall inform the colleges/ institutions and ensure that colleges/ institution adhere to policy concerned thereof, as laid down by the Examination Committee.
- 13- The Controller of Examination shall forward name / names of candidates for conferment of degree/ degrees except honorary degrees and put sign on mark sheet and degree.
- 14- The Controller of Examination shall appoint paper setters, tabulators, coordinators, moderators, observers and flying squads etc. with the approval of Examination Committee, and shall be controlling officer with regard to T.A. and remuneration bills of examiners, papers setters, moderators and the persons invited for the purpose of the confidential works related to the examination.
- 15- The Controller of Examination shall issue under the direction of the Vice Chancellor, all notice convening meetings of Board of examiners, Board of moderators and of the committees appointed in connection with examination and maintain the minutes of all such meetings. He shall act as member secretary of such committees.
- 16- The Controller of Examination shall ensure that any malpractices related to examination shall immediately be brought to the notice of the Vice Chancellor and be suitably dealt with.
- 17- The Controller of Examination shall review from time to time the conduct of examinations of Autonomous Colleges of the University to ensure that high standards of probity are being maintained in the examination systems of these colleges.
- 18- He shall superintend the test of all subordinate officers/ employees of Controller of Examination office and distribute work amongst them.

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- 19- In any situation other than eligibility/ qualifications prescribed by regulatory institutes, the eligibility of officers or employees shall not be relaxed.
- 20- To ensure the compliance of the criteria for examination related supervision and evaluation which have been prescribed by the Examination Committee from time to time, as their eligibility, experience Head instructor, Chief Examiner etc.
21. The Controller of Examination shall have the power of the Registrar for the payment related to the examination.

*Estate Officer  
and his functions  
in addition to  
those specified in  
the Act*

S2.10

- 1- The Estate Officer shall be appointed as per provisions of act and rules of State Government. In absence of Estate Officer, the Registrar shall hold these responsibilities.
- 2- The Estate Officer shall work under the supervision and control of the Vice Chancellor.
- 3- The Estate Officer shall be responsible to maintain the movable or immovable property of the University campus and to make coordination with the Vice-Chancellor and Finance Officer, in this regard.
- 4- The Estate Officer is permitted to undertake all urgent minor works and maintenance and repairs works up to Rs. 50,000/- without calling quotations for maximum three times in a single week.
- 5- The Estate Officer shall be responsible for execution of all types of works under the guidance and supervision of the Buildings and Works Committee.
- 6- All works bills, including those in respect of works entrusted to Architects, shall be thoroughly checked by the Estate Officer of the University which shall ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the sanctions of the competent authorities is obtained for the excesses or extra items.

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- 7- A register of works maintained for watching progress of expenditure on each work undertaken by the University shall be thoroughly checked by the Estate Officer. The register of works shall show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive expenditure on the work. In the case of repairs, the works in accounts shall be closed with the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.
- 8- The Estate Officer shall be responsible to maintenances of records pertaining to movable and immovable properties, executed contracts and procurement made thereof.
- 9- The Estate Officer shall use such other powers and follow all such other duties as may be assigned to him by the Vice Chancellor from time to time.

*Dean, Student Welfare and his functions in addition to those specified in the Act*

- S2.11
- 1- There shall be a Dean, Student Welfare at University level. The Dean, Student Welfare shall be responsible for all the welfare aspects of students as may be determined by the Vice Chancellor, the Board and any other appropriate authority of the University or the State or National bodies in this regard.
  - 2- For the office of the Dean, Student Welfare at Faculty/ College of the University,
    - (a) the Dean, Student Welfare shall be appointed in rotation from amongst the Professors in the University or constituent /autonomous/affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
    - (b) the term of office of the Dean, Student Welfare shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Student Welfare after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
    - (c) the teacher who is appointed as Dean, Student Welfare shall act as a Dean in addition to prescribed duties of

substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.

3- The Dean, Student Welfare shall have the following powers and duties: -

- (a) the Dean, Student Welfare, being key officer, shall be responsible for the student activities in the University and its constituent/ Autonomous/ affiliated colleges;
- (b) he shall coordinate various extra co-curricular events and activities aimed at overall development of the students and participate in Student's Council meetings;
- (c) he shall have the overall control over the funds provided for the students' welfare and students' activities by the Government, students, alumni and other donors as accepted by the Board;
- (d) he shall preside over or attend all such meetings that are related with the students' welfare and activities and will see that all the decisions are effectively implemented;
- (e) he shall take necessary measures for the functioning of libraries remedial courses etc. aimed for helping the students under reserved categories;
- (f) he shall continuously prepare and upgrade the plans of students' welfare;
- (g) he shall be the main coordinating officer related to anti-ragging and anti-women harassment scheme and efforts of the University and colleges.
- (h) he shall exercise general control over the superintendence of Physical Education, NCC, NSS or any other facilities/ clubs activities related with students;
- (i) he shall prepare the budget requirements related to students' welfare and other activities and provide the same to be included in the annual budget of the University or college;
- (j) he shall communicate with the parents/guardians of a student in respect of any matter requiring his assistance, when necessary;
- (k) he shall perform all such other duties as may be determined by the Vice Chancellor in this regard;
- (l) he shall preside over such committees special or standing related to students' discipline and shall advise

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- the Vice-Chancellor in the matters related to action against a student on disciplinary grounds;
- (m) he shall work towards promotion of Sports, NSS, NCC, cultural, recreational and welfare activities of the students in the University and its Constituent colleges;
  - (n) he shall conduct leadership training programmes for students;
  - (o) he shall ensure availability of mentors and counselling cells for the students in colleges, institutions and University departments;
  - (p) he shall organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the University, colleges and the institutions;
  - (q) he shall look into the grievances of the students;
  - (r) he shall help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;
  - (s) he shall organize and coordinate cultural, recreational and sports activities jointly with regional, national and international bodies;
  - (t) he shall promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;
  - (u) he shall organize University, State, National and International level competitions, skills development workshops and interactive programmes in various fields for the students;
  - (v) he shall train the students for State, National and International level competitions in various cultural and professional activities;
  - (w) he shall render necessary assistance and guidance to various colleges and encourage the college for promotion of such activities.
- 4- The Dean, Student Welfare shall be assisted by a set of teachers who shall perform their duties in addition to their normal duties of teaching.
- 5- One of the Associate/ Assistant Dean of Student Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl students.

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- S2.12
- 1- There shall be a Dean of every faculty in the University. The Dean of the Faculty shall be an academic officer of the University, concerned with and responsible for implementation of the academic policies approved by the Academic Council in respect of academic development, maintenance of standards of teaching and research, and training of teachers within his Faculty.
  - 2- For the office of the Dean, Faculty at Faculty/ College of the University,
    - (a) the Dean, Faculty shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
    - (b) the term of office of the Dean, Faculty shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Faculty after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
    - (c) the teacher who is appointed as Dean, Faculty shall act as a Dean in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.
  - 3- The Dean, Faculty shall have the followings powers and functions, namely-
    - (a) he shall chair the faculty board of the concerned faculty;
    - (b) he shall preside all meetings of the faculty and shall see that the various decisions of the Board are implemented;
    - (c) he shall be responsible for ensuring standards of undergraduate and post-graduate teaching and research in the Faculty;
    - (d) he shall be responsible for bringing the financial and other needs of the faculty to the notice of the Vice Chancellor;

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- (e) he shall be responsible for development and application of quality benchmarks or parameters for various academic activities;
- (f) he shall facilitate the creation of a learner-centric environment conducive for quality education;
- (g) he shall ensure appropriate actions, as are needed for maintenance of quality of teaching recommended by the Internal Quality Assurance Council of the University;
- (h) he shall prepare and present to Academic Council the Annual Quality Assurance Report of programmes within his Faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format at the end of Academic Year before 31st July;
- (i) he shall prepare appropriate documents in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavors of the University;
- (j) he shall take necessary measures for the functioning of libraries, laboratories, classrooms and other resources of the department or college concerned with the faculty;
- (k) he shall have the right to be present and to speak at any meeting of the Board of studies pertaining to his faculty;
- (l) he shall regularly prepare the study and programme report pertaining to his faculty;
- (m) he shall make allocation and reallocation of teachers keeping view of the necessity and shall maintain discipline with in the faculty.
- (n) he shall monitor the existing programmes and prepare the proposals for new under graduate, post graduate and other academic programmes in the Faculty for the consideration of the Academic Council and other appropriate authority;
- (o) he shall suggest the Schemes for theory and practical examination at the under graduate and post graduate level programmes;
- (p) to maintain appropriate assessment data, prepare reports, and verify compliance with accreditation standards for eligible programs in the University;

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- (q) he shall render necessary assistance and guidance to various colleges and encourage the college for promotion of such activities;
- (r) he shall perform all such other duties as may be determined by the Academic Council or by the Vice Chancellor.

4- The Dean, Faculty shall be responsible for bringing the financial and other needs of the academic activities to the Vice Chancellor.

*Remuneration of Officers and Employees*

S2.13

1. No officer or employee of the University shall be offered nor shall he accept any remuneration for any work in the university unless it is prescribed for specific work by the Statutes and Ordinances and approved by the Finance Committee. However, an additional token honorarium shall be applicable for such additional responsibilities and shall be decided by the Finance Committee.

### Chapter III

#### OTHER OFFICERS OF THE UNIVERSITY

*Other Officers of the University*

S3.01

Under Clause (ix) of Section 9 and Section 19 of the Act, the following shall hereby, declared to be the other officers of the University-

- (1) The Deans;
  - i. Dean, Academics;
  - ii. Dean, Research;
  - iii. Dean, Faculty Affairs;
  - iv. Dean, Admissions;
  - v. Dean, College Development/ College Affairs;
  - vi. Dean, Innovation, Start-up, IPR and Industry Relations;
  - vii. Dean, Training, Outreach Programmes and Alumni.
  - viii. Other Dean(s) and Officer on Special Duty
- (2) Campus Director/ Principal;
- (3) Principal / Director of Constituent College;
- (4) Head of Department;
- (5) Proctor;

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- (6) Librarian;
- (7) Law Officer; and
- (8) Deputy Registrar.

*Dean, Academics* S3.02

1. There shall be a Dean, Academics in the University. The Dean, Academics shall be an academic officer of the University, concerned with and responsible for implementation of the academic policies approved by the Academic Council in respect of academic development, maintenance of standards of teaching and research, and training of teachers of the University and in the affiliated colleges.
- 2- For the office of the Dean, Academics at Faculty/ College of the University,
  - (a) the Dean, Academics shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
  - (b) the term of office of the Dean, Academics shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Academics after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
  - (c) the teacher who is appointed as Dean, Academics shall act as a Dean in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.
- 3- The Dean, Academics shall have the following powers and duties:-
  - (a) the Dean, Academics shall be the head of the academic activities of the University and its constituent/ affiliated / Autonomous colleges;
  - (b) he shall monitor the approved and existing programmes, prepare proposals for new teachers and shall consult the Academic Council for such academic programmes and

shall comply other appropriate right of the University and will carry out overall coordination, observation and implementation of decision;

- (c) the Dean shall be the coordinator for the under graduate and post graduate studies at the University and perform all such duties as prescribed time to time in Ordinances and Regulations;
  - (d) he shall chair the meetings of development of curricula of under-graduate and post graduate programmes offered by all the faculties of the University;
  - (e) he shall preside the meetings of all the faculties and shall be responsible for the implementation of various decisions of the Academic Council in the University and its colleges;
  - (f) he shall be responsible for ensuring standards of under-graduate and post-graduate teaching and learning in the University and its affiliated colleges;
  - (g) to conduct the academic audit of the autonomous/affiliated colleges on the direction of the Vice Chancellor;
  - (h) he shall suggest the scheme for admission procedure for various under graduate programmes keeping in view the trends at the National and International levels;
  - (i) he may attend the meetings and establish the necessary coordination amongst the Board of Studies and Examination Committee and other related bodies;
  - (j) he shall perform all such other duties as may be determined by the Academic Council or the Vice Chancellor;
  - (k) to render necessary assistance and guidance to various colleges and encourage the college for promotion of such activities.
- 4- The Dean shall be responsible for bringing the financial and other needs of the academic activities to the Vice Chancellor.

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- 1- There shall be a Dean, Research in the University. The Dean, Research shall be responsible for research and Development, Sponsored and Collaborative Research in the University and its Constituent, Autonomous and Affiliated Colleges, Research Centres as may be determined by the Chancellor, Vice Chancellor, the Board of Management, and any other appropriate authority of the University or the State or National bodies in this regard.
- 2- For the office of the Dean, Research at Faculty/ College of the University,
  - (a) the Dean, Research shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years and research experience of having published at least five research papers in SCI/ Scopus/ UGC CARE listed Journal and successful supervision of at least two PhDs, by the Board of Management on the recommendation of the Vice Chancellor;
  - (b) the term of office of the Dean, Research shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Research after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
  - (c) the teacher who is appointed as Dean, Research shall act as a Dean in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.
- 3- The Dean, Research shall have the following powers and duties:-
  - (a) to coordinate in the research activities done in the University its faculties department and research centres;
  - (b) to liaison with various Governmental and non-governmental, National and International institutions to seek the opportunity of research, grant and consultation and shall prepare submit the necessary proposals and shall carry out the required follow ups.



- (c) to establish and ensure maintenance of research contract and coalition with various governmental and non-governmental, National and International institutions, educational institutions and research organization.
- (d) to monitor the progress of the research and consultancy projects, carry out overall coordination and ensure the implementation of the decisions.
- (e) to prepare periodic reports of research activities and to submit them before the competent authority of the University.
- (f) to ensure the proper collection of records related to research, organized by the University.
- (g) to conduct the research in the University according to the standards prescribed by various regularity authorities.
- (h) to coordinate with the Vice Chancellor, Finance Officer and other officers, for the smooth operation of the various research projects done by the University.
- (i) to ensure the protection of the new invention, discovery or intellectual property made by the University through patent/ trademark/ copy right. The Dean, Research shall coordinate with Dean, Innovation, IPR, Entrepreneur and Industry Relations for patenting and technology transfer;
- (j) to ensure the implementation of the terms and conditions of the installation documents signed for research and development with the various agencies and renewal of installation documents as per necessity.
- (k) to prepare the research budget of the University and submit it to the Finance Officer and ensure the use of budget according to its purposes and to use all such powers and fulfill all such duties as assigned to him by the Vice Chancellor and other authorities, from time to time.
- (l) to discuss with Vice Chancellor on research level in addition to post graduate on /both schemes and equivalent theory examination.
- (m) he shall be responsible to prepare a repository (collection) of the master and doctoral thesis completed at the University and colleges and shall communicate about the thesis completed to appropriate faculties and societies at the National as well as at International level for publication and circulation of the information;

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- (n) he shall perform all such other duties as may be determined by the Research Board or the Vice Chancellor.

*Dean, Faculty  
Affairs*

S3.04

- 1- There shall be a Dean, Faculty Affairs in the University. The Dean, Faculty Affairs shall be responsible for ensuring the effective processes of faculty selection, appointment, evaluation, and development. He is also responsible for overall development and training needs of faculty members in the University and its Constituent, Autonomous and Affiliated Colleges.
- 2- For the office of the Dean, Faculty Affairs at Faculty/ College of the University,
  - (a) the Dean, Faculty Affairs shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
  - (b) the term of office of the Dean, Faculty Affairs shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Research after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
  - (c) the teacher who is appointed as Dean, Faculty Affairs shall act as a Dean, Faculty Affairs in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.
- 3- The Dean, Faculty Affairs shall have the following powers and duties: -
  - (a) the Dean shall responsible for setting policy associated with effective processes of faculty selection, appointment, evaluation, and over all development of the faculty members;
  - (b) he shall look after the welfare aspects of the teachers of the University and its constituent colleges;

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- (a) the Dean, Admissions shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
- (b) the term of office of the Dean, Admissions shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Academics after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
- (c) the teacher who is appointed as Dean, Admissions shall act as a Dean in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.

3- The Dean, Admissions shall have the following powers and duties:-

- (a) the Dean, Admissions shall be the lead entity to admit the prospective students, graduates in to various programmes offered by the University and its constituent/ affiliated / Autonomous colleges;
- (b) he shall prepare the Scheme for admission procedure for different Under-graduate, Post-graduate and Doctoral, programmes, keeping in view the trends of the national and international level;
- (c) he shall help the University and its Constituent/ Autonomous/ affiliated colleges to establish eligibility criteria, examine the credentials, and explain admissions guidelines, processes, and requirements.
- (d) he shall provide information regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures to the students, parents, and guardians;
- (e) he shall assist in the admissions decision-making process as student applications are evaluated and accepted or denied;

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- (f) he shall render necessary assistance and guidance to various colleges and encourage the college to showcase their strength to attract progressive students in their campus;
  - (g) he may call any records related to admissions from any constituent/ autonomous/ affiliated colleges to authenticate and satisfy with their genuineness;
  - (h) he shall publish the relevant information in the form of admissions brochures of the University for helping the prospective students in decision making process.
- 4- The Dean, Admissions shall perform all such other duties as may be determined by the Vice Chancellor or the authorities of the University.

*Dean, College  
Development/  
College Affairs* S3.06

1. There shall be a Dean, College Development/College Affairs in the University. The Dean, College Development shall be an academic officer of the University, concerned with and responsible for implementation of the academic and research policies approved by the Academic Council in respect of proper planning and integrated development of constituent/ autonomous/ affiliated colleges.
- 2- For the office of the Dean, College Development at Faculty/ College of the University,
  - (a) the Dean, College Development shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
  - (b) the term of office of the Dean, College Development shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, College Development after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;
  - (c) the teacher who is appointed as Dean, College Development shall act as a Dean in addition to prescribed duties of substantive post and shall work

under the direct supervision, direction and control of the Vice Chancellor.

3- The Dean, College Development/ College Affairs shall have the following powers and duties:-

- (a) to conduct surveys of all the affiliated colleges, district wise, with a view to prepare and maintain and up-to-date profile of each college under the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the UGC and other concerned bodies;
- (b) to inspect the colleges along with other members of the inspection team for recommendation of the affiliation based on the availability of the infrastructure, land, library and other vital facilities as prescribed by AICTE/ UGC and other statutory bodies;
- (c) to advise the University on all matters relating to development of affiliated colleges, such as provision of adequate facilities, academic and teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;
- (d) to prepare perspective plan for the development and opening of new colleges to enable the University and State Education Authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of the University education;
- (e) to advise the University in regard to rationalization and implementation of University's policy in respect of affiliation of colleges;
- (f) to keep close contact with the colleges with a view to help them in their proper development, selection of teachers, students' amenities, proper utilization of grants and efficient implementation of UGC approved projects and reforms viz. Examination Reforms Courses, Improvement Programme, and restructuring of courses to make them more relevant and significant;

- (g) to review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC, and assist those having the potential of coming up to the norms within a few years;
- (h) to help in the selective development of some colleges to remove regional imbalance and also assist colleges to realize their potential and in identification of colleges for autonomous status;
- (i) to evaluate and assess the impact of UGC grants utilised by colleges for implementation of various development projects;
- (j) to review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported;
- (k) to conduct the financial audit of the autonomous/affiliated colleges on the direction of the Vice Chancellor;
- (l) to perform such other functions as may be prescribed or may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions.
- (m) to render necessary assistance and guidance to various colleges and encourage the college for promotion of such activities.

4- The Dean, College Development/College Affairs shall perform all such other duties as may be determined by the Vice Chancellor or the authorities of the University.

**Dean, Innovation,  
IPR,  
Entrepreneur and  
Industry  
Relations**

S3.07

1. There shall be a Dean, Innovation, IPR, Entrepreneur and Industry Relations in the University. The Dean, Innovation, IPR, Entrepreneur and Industry Relations shall be an academic officer of the University, concerned with and responsible for implementation of University's policies on Innovation, IPR, Entrepreneur and Industry Relations to create an ecosystem for new Start-ups in the University and its Constituent/Autonomous/ Affiliated Colleges.

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2- For the office of the Dean, Innovation, IPR, Entrepreneurship and Industry Relations at Faculty/ College of the University,

(a) the Dean, Innovation, IPR, Entrepreneur and Industry Relations shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;

(b) the term of office of the Dean, Innovation, IPR, Entrepreneur and Industry Relations shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Academics after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;

(c) the teacher who is appointed as Dean, Innovation, IPR, Entrepreneur and Industry Relations shall act as a Dean in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.

3- The Dean, Innovation, IPR, Entrepreneur and Industry Relations shall have the following powers and duties:-

(a) he shall communicate and overall coordinate the research activities sponsored by Central Government/ State Government/ NGO/ industries to the University and shall be responsible to timely completion of projects on research and development and industrial consultancy rendered to the University. He shall comply all such duties as determined by Vice-Chancellor, Board, Academic Council or any other appropriate authority of the University;

(b) he shall liaison with State Government agencies to explore and seek the projects and shall prepare the necessary proposals and will carry out the required follow-up;

(c) he shall liaison with National level sponsoring agencies in such a manner as to align the objectives with the non-governmental, other educational institutions and research

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- institutions. He shall discover the opportunity of research and consultancy and prepare the necessary proposals;
- (d) he shall seek the international collaborations for research and consultancy and will obtain the governmental approval wherever necessary. He will prepare the necessary proposals and will carry out the necessary follow-ups;
  - (e) he shall monitor the progress of the research and consultancy projects and will carry out overall coordination to see that the decisions are implemented. He shall present the periodic progress to the appropriate authorities of the University;
  - (f) to seek effective partnerships with external community in support of existing or proposed new academic programs and, where appropriate, the provision of external funding for the faculty members of the University;
  - (g) he will organize a research wing to explore the new areas of sponsored research. He shall liaison with various agencies and bodies in this regard;
  - (h) he shall be responsible to prepare a repository of the sponsored research and industrial consultancy completed at the University and colleges and will be responsible for information broadcasting at the national as well as international level;
  - (i) he shall be the nodal coordinator at the University level for all the sponsored research and industrial consultancy;
  - (j) to ensure the protection of the new invention, discovery or intellectual property made by the University through patent/ trademark/ copy right;
  - (k) he shall also be responsible for the intellectual property right related to overall research and technology transfer of the University;
  - (l) he shall be the overall coordinator for under graduate academic research and promotion of entrepreneurship activities at the under graduate level at the University to make the under graduate programme more vibrant and reputed programme;
  - (m) he shall keep in touch with various agencies and donors to mobilize the resources and submit the necessary proposals accordingly;

*S. D. Srinivasan*

- (n) he shall prepare and submit the utilization report of resources generated from various donors and agencies, to the competent authority;
- (o) he shall prepare the plans for utilization of all designated and non-designated donations and shall monitor the progress;
- (p) he shall prepare proposals to issue the necessary certificate for income tax benefits and procure the permission from the competent authority.

4- The Dean, Innovation, IPR, Entrepreneur and Industry Relations shall perform all such other duties as may be determined by the Board of Management or the Vice Chancellor.

*Dean, Training,  
Outreach  
Programmes and  
Alumni Relations*

S3.08

1. There shall be a Dean, Training, Outreach Programmes and Alumni Relations in the University. The Dean shall concern with and responsible for identification and implementation of training needs of academic staffs, policies and implementation of outreach programmes approved by the Academic Council, conducting of workshops and FDPs to maintain the standards of teaching, research, and training of teachers of the University and the affiliated colleges and also to look after the alumni relations.
- 2- For the office of the Dean, Training, Outreach Programmes and Alumni Relations at Faculty/ College of the University,
  - (a) the Dean, Training, Outreach Programmes and Alumni Relations shall be appointed in rotation from amongst the Professor in the Faculty of the University or constituent, autonomous and affiliated colleges having teaching experience of not less than ten years, by the Board of Management on the recommendation of the Vice Chancellor;
  - (b) the term of office of the Dean, Training, Outreach Programmes and Alumni Relations shall be three years unless determined earlier by the Board of Management or his retirement whichever is earlier. No person shall continue to be Dean, Training, Outreach Programmes and Alumni Relations after he has ceased to hold the post by virtue of which he came to hold the office of the Dean;

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(c) the teacher who is appointed as Dean, Training, Outreach Programmes and Alumni Relations shall act as a Dean in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.

3- The Dean, Training, Outreach Programmes and Alumni Relations shall have the following powers and duties:-

(a) the Dean, shall identify training needs of the academic staffs and organize the training programmes in the University and its Constituent/ autonomous/ affiliated colleges.

(b) he shall be responsible for conducting various FDPs and Training Programmes sponsored by AICTE/ UGC/ Funding agencies/ Industry for the faculty and staffs of other institutions;

(c) he shall be engaged in the recruiting process by planning, coordinating, and overseeing promotional events, campus tours, student interviews, and other admissions activities;

(d) he shall be responsible to organize and conduct outreach programmes duly approved by the Academic Council to the progressive persons who inspired for value addition through higher education.

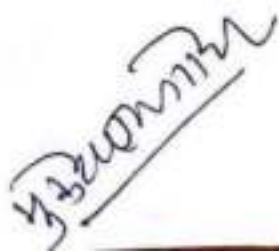
(e) he shall be responsible to organize the programmes for skill development and for acquiring the new skill sets of cutting-edge and disrupting technologies to enhance employability among the youth population.

(f) he shall organize and coordinate the network of the University alumni worldwide and will disseminate the University related information to them and shall receive the feedback from the alumni for short- and long-term development and programme of the University;

(g) he shall be responsible to raise the funds from alumni for different development projects of the University;

(h) he shall liaison with alumni along with various funding agencies and donors for generating the resources and shall prepare the necessary proposals and will carry out the required follow ups;

(i) he shall procure the necessary permission and shall prepare proposals to issue the necessary certificates for





income tax benefits to donors and also utilization certificates wherever applicable;

- (j) he shall monitor the memorandum of good faith signed in this regard and will monitor their progress and report to the competent bodies of the University.
- (k) he shall monitor the memorandum of understanding signed for academic/research collaborations and will monitor the progress Report to the appropriate body of the University.
- (l) he shall be responsible for preparation of repository of various academic and extracurricular achievement of under graduate and post graduate students of the University at both National and International level;
- (m) to render necessary assistance and guidance to the students of the University with alumni for mentoring, active collaboration and promotion of such activities;

4- The Dean, Training, Outreach Programmes and Alumni Relations shall perform all such other duties as may be determined by the Vice Chancellor or the authorities of the University.

*Other Dean(s)  
and Officer(s) on  
Special Duty*

S3.09

- 1- There shall be other positions of the Dean(s), as may be prescribed by Ordinances and Regulations of the University.
- 2- In the absence of a duly appointed Dean, the Vice Chancellor may appoint a regular faculty member from amongst eligible teachers of the University and its Constituent/ Autonomous/ affiliated colleges as in-charge Dean for a period of not exceeding three years, or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.
- 3- The Vice Chancellor may appoint Associate Deans and Assistant Deans from amongst teachers of the University Departments and affiliated colleges to assist the Deans in their functions or for a specific function, based on requirement and report such appointment in the ensuing meeting of Board of Management.
- 4- The procedure of appointment of Associate Deans and Assistant Deans and their duties shall be as prescribed in Ordinances.

*Yaduraj*

5- In order to initiate the work on a new concept or carry out specific responsibilities, the Vice Chancellor may appoint a teacher of the university or its constituent/ autonomous/ affiliated colleges as an Officer on Special Duty. The Vice Chancellor may also appoint a person from Industry or industrial enterprises as an Officers on Special Duty to promote skill development, entrepreneurship, Startup development, innovation, incubation of ideas and create an ecosystem to realize the outcomes of such activities.

6- For the office of the Officer on Special Duty, at Faculty/ College of the University,

(a) the Officer on Special Duty shall be appointed by the Vice Chancellor, from amongst the Professors in the University or constituent, autonomous or affiliated colleges, having managerial acumen besides sufficient teaching and research experience;

Provided that in case of unavailability of Professor in University an Associate Professor/ Assistant Professor shall be given charge of Officer on Special Duty on temporary basis.

(b) the term of office of the Officer on Special Duty shall be three years. No person shall continue to be Officer on Special Duty after he has ceased to hold the post by virtue of which he came to hold the office of the Officer on Special Duty;

(c) the teacher who is appointed as Officer on Special Duty shall act as an Officer in addition to prescribed duties of substantive post and shall work under the direct supervision, direction and control of the Vice Chancellor.

7- The Officer on Special Duty shall have the following powers and duties:-

(a) the Officer on Special Duty shall have the powers and duties similar to a Dean of the University except he can't be nominated as a member of the statutory bodies like Board of Management or Academic Council;

(b) he shall prepare a concept note of the proposal based on the preliminary data and mature the concept based on

*Jaswanth*

the experimental data both published and unpublished literature;

(c) he may undergo a detailed survey, discussion with concerned engineering and scientific, experts, industry experts and the finance managers to ensure the economic feasibility of the product or process or both thus, developed;

(d) he may render necessary assistance and guidance to various colleges and encourage the college for promotion of such activities.

8- The Officer on Special Duty shall perform all such other duties as may be determined by the Vice Chancellor or the authorities of the University.

*Campus Director/  
Principal*

S3.10

1- If there is additional campus of the University, then Director/ Principal shall be the head of the educational, administration and research and shall directly report to the Vice Chancellor.

2- The appointment of Campus Director/ Principal shall be made for three years or attain the age of retirement, whichever is earlier.

3- The Campus Director/ Principal shall operate the campus of the University and work directly under the superintendence, direction and control of the Vice Chancellor.

4- The eligibility, emoluments and other terms and conditions of service of campus Director/ Principal, as determined by the State Government. He shall be eligible for next tenure in the case of non-availability of any other suitable candidate, but no additional tenure shall be provided after two tenures.

5- There shall be following powers and duties of campus Director/ Principal under the Provisions of the regulations, namely:-

(a) to ensure excellent teaching and training in the University campus under approval in pursuance of the standards prescribed by the University or relevant statutory council;

(b) to make arrangements for inspection in the University campus made by the relevant statutory council and other authorities;

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- (c) to monitor and make coordination of educational and research activities in the University;
- (d) to update and help the concerned dean in educational, research and other matters related to University;
- (e) to coordinate with the dean for the research activities related to the University campus;
- (f) to implement the decisions and policies of any of the authority of the University;
- (g) to evaluate the educational staff and other employees of the University campus/ constituent institutions/ colleges according to the prescribed methodology;
- (h) to maintain discipline among educational staff, employees and students of the University campus and take appropriate action in this regard;
- (i) to coordinate the Academic activities of different department of University Campus;
- (j) to organize & supervise the examination of University in University Campus and inform the Examination Controller about irregularity if any;
- (k) To constitute different committees for integrated development and proper conduct of University of Campus;
- (l) to remain updated of regulation relating to relevant statutory body and other Agency;
- (m) to prepare the budget of University Campus and present it to Registrar and Finance Officer and ensure the use of budget for its purposes;
- (n) to arrange for maintenance and purchase of all equipments, tools and other material necessary for work of education, training, research work in University Campus and maintenance of campus premises, buildings and facilities;
- (o) The Head of department shall be empowered to organize the teaching and research activities in the departments on the basis of various degree programmes approved and currently being run.
- (p) to proceed appropriately in all matters related to activities of students and their welfare in his/her Campus;
- (q) to coordinate with Dean, Registrar and Examination Controller in all matters related to students;

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- (r) to prepare the annual or provide report of activities of University Campus and present than to the University;
- (s) to supervise the conduct of student residence of University Campus; and
- (t) to increase the harmony in relation of employee and the University.

6- The Campus Director/ Principal shall exercise all powers and fulfill the all duties given by Vice-Chancellor to him.

*Principal/Director  
of Constituent  
Colleges*

S3.11

- 1- Principal/Director of the constituent college shall be executive academic head and shall be appointed by the University as per AICTE norms through advertisement.
- 2- The Principal/Director of the constituent college shall work directly under the superintendence, direction and control of the Vice Chancellor.
- 3- He shall be responsible to the Vice Chancellor and all responsibilities/powers shall be notified as regulations of the Institute by the Board.
- 4- He will have powers as karyalaya-adhyaksha (Entity Head) of State Government.
- 5- He shall be appointed by selection committee as per AICTE norms and proper selection process.
- 6- Principal/Director shall be responsible for academic administration and maintenance of discipline among faculty and the students.
- 7- Principal/Director shall have the powers to take/initiate instant decisions for maintaining standards of the academic quality.
- 8- The Principal/ Director shall have similar other powers and duties as prescribed for Campus Director/ Principal or as prescribed in the Ordinances and regulations.

*Head of  
Department*

S3.12

- 1- The Head of Department will ordinarily be appointed for a period of three years from amongst the Professors of department as per seniority by rotation amongst the willing persons, unless otherwise specified by the Board of the University.

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Provided that in case of unavailability of Professor in Department Associate Professor/ Assistant Professor shall be given charge of Head of Department on rotation basis.

2- Each department will have a Head of Department who shall—

- (a) provide the Academic partnership to the department and contribute to the fulfillment of the objectives of the institution and be over all responsible for the academic and other related activities of the department;
- (b) prepare the teaching and practical schedule and assign the teachers class rooms and laboratories and arrange for the procurement of the necessary consumables and non-consumables for teaching and research;
- (c) arrange for practical training, if requires of the students in industry or research organization;
- (d) attend to the students and faculty problem related to the teaching and research;
- (e) empower to constitute the departmental level committees for any activating related to the department;
- (f) nominate the faculty members and students in the committees at the college level;
- (g) assist the Principal/Director of the college in the recruitment of staff and faculty as per existing provisions;
- (h) assist the Principal/ Director of the college in any matter called for;
- (i) prepare the repository of accomplishments of the department;
- (j) act as disciplinary officer for all the teacher and staff working in the department;
- (k) have the overall control over the funds provided to the department and will be responsible to ensure that the said fund is properly utilized;
- (l) preside over and to attend all such meetings that are related with the department as activity and will see that all the decisions are effectively implement;

4- The teacher who is appointed as Head of Department shall continue to perform his/her duties in addition to prescribed duties of substantive post.

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*Proctor*

- S3.13
- 1- There shall be a Proctor in the University. The Proctor shall concern with and responsible for discipline among the students and resolving various issues of students promptly.
  - 2- Appointment of Proctor shall be made through an executive order issued by the Registrar with approval of Vice Chancellor.
  - 3- The Proctor shall have the following powers and duties—
    - (a) the teacher who is appointed as Proctor shall discharge his duties as Proctor in addition to prescribed duties of substantive post;
    - (b) the Proctor shall remain on his post till the pleasure of Vice-Chancellor;
    - (c) the Proctor shall be responsible for maintaining the discipline among students and can issue relevant order(s) as per the rules;
    - (d) the Proctor shall also do the work which are prescribed by the University by executive order and Ordinance of University from time to time;
    - (e) the Proctor shall perform his duties with help of a Proctor Council that consist of one member from each cadre namely, Professor, Associate Professor, Assistant Professor, woman and one person from either Schedule Caste/Scheduled Tribe/Other Backward Classes/minority.

*Librarian*

- S3.14
- 1- The University may, with prior approval of the Board of Management, appoint a full time Librarian on the recommendations of Selection Committee consisting of the following:-
    - (a) the Vice Chancellor;
    - (b) two experts in the Library Science to be nominated by the Board of Management;
    - (c) representatives of Scheduled Caste/ Scheduled Tribes/ Other Backward Categories/ Women one from each category nominated by the Vice Chancellor, if candidate(s) belong to reserved category.
  - 2- He shall be full time salaried officer and work under the supervision, direction and control of Vice Chancellor.
  - 3- The terms and conditions and other provisions of service and norms of eligibility of Librarian shall be such as determined

by UGC/ AICTE and emoluments shall be as determined by State Government.

4- Vice Chancellor may authorize any appropriate Officer to fulfill any or all duties in absence of Librarian.

5- Librarian shall have following powers and duties, namely:-

- (a) to supervise and maintain all library of the University;
- (b) to prepare the Annual budget of library in consultation with all Campus Director and University and other officers and to present it to Registrar and Finance Officer;
- (c) to ensure use of library budget for specified purpose and its timely utilization;
- (d) to ensure research management by preserving publication records, research letters, research essays of faculty members, students, academicians, educationists and employees;
- (e) to ensure renewal of membership of Journals and periodicals;
- (f) to prepare the newsletter of the University at least bi-monthly interval;
- (g) to remain upto-date with new technology such as learning Management Board/ emergency medical services;
- (h) to provide the information on new arrivals of Books/Bulletins/ Monographs etc. to the Dean of Faculties and Head of the Departments;
- (i) to provide specific resource materials through inter university library services;
- (j) to coordinate with requirement of Dean of University, Campus Director, office of books, magazine, journal;
- (k) to collect and record all the news of the University and its colleges and present it regularly before the Vice Chancellor for the information;
- (l) to maintain discipline in library and to recommend Vice-Chancellor for suitable disciplinary action against any teaching staff, other employee or student in this regard.
- (m) to exercise all other powers and fulfill all such duties which are assigned to him time to time.

*Dr. M. M. M.*



- S3.15
- 1- The University may, with prior approval of a post created in the State Government, appoint a full time Law Officer in the rank of Deputy Registrar.
  - 2- The Law Officer shall be appointed by the Vice Chancellor on the recommendations of the selection committee to be constituted by the Board of Management, as per the terms and conditions determined by the Board of Management.
  - 3- The qualifications and experience of Law Officer shall be such as may be determined by the Board of Management.
  - 4- The Law Officer shall work under the supervision and control of the Registrar.
  - 5- The expenses of the Law Officer shall meet from the funds of the University.
  - 6- The Law Officer shall have the following powers and duties:-
    - (a) to deal with all the legal cases against and by the University;
    - (b) to advise the University on legal matters related to the University on the cases and judgements of various courts and announcements from various government bodies;
    - (c) to provide the legal assistance in framing the ordinances and the regulations;
    - (d) to work in close coordination with the University Counsel to prepare the draft reply of the writ and contempt cases against and by the University;
    - (e) to advise the suitable action(s) to be taken by the University on any legal order/ judgement passed by any honorable court.
    - (f) he shall perform all such other duties as may be determined by the Vice Chancellor or the authorities of the University.

- S3.16
- 1- The Deputy Registrar shall be a full time officer of the University, the minimum eligibility and experience for the post of Deputy Registrar shall be as given below. The appointment of Dy-registrar shall be made by the University
    - (a) Educational Qualification- Passed postgraduate degree from any University established by law in India with at

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least 55 percent marks or equivalent degree recognized by the Government.

- (b) Experience-Ten years experience of administrative and supervisory level in a University/ research institute / autonomous institute established by any Central/ Union territory/ State Government.
  - (c) Preferential qualification- Post graduate degree in management/law/commerce or degree recognized by the UGC or other regulatory statutory bodies.
  - (d) Being other things equal, such candidate shall be given preference having experience of conducting administrative work or associated to such in the University and the work related to the authority of the University extraordinary experience of letter writing work, experience of execution of law related work.
- 2- The age for the post of Deputy Registrar shall not be more than 45 years on the first day of the selection year. Exemption from maximum age limit shall be permissible as per norms of State Government.
  - 3- The Deputy Registrar shall execute all the works assigned to him by the Vice Chancellor and Registrar.
  - 4- Besides the above, the terms and conditions on the service of Deputy Registrar shall be same as applicable to the State Government's employees.
  - 5- The appointment of the Deputy Registrar and Assistant Registrar may be made through a direct selection process by the university or through a separate cadre by the State Government, if requested by the University.

*Suspension or  
Dismissal of  
Officer of the  
University*

- S3.17
- 1- An officer of the University may be suspended or dismissed from his office by the Vice-Chancellor, in consultation with the Board of Management, if the Vice-Chancellor is satisfied that the incumbent, —
    - (a) has become insane and stands so declared by a competent court; or
    - (b) has been convicted by a court for any offence involving moral turpitude; or

- (c) has become an un-discharged insolvent and stands so declared by a competent court; or
- (d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or
- (e) has willfully omitted or refused to carry out the provisions of the Act or has committed breach of any of the terms and conditions of service or any other conditions, prescribed by the Government or has abused the powers vested in him or if, the continuance of the officer in the office is detrimental to the interests of the University; or
- (f) is a member of, or is otherwise associated with any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

**Explanation-** For the purposes of this clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice Chancellor thereon shall be final;

- 2- Power to terminate an officer (except Chancellor) of the University shall be vested on the appointing authority with prior approval of the competent authority (if applicable). The due process shall be followed as per the rules of the University for termination of an officer.

Provided that, the Officer shall be given a reasonable opportunity by the Vice-Chancellor, to defend the show cause, before taking recourse for his termination.

#### Chapter IV

#### CONSTITUENT, AFFILIATED, AUTONOMOUS INSTITUTES AND RESEARCH CENTRES

*Constituent  
Colleges/  
Institutes*

- S4.01 1- The constituent colleges/Institutes shall be operated under the provisions of the statutes of the University. However, to declare any college/institute as constituent college/institute or withdraw it from being constituent college/institute is

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done by the State Government, such colleges/institutes shall be operated under the procedure/rules/ regulations/ Government order prescribed here under.

- 2- A colleges with in the university campus shall be constituent colleges. However, any other college can also be declared as constituent college by the State Government. The University shall take all decisions regarding the constituent colleges.
- 3- Institutes formed by the order of the State Government and maintained by the University under the prevailing rules and regulations of the University.
- 4- The Principal/Director of the constituent institute shall be appointed according to the regulations of the University/ institute, by the university, who being head of Institute shall be responsible for all the functions of the institute and shall discharge his duties as per rules. The Principal/Director of the constituent colleges will function as head of office and get facility prescribed for the "karyalaya adhyaksha" of the State Government.
- 5- The constituent institutes, shall be administered by the university through its Principal/Director will function as per rules/regulations of the Institutes/University and shall be directly responsible to the Vice Chancellor and shall function under direct supervision of the Vice Chancellor.
- 6- The budget of all the constituent institutes shall be approved and monitored by the University through Finance Committee.
- 7- Residential accommodation for faculty and students in the institutes shall be under the administrative control of the Principal/Director of the institute.
  - (a) All institutes shall be furnishing its annual accounts to the finance committee and proposed budget for upcoming financial year shall also be approved by the Finance Committee.
  - (b) The funds of the Institutes shall be controlled by the Principal/Director of the institute as per pre-approved budget by the Finance Committee of the university. In certain heads of budget plan upto 10% of the individual heads can be transferred or merged at the level of

*M. S. Srinivasan*

Principal/Director. However, for appropriation of any expenses beyond 10% of the approved budget-head, permission of Vice Chancellor shall be mandatory.

*Affiliated  
Colleges/  
Institutes*

- S4.02
- 1- There shall be affiliated colleges under the jurisdiction of the University. The affiliation to the University shall be subject to the UGC Regulations 2009 and 2014 and amendments thereof, regarding the affiliation of the colleges offering Engineering and Technology, Pharmacy, Architecture and Hotel management & Catering Technology education at degree and postgraduate levels to the State Universities.
  - 2- The management of the college/ Institute shall apply online in a prescribed format, along with payment of prescribed processing fees, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.
  - 3- The Management shall also submit ONE hard copy of the online application along with the attested copies of the required documents above to the University within 15 days of closure of last date of submission of online application.
  - 4- An Inspection Committee shall be constituted as per the norms laid down by the regulating authority and accepted by the University to visit the college for physical verification of required facilities and submit the report to university, in the prescribed format, with recommendations. The University shall communicate its decision to the management of the college.
  - 5- The affiliated college or the recognized institute shall apply for continuation of affiliation or recognition for the courses of study for which affiliation or recognition was granted, on or before 31<sup>st</sup> December for the next academic Session.
  - 6- A college affiliated to any other State University other than the University and desires to apply for affiliation to the University must obtain a No Objection Certificate from the parent University before applying for the affiliation, on or before 31<sup>st</sup> December.

*30/02/2018*

- 7- The affiliated college or recognized Institution with at least six years standing shall be eligible to apply for permanent affiliation or recognition.
- 8- The affiliated college or institution seeking permanent affiliation shall apply online in a prescribed format, along with the affiliation fees and required documents prescribed by the University before the last day of December of the year preceding to the year from which the permanent affiliation is sought.
- 9- Privileges conferred on the college or institution by affiliation are liable to be withdrawn, if an affiliated college or institution:-
  - (a) fails to comply with the conditions of affiliation or recognition as provided in the Act; or
  - (c) fails to take action as per directions issued under the Act; or
  - (c) is conducting the college in a manner prejudicial to the interest of the University or the standards laid down by it

*Autonomous  
Colleges/  
Institutes*

S4.03

- 1- The Autonomous colleges/Institutes shall be operated under the provisions of the Act and the Statutes of the University. However, to declare any college/institute as Autonomous college/institute or withdraw it from being Autonomous college/institute is done by the UGC and the State Government after satisfying certain conditions as laid down by the UGC from time to time.
- 2- The autonomous Department/Institute/college shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence, subject to the Act and Statutes, Ordinance, Rules and Regulations made there under, and guidelines of the AICTE/ UGC on the scheme of autonomous colleges issued from time to time, and shall have freedom to -
  - (a) determine and prescribe its own programmes/courses of study and syllabi and fix the course-wise intake and restructure and redesign the programmes/courses to suit local needs;

- (b) prescribe rules for admission in consonance with the reservation policy of the Government;
- (c) evolve methods of assessment of students' performance such as credit/grading system, continuous internal assessment, the conduct of examinations and notification of results;
- (d) use modern tools of educational technology to achieve higher standards and greater creativity;
- (e) conduct tests and examinations, using innovative methods such as continuous internal assessment for award of the degrees, diplomas and certificates by the University;
- (f) collaborate with institutions/ agencies/ industries etc. in the teaching, research, extension programs, production of teaching material and institution awards, medals, scholarship, freeship, etc;
- (g) start a new under-graduate or post-graduate degree/ diploma/ certificate programmes/ courses with the approval of its Academic Council, for award of degree/ diploma/ certificate to be conferred by the University;

*Provided that, such programmes/ courses fulfil the minimum standards and norms prescribed by the University/ UGC.*

*Provided further that the University is informed of such courses at least sixty days before the date of commencement of such courses.*

- (h) rename an existing programme/course after restructuring/ redesigning it with the approval of its Academic Council and as per the norms of the AICTE/ UGC and nomenclatures specified by the AICTE/ UGC;
- (i) create posts of teachers, non-vocational academic staff and non-teaching employees and appoint suitable persons as per the provisions of the Standard Code prescribed by the State Government, provided that a prior approval is obtained from the State Government if salary grant for the posts is provided by the Government;

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(j) appoint the panel of paper setters, examiners, moderators and invigilators on the recommendation of the Examination Committee;

(k) declare the dates of examinations and their results, as per the recommendations of the Examination Committee.

3- There shall be an Academic Council, Governing Body, Examination Committee and other supervisory committee constituted as per the norms of the UGC for autonomous Institute/ college. The University shall nominate Chairman/ members in such committee as prescribed in Ordinances and Regulations. The presence of the university nominee is mandatory in the conduct of business of these committee.

**Research Centres S4.04**

1- University may approve any Affiliated/ Constituent/ Autonomous Institute with post graduate department(s) and Research Laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/ scientists/ other academic staff in the department concerned along with required infrastructure, supporting administrative and research promotion facilities as per UGC Regulations as approved Research Centre.

2- Colleges may be considered eligible to conduct research activities including to offer Ph.D. program only, if they satisfy the availability of eligible research supervisors, required infrastructure and research promotion facilities as per the Regulations.

3- Colleges with adequate facilities for research as mentioned below may offer Ph.D. program:-

i. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment's as specified by the Institution concerned with provision for adequate space as per research scholar along with computer facilities and essential software and uninterrupted power and water supply.

ii. Ear marked library/ e-contents/ learning resources including latest books, Indian and International journals, extended working hours for all discipline, adequate space for research scholars in the Department library for reading, writing and storing study and research materials. The institute/center should have the adequate

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facility of internet/wi-fi with good bandwidth. Authentic plagiarism tool should also be available with the institute/center.

- iii. College may also access the required facilities of the neighboring Institutions/ Colleges or of those Institutions/ Colleges/ R&D Laboratories/ Organizations/ Industry which have required facilities.
- 4- The approval for a Research Centre and its recognition by the University to any college/ Research Laboratory shall be given based on the recommendation of committee duly constituted for the purpose as prescribed from time to time in the Ordinances and the Regulations.
- 5- The recognition as approved research Centre shall be given initially for a period of five years. The suitability shall again be assessed after every five years. If the Research Centre does not satisfy the infrastructure and academic requirements, no further admission of Ph.D. student shall be permitted at the Research Centre for at least next two years, after which a fresh application may be entertained for grant of approval of the Research Centre.

*Centres of  
Excellence*

- S4.05
- 1- The University shall have various Centers of Excellence (COE) as a centralized unit of dedicated people with a mission to streamline access to scarce, high-demand capabilities for rapid execution across the University business. The COE augment the available expertise in a specific subject area, standardizes best practices for wide-scale adoption, and provides thought leadership & direction in their area of expertise.
  - 2- The COE shall adopt multi-part approach for development and implementation of newer technologies with the help of industries and research organizations. The CoE shall focus and work on 6 essential requirements to become a successful Center of Excellence namely:-
    - (a) strategy-work alignment & prioritization;
    - (b) standardization of execution paths;
    - (c) effective resource management;

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- (d) value management, capacity planning & coordination across teams;
- (e) demand management, risk mitigation & continuous improvement;
- (f) centralized tracking, auditing, & reporting to university management.

3- The COEs shall be set up as Centres of Advance technology in areas of high national relevance, with a view to fostering innovation and creativity. These include but not limited to the following:-

- (a) Artificial Intelligence (AI)
- (b) Robotic Process Automation (RPA)
- (c) Internet of Things (IoT)
- (d) Advanced Digital Processing
- (e) Innovation and Start-up
- (f) Energy and Climate Change
- (g) Nanoscience and Nanotechnology
- (g) Other COEs

4- COEs shall have specific objectives such as innovation, research & development, process & product development, prototype development, patent acquisition and technology transfer and couldn't be mapped with existing provision of the Faculty and the Department.

5- The governance structure of these COEs and the service conditions shall be defined in Ordinances and Regulations separately.

*Inter-University  
Centres*

S4.06

1- The Inter-University Centres shall be established on the University campus and its constituent and autonomous colleges that could be set up by the Central Government or State Government and UGC or AICTE, which may be used by a university or college or group of universities or colleges or industries or any non-government organizations as prescribed in section 5 (ii) of the Act.

2- These centres shall have specific objectives of development of new course curricula, processes, product development, finding solutions for prevailing problems and training on

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new technology environment and skills set through sponsored and collaborative arrangement. To accomplish these objectives, a separate governance structure shall be prescribed in the Ordinances and Regulations as per requirement.

- 3- The progressive faculty members and the staff working in the University' faculties and its Constituent/Autonomous/Affiliated colleges along with the available resources may be integrated to facilitate the progress of these centres.

#### **Chapter V**

### **AUTHORITIES AND COMMITTEE OF THE UNIVERSITY**

*The Board of Management*

SS.01

- 1- In addition to the powers and duties of the Board of Management of the University prescribed in the Bikaner Technical University Act 2017, the following shall also be applicable.
- 2- The term of office of member of the Board of Management mentioned in Clause (c), and (d) of sub-section (1) of Section 22 of the Act, shall commence from the date of nomination as such.
- 3- No person shall be or continue to be a member of the Board of Management in more than one capacity and whichever a person becomes a member of the Board in more than one capacity, he shall within two weeks thereof choose the capacity in which he during to be member of the Board and shall vacate the other seat when he does not so choose the seat held by him earlier in point of time shall be deemed to have been vacated with effect from the date of expiry of the aforesaid period of two weeks.
- 4- One third of the Board including the Vice Chancellor shall form the quorum for a meeting of the Board of Management.
- 5- Director/ Principal of institute or constituent college of the University shall be regular invitee to the Board of the University.
- 6- The board shall fix the qualifications of the employees as per regulatory bodies or state government norms.

*3/24/2017*

- 7- The members of the Board shall be entitled for such travelling and other allowances on attending the meeting as may be fixed by the Board from time to time.
- 8- Board shall endorse and approve the financial resource generation methods including grants, donations, savings, etc. on the recommendation of the Finance Committee;
- 9- The Board shall approve the use of savings/ reserve funds/ surplus (collections) and investment method available to the University.

*The Academic Council*

SS.02

- 1- The Academic Council shall consider any matter referred or entrusted to it by the Board.
- 2- Subject to the provisions of the Act and Regulations the Academic Council shall have the following terms-
  - (a) to advise creation and abolition of posts of teachers in the University and colleges and duties attached to it;
  - (b) to formulate the abolition, reconstitution, alienation of any faculty, the amalgamation of one as more faculties, to create new faculty(ies) in the university and recommend to the Board for approval;
  - (c) to approve the research areas for PhD and consider proposals submitted by faculties/ colleges/ teachers in this regard;
  - (d) to reorganize diplomas and degrees of other University and Institutions;
  - (e) to advice for the establishment of colleges, department and institutions in the University;
  - (f) to recommend Ordinances regarding academic programmes of the University to the Board;
  - (g) to approve academic calendar;
  - (h) to make recommendations regarding the conferment of degrees, certificates, titles and honors to the Board;
  - (i) to scrutinize and make its recommendations on proposal submitted by the board of studies through the faculties in regard to the course of study for approval of the Board;
  - (j) to prescribe qualifications for admission and enrollment of students in the University;
  - (k) to perform in relation to academic matters all such duties and all such acts as may be necessary for the proper execution of the provisions of the Act and the Statutes.

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- 3- The meetings of the Academic Council shall be convened under the directions of the Vice Chancellor;
- 4- All the academic proposals for discussion and approval of Academic Council shall be submitted by the Deans of Faculties. The proposal from Centres and the Autonomous Colleges shall be submitted through Dean of the concerned faculties to the Registrar.

*The Finance  
Committee*

S5.03

- 1- The Annual Account and final estimate of the University shall be considered by the Finance Committee and will thereafter be submitted to the Board for its approval.
- 2- The Annual Account and the budget of the University (including constituent colleges) for the next financial year shall be recommended by the Finance Committee for consideration and approval of the Board.
- 3- If the Board at any time proposes any revision thereof involving recurring or non-recurring expenditure in the budget, the same shall be referred to the Finance Committee.
- 4- The item of new expenditure not already included in the budget shall be referred to the Finance Committee.
- 5- The Finance Committee shall meet at least once every three months to examine the accounts and to scrutinize proposal for expenditure.
- 6- The meeting of Finance Committee shall be convened under the directions of the Vice-chancellor and all notices for convening such meetings shall be issued by Finance Officer, who shall keep the minutes of such meetings. The Finance Officer shall be an ex-officio Secretary of the Finance Committee.
- 7- The Finance Committee shall be responsible for examining and recommending decisions on finance matters to the board or Vice Chancellor as the case may be.
- 8- For the purposes of action under section 5(xi) the finance committee shall set up the University account, which shall be called the University funds and shall be maintained in a Nationalized or any other bank as per direction of Board.
- 9- The Finance Committee shall ensure that—

- (a) the University fund shall be spent for purposes as directed by the Board;
- (b) the first charge on the University fund shall be for the salary of University functionaries including Institution of the University;
- (c) the University fund shall also be used for the following-
  - (i) for TA/DA, and other personal related payments of the staff as per rules approved by the Board;
  - (ii) for medical reimbursement to personnel of the University, constituent college, Institution etc.;
  - (iii) establishment and upgradation of the University infrastructure facilities;
  - (iv) for the purposes of programme the development of the Academic standards in the University;
  - (v) for the establishment of the Institution/departments of the University;
  - (vi) for augmenting infrastructure of constituent colleges;
  - (vii) for purposes of research and postgraduate programmes as prescribed by the Board of the University;
  - (viii) for the investment of surplus funds in fixed deposits or investment Scheme, the Finance Committee shall recommend for approval by the Board;
  - (ix) to advise on the use of surplus funds and annual contributions received from various sources including affiliated colleges.
  - (x) for creating a corpus fund for the University, with annual contribution of surplus funds for the University, for the purposes of a backup of resources for the University.

10- The Board may however, for special purposes e.g. alumni contribution, State entrance examinations, student welfare funds etc. direct for keeping separate accounts which may be notified as special funds for that purposes. The Finance Committee shall be responsible for managing such funds under the following provisions-

- (a) funds accrued on account of the Rajasthan State Entrance Examination would be utilized with prior approval of the State Government;

*3/2/2013*

(b) any other surplus fund generated could be utilized for purposes of infrastructure and academic development of University and its constituent colleges.

*The Examination  
Committee*

S5.04

- 1- The Examination Committee shall be constituted every two years whose term shall for two academic years. The Examination Committee shall consist of the following members:-
  - (a) the Vice Chancellor, who shall be the Chairman of the Examination Committee;
  - (b) two Professors of the University Faculty/Constituent Institutions nominated by the Vice Chancellor in cyclic order;
  - (c) two Professors of the Autonomous Institutes of the University, nominated by the Vice Chancellor in cyclic order;
  - (d) two Professors of the affiliated colleges nominated by the Vice Chancellor, in cyclic order;
  - (e) two educationists from other Universities of state or other states, but not below the rank of Professor, and shall be nominated by the Vice Chancellor;
  - (f) Controller of Examination shall be member secretary of the Examination Committee;
- 2- The Vice Chancellor may invite any expert to the Examination Committee as deemed fit.
- 3- The Examination Committee shall meet from time to time as called by the Vice Chancellor or on the advice of controller of examinations. The committee shall scrutinize the examinations conducted and results declared thereof.
- 4- The Examination Committee will make recommendations to Academic Council regarding conferment of degrees honors and titles.
- 5- For smooth conduct of examination, all the resources, movable as well as immovable, including the campus infrastructure and facilities, classrooms, transport facilities and vehicles etc. and staff of affiliated colleges, shall be deemed to be under the administrative and disciplinary control of the controller of examinations for the purpose of examinations.

*Yaduvanshi*

6- The Examination Committee may on the recommendations of the sub committees constituted for such purposes, debar an examinee from appearing in any examinations, if in the opinion of the committee such examinee is guilty of misbehavior.

7- All examination related acts and responsibilities shall be of the controller of examinations for conduct of examinations under which examination bodies, terms of the post of examiners and their appointments shall be done by controller after approval of Vice Chancellor.

**The Faculties**

S5.05

1- The Faculties shall be the academic coordinating authorities of the University in respect of studies and research in relation to the subjects included in the respective Faculty and also in respect of studies and research in multi-faculties and shall report to the Academic Council.

2- The Academic Council suo motu or on the recommendation of the Faculty/Faculties concerned may constitute, divide, combine or abolish the Faculty/Faculties and shall decide by consensus or majority of two-third votes of the members present. Such constitution, division, combination or abolition shall be effective from the date of the assent to the amendment to the Statute by the Chancellor.

3- Notwithstanding anything contained in the foregoing Statutes, when there is no subject existing for being taught, when there is no Board of Studies incorporating the subject, or when there is no Faculty comprising the present Board of Studies and/or subjects, the Academic Council suo motu shall constitute the new Faculty, by a resolution approved by consensus or a majority of two-third of the members present and voting.

4- The faculty shall have the following Powers & Duties namely:—

(a) to consider the reports on any matters referred to it by the Board of Management, Academic Council, Boards of Studies and Academic Audit Committee.

(b) to create time bound operative mechanism for implementation of the academic policy decisions;

*33/2/2012*



- (c) to consider and recommend with modifications, if any, the matters referred to it by the Boards of Studies to the Academic Council;
- (d) to review and recommend to the Academic Council the course syllabi, programme structures and evaluation schemes of various programme, as prepared and forwarded by the Boards of Studies;
- (e) to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions;
- (f) to recommend to the Academic Council the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in the University departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement;
- (g) to consider and recommend to the Academic Council, new courses, interdisciplinary courses and short-term training programmes referred to it by the Boards of Studies or the University Departments and Constituent/affiliated Colleges;
- (h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;
- (i) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board, Deans of Faculties, Boards of Studies and the University Departments;
- (j) to recommend to the Teachers Training, Curriculum Development & Design Centre to conduct refresher and orientation programmes for teachers of affiliated colleges and University departments, especially for the revised or newly introduced or inter-disciplinary courses of study, training and advance training, field exposure and deputation;
- (k) to recommend creation of a new post-graduate Centre or Research centre of the University at Main Campus or in its Constituent/ Affiliated Colleges in a particular



discipline or a new course in the existing post-graduate centre in an affiliated college;

- (l) to understand the requirements of industry and society and bring its relevance in the syllabi by continual updating of courses;
- (m) to promote choice based credit systems in all the programs;
- (n) to work out and promote use of technology in teaching and learning and assessment;
- (o) to undertake any other task in respect of studies and research in relation to the subjects included in the Faculty and also in multi-faculties, as may be assigned to it by the University authorities.
- (p) The Academic Council may decide abolition of a Faculty in the University in the following conditions:-
  - (i) The Faculty is abolished from the functioning of the University by an Act by State or Central Government or by Regulatory bodies;
  - (ii) There is no or poor scope of development in the said Faculty as evidenced by the past trend in the Faculty.

*The Distinguished Faculty and Nomenclature*

- S5.06 1- In accordance with the scope and disciplines of the technical education and allied domains, the University may have the following faculties—
- (a) faculty of engineering and technology;
  - (b) faculty of Architecture, Planning and Physical Development;
  - (c) faculty of Pharmacy;
  - (d) faculty of Management;
  - (e) faculty of Computer Application;
  - (f) faculty of multi-disciplinary programmes;
  - (g) faculty of hotel management and Catering Technology;
  - (h) faculty of Ideation, Innovation, Incubation, Entrepreneurship and Start-up;
  - (i) any other faculty whose Curriculum is being conducted by the University.

*The Board of Studies*

- S5.07 1- All major academic programmes/ courses shall have a Board of Studies (BOS), which shall be the responsible body for the

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coordination and supervision of academic activities related to the subject included in the faculty.

2- In absence of Dean of Faculty, any professor can be assigned this responsibility by Vice Chancellor for coordinating various meetings and report to be submitted to academic council for approval.

3- Each BOS shall have the following members, namely-

(a) head of the department of the concerned subject, if he is Professor, or in case head is not available then a University Professor in the subject preferably from the university/colleges nominated by the Vice Chancellor shall be the Chairman;

(b) one Principal from amongst the affiliated colleges nominated by the Vice Chancellor- member;

(c) three head of departments from constituent/ affiliated colleges of the University nominated by Vice Chancellor, in cyclic order- members;

(d) one external expert nominated by the Vice Chancellor- member;

(e) one Associate Professor, nominated by the Vice Chancellor, on the basis of rotation;-member

(f) one Assistant professor, nominated by the Vice Chancellor, on rotation;-member

(g) one expert from industry-member

(h) one alumni of the concerned subject.- member

4- The meeting of all BOS shall be convened by the Head/ Chairman.

5- The BOS shall prepare syllabus as per existing needs and regulatory norms to promote the following matters-

(a) long term Curriculum development ;

(b) development of teachers;

(c) development of study and teaching material;

(d) innovation in teaching pedagogy and educational technology;

6- For meeting of BoS, the quorum shall be of six members including one external member.



7- Under the provisions of act and statutes the BOS shall have following powers, namely-

- (a) to consider and approve recommendations of the various Curriculum Boards if any under it and forwarded this recommendation to the faculty board.;
- (b) to consider new/revised curriculum of regular / inter disciplinary studies either Suo moto or on the recommendation of any curriculum board related to regular programmes, refresher courses, training programmes, orientation programmes, faculty development programmes, or any other educational programme;
- (c) to consider any other educational matter which is referred to them or it thinks proper.
- (d) the meeting of the BOS shall be held at least twice a year;
- (e) to recommend the text-books, additional reading reference books and other text content along with books for Curriculums;
- (f) to advise the concerned faculty or faculties for improving the Curriculum;
- (g) to recommend use of Open Online Learning systems, offered by reputed International and National organizations;
- (h) each Board of Studies, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean of the Faculty; and the Dean Faculty shall place the same before the Academic Council for its information;
- (i) there shall be an Ad-hoc Board of Studies in a subject or group of subjects where it is not possible to constitute a regular Board of Studies;
- (j) the Academic Council suo motu or on recommendation of the Faculty/Faculties concerned may constitute an ad-hoc Board of Studies and shall decide by majority of two-third votes of the members present and voting. Such constitution shall be effective from the date decided by the Academic council.
- (k) the Ad-hoc Board of Studies shall consist of not more than three persons. The Chairman of the Board shall be nominated by the Vice-Chancellor. Out of the other

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members one shall be an expert from outside the University.

- (l) the Ad-hoc Board of Studies shall function till such time as the regular Board of Studies in the particular subject is constituted under the Act.
- (m) the Ad-hoc Board shall exercise the same powers and perform the same duties as prescribed for a regular Board of Studies.

## Chapter VI

### OTHER AUTHORITIES AND COMMITTEES OF THE UNIVERSITY

*Other Authorities and Committees of the University*

S6.01 1- Apart from authority define in clause (vii) of Section 21 of the Act, other authority of the University shall be as follows, namely-

- (a) Faculty Board;
- (b) Curriculum Board;
- (c) Research Board;
- (d) Faculty Research Committee/ Centre Research Committee
- (e) Academic Audit Committees;
- (f) Equivalence Committee;
- (g) Admission Committee;
- (h) Sports and Students Welfare Board
- (i) Building and Works Committee
- (j) Purchase and Sales Committee
- (k) Legal and Compliance Committee
- (l) Library Committee
- (m) Internal Quality Assurance Council
- (n) Standing Administration Committee
- (o) Grievance Redressal Committee

*Faculty Board*

S6.02 1- The Faculty Board of each faculty may be constituted, which is under the discretion of the Vice Chancellor, if Faculty Board is constituted then it will be as follows-

- (a) the Dean of faculty who shall be the Chairman of the Faculty Board;
- (b) one Professor, one Associate professor and one Assistant Professor from the University/ Institutes / Constituent

*33/05/2018*

college/ Affiliated or Autonomous Colleges nominated by the Vice Chancellor;

*provided* that not more than one shall belong to the same subject from the same college/ Institutions.

- (c) chairman of each Board of Studies belonging to the faculty shall be member of the Faculty Board;
  - (d) one Post graduate college Principal and one Post-graduate department Head in each faculty from affiliated colleges nominated by the State Government.
  - (e) two external experts nominated by the Academic Council.
  - (f) three experts of repute from any Institutions, research organizations and industry, who are not in the service of the University and any of its affiliated college, with specialization in the area of study associated with the faculty, to be nominated by the Vice Chancellor.
- 3- Member of the Faculty Board other than ex-officio member shall hold office for a period of two years and ceased to be member whenever he ceases to hold the post by virtue of which he became member of the Faculty Board.
- 4- The meetings of Faculty Board shall be convened under the directions of its Chairman.
- 5- Subject to the provision of these statutes the Faculty Board shall have the following powers—
- (a) to consider the proposal regarding the Ordinances, Scheme of examination and course of study submitted by respective Board of studies under its domain and make recommendations after modifications, if needed to the academic council for approval;
  - (b) to make recommendations to the Academic Council regarding the teaching and research work of the Boards of Studies concerned;
  - (c) to consider and recommend to the Academic Council on any question pertaining to its scope of work which may appear to it necessary and on any matter referred to it by the Academic Council.

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*Curriculum Board*

- S6.03
- 1- A Curriculum Board may be set up for a subject or group of subjects, if needed.
  - 2- The Curriculum Board shall be responsible to the concerned BOS;
  - 3- Each Curriculum Board shall have following members-
    - (a) head of Department of the concerned college/institute nominated by Chairman BOS- Chairman;  
Provided that Head of department should not be below the rank of Professor otherwise a Professor/ senior faculty from concerned subject may be nominated by the Chairman BOS;
    - (b) one Professor nominated by Chairman BOS;
    - (c) one Associate Professor and one Assistant Professor nominated by the Chairman BOS;
    - (d) one external subject expert nominated by the Vice Chancellor;
    - (e) industrial expert from concerned Curriculum nominated by the Vice Chancellor.
  - 4- The meeting of the Curriculum Board shall be convened by the Chairman.
  - 5- The curriculum board shall prepare preliminary syllabus and schemes and recommend to BOS.

*Research Board*

- S6.04
- 1- There shall be a Research Board of the University. The Research Board shall consist of the following:
    - (a) Vice Chancellor (Chairperson)
    - (b) Pro- Vice Chancellor
    - (c) Dean, Research
    - (d) Dean of the Faculties
    - (e) one Professor by rotation in order of seniority of each University Teaching department/ Centre and where there is no Professor, Associate Professor (with Doctoral degree) by rotation in order of seniority for a term of three years.
    - (f) whenever there is a Ph.D. proposal from a department which does not have any University teaching

department, an external subject expert may be nominated by the Vice Chancellor.

- 2- One-third of the members shall form the quorum. In the absence of the Vice Chancellor and the Pro-Vice Chancellor, the senior-most Professor in the University teaching departments present at the meeting will preside. The recommendation of the Research Board is to be reported to the Academic Council. The Research Board shall meet as often as required but at least once in every semester.
- 3- The Research Board shall have the following powers and duties, namely:-
  - (a) to make provisions for conducting the research on various domains of science, technology, engineering, management and other inter- or multi-disciplinary area for the advancement of knowledge;
  - (b) to admit scholars to the research programmes of the University and monitor and evaluate the research progress and also lay down the conditions in respect thereof;
  - (c) to approve and to provide the extension of approval to University's any Department/ Centre established in Affiliated Colleges/ Autonomous Colleges or any other Centre managed jointly as a Research Centre;
  - (d) to inspect, where necessary, University's any Department/ Centre of Affiliated Colleges/ Autonomous Colleges and recognized Centre through suitable machinery established for the purpose, and take measures to ensure that proper standards of research are maintained;
  - (e) to monitor and control the research and development activities as may be prescribed in the ordinances and regulations.
- 4- The Research Board Shall have such other powers as may be conferred on it by this Statues or the Ordinances or regulations made thereunder.

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- 1- There shall be Faculty Research Committee (FRC) in each faculty which shall be responsible for coordinating all Research and Development activities in the Faculty of the University.
- 2- The FRC shall consist of the following members:-
  - (a) the Dean of the faculty - Chairperson
  - (b) the Head of the concerned department (with Doctoral Degree) - Vice Chairperson
  - (c) the Supervisor and Co-supervisor or External Supervisor - Member
  - (d) two Professor (with Doctoral Degree) of the concerned Department - Member
  - (e) one Professor (with Doctoral Degree) of the allied Department - Member
  - (f) the Dean Research - Observer
- 3- In case where there is no Professor available in University Teaching Department, an Associate Professor (with Doctoral degree) may be taken as member. Similarly, if Head of the concerned department does not possess the doctoral degree, a Professor/ Associate Professor (with Doctoral degree) in order of seniority may act as Vice Chairperson in place of Head in the FRC meeting(s).
- 4- There shall be a Centre Research Committee (CRC) in each University recognized Research Centre which shall be responsible for coordinating and monitoring Doctoral Research activities in that Centre.
- 5- The CRC shall consist of the following members:-
  - (a) the Dean of the faculty or an eminent Professor nominated by Vice Chancellor - Chairperson
  - (b) the Head of the concerned Research Centre (with Doctoral Degree) - Vice Chairperson
  - (c) the Supervisor and Co-supervisor or External Supervisor - Member
  - (d) two Professors or Principal Scientists (with Doctoral Degree) of the Centre - Member

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- (e) one Professor or Principal Scientist (with Doctoral Degree) of the University/Other Research Centre nominated by the Vice Chancellor - Member
- (f) the Dean Research - Observer
- 6- In case where there is no Professor available in University Teaching Department, an Associate Professor (with Doctoral degree) may be taken as member. Similarly, if Head of the concerned Centre does not possess the doctoral degree, a Professor/ Associate Professor/Principal Scientist (with Doctoral degree) in order of seniority may act as Vice Chairperson in place of Head in the CRC meeting(s).
- 7- Nominated member shall be eligible for reappointment.
- 8- The meeting of FRC/CRC must be convened at least twice in a year. Provided that the meeting of the Committee may be convened as per requirement;
- 9- The quorum of the meeting of FRC/CRC, shall be 50 percent of the total members.
- 10- Facilitate collaborative and multi-disciplinary research by coordinating with National, International, Governmental and non-governmental Institutions, Universities, Organizations, Industry and other Agencies.
- 11- The FRC/CRC shall have following powers:-
- (a) to keep general supervision on the research work in the Faculty or recognized Centre respectively;
  - (b) to consider all matters concerned with the published research by various faculties, educational units and affiliated college of itself or University;
  - (c) to promote and coordinate sponsored research projects in the Faculty or the research Centre;
  - (d) to promote the Intra/inter-faculty and inter-departmental and inter-centre research;
  - (e) to promote and monitor of research activities including the following but not limited to them:-
    - (i) ethical conduct of laboratory, animal and clinical research;

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- (ii) the procedure of submission of applications for research grants;
- (iii) to review progress reports of research programmes;
- (iv) to promote dissemination of research outcomes through publication and presentation;
- (v) to propose the research budget to the Finance Committee;
- (vi) to monitor research expenditure; and
- (vii) to document all research activities in the University;
- (viii) to provide guidelines for conduct of pre Ph.D coursework in various subjects.

*Academic Audit  
Committees*

S6.06

- 1- The University shall have multiple Academic Audit Committees (AAC) consisting of five members each nominated by the Vice Chancellor.
- 2- The AAC shall have the following members-
  - (a) the Dean of a Faculty (other than the home faculty) nominated by Vice Chancellor - Chairman;
  - (b) one external expert nominated by the Vice Chancellor - Member;
  - (c) one expert from the Industry nominated by the Vice Chancellor - Member;
  - (d) one alumni of the University who volunteers as member of committee and is willing to participate;
  - (e) one faculty from other department of the University nominated by the Vice Chancellor;
  - (j) the Deputy Registrar/Assistant Registrar - Secretary.
- 3- The AAC shall conduct periodical academic audit of the activities and implementation of policies and guidelines in any programme/ department/ faculty/ institute/ college in the University and its affiliated colleges, educational unit, regional center, study center and research centers, etc.
- 4- The AAC shall review the quality and relevance of the existing academic programmes;

*30/01/2017*

5- The AAC shall have the following powers and duties but not limited to them:-

- (a) Shall suggest action plans, measurement criteria, and methods of monitoring improvement;
- (b) Shall also suggest need for training of the faculty in particular domains;
- (c) Shall review the Annual Performance Evaluation (APE) report of the programmes prepared by the respective head/ Dean/ Director;
- (d) Shall solicit feedback from different stakeholders including teachers, students, alumni and industry.

6- The AAC shall have the other powers and duties as prescribed in Ordinance(s) and Regulations;

7- The Academic Audit Committee may use the services of external professionals, experts and agencies with prior approval of the Vice Chancellor;

8- The Audit Committee shall be responsible to the Vice Chancellor and present all reports and recommendation to him.

**Equivalence  
Committee**

S6.07

- 1- There shall be an Equivalence Committee, one for each Faculty, for considering the equivalence of examinations of other Statutory University, Recognized Boards of Education, Academic Institutions in India and abroad for the purpose of admission to the courses and/or examinations under the Faculty:
- 2- The Equivalence Committee shall consist of—
  - a) the Dean of the Faculty
  - b) the Heads of the respective University Departments
  - c) two members nominated by the Academic Council, from the Principals/ Directors of the Constituent/ Affiliated Colleges.
- 3- While considering the equivalence of the degree and examinations, the Committee shall *inter alia*, consider the following factors related to –
  - (a) the syllabus of the courses concerned.
  - (b) duration of the courses and course structure.

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- (c) percentage of marks required for passing.
- (d) bodies conducting examinations Government/ Private/Autonomous, etc.
- (e) any other requirements/factors specified by the University, from time to time.

- 4- The report of the Equivalence Committee shall be placed before the Academic Council for its approval.
- 5- The University shall give equivalence to the examination/Degree of other University only on reciprocating basis.

*Admission  
Committee*

S6.08

- 1- An entrance test may be conducted every year in the prescribed manner as required for admission to under graduate and post graduate programmes and other programmes being conducted by the University following the reservation policy of the State Government.
- 2- The seats for residents of Rajasthan shall be allocated as per the State Government policy/ directions and the balance seats shall be open on all India basis. If the State quota seats remain vacant, they shall be filled through the all India quota on merit basis and similarly, if all India quota seats remain vacant, they shall be filled through the candidates of the State quota on merit basis.
- 3- The minimum eligibility for admission to various programmes shall be as per the guidelines of the respective regulatory bodies.
- 4- The admission committee shall consist of the following —
  - (a) the Vice Chancellor- Chairman;
  - (b) one member nominated by Principal Secretary, Technical Education (not below the rank of Joint Secretary);
  - (c) the Director, Technical Education- member;
  - (d) the Dean, Admissions- member
  - (e) two members nominated by Vice Chancellor (not below the rank of professor);
  - (f) the Registrar- Secretary.

*30/11/17*

*Sports and  
Students Welfare  
Board*

- S6.09
- 1- University shall have one Sports and Student Welfare Board (SSWB). Objectives of the SSWB are following—
    - (a) development of sports and other extracurricular activities among students and member of the University;
    - (b) development of discipline teaching among students.
    - (c) to organize faculty sports activity and completion and to recommend University team in Inter University, State National and other competition which are deemed appropriate by the Board and all other functions that all affiliated and relevant to activities such objectives;
    - (d) development of student welfare by organizing various activities.
  - 2- The SSWB shall have the powers and duties as prescribed in Ordinance(s) and Regulations
  - 3- The SSWB shall be constituted in following manner-
    - (a) the Vice-Chancellor- Guardian;
    - (b) the Dean, Student Welfare or a Professor of College or University nominated by the Vice Chancellor shall be the Chairman of SSWB;
    - (c) two eminent persons related to various sports shall be appointed by Vice-Chancellor as members;
    - (d) the Finance Officer/ Account Officer shall be a member;
  - 4- Tenure of appointed person shall be for one year.

*Building and  
Works Committee*

- S6.10
- 1- There shall be a Building and Works Committee consisting of the following members:-
    - (a) the Vice-Chancellor - Chairperson
    - (b) the Head, Civil Engineering Department of the University - Member
    - (c) one Nominee of the BoM - Member
    - (d) one eminent Architect or Civil Engineer nominated by the Vice-Chancellor -Member
    - (e) the Superintending Engineer of the Public Works Department or in-Charge of the territorial circle of PWD - Member
    - (f) the Finance Officer - Member
    - (g) the Estate Officer - Member Secretary
  - 2- The Building and Works Committee shall have the following powers and duties, namely:-

- (a) to appoint sub-committees to open tenders and for technical evaluation of the tenders;
  - (b) to extend the contract period, if necessary, on the recommendation of the Estate Officer of the University;
  - (c) to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works;
  - (d) to review the estimates prepared by the Estate Officer of the works on the basis of the prevailing rates or the rates adopted by Public Works Department of the State Government;
  - (e) to review of detailed plans and estimates for the works prepared by Estate Officer, after taking the administrative sanction to the work, in the forms used in the Public Works Department of the State Government;
  - (f) to review and approve the plans and estimates for maintenance and minor works, prepared by the Estate Officer;
  - (g) to review and approve the plans and estimates of major works prepared by the Estate Officer with the help of the Architect chosen from the panel of architects;
  - (h) to review and approve the plans and estimates for major works of higher magnitude and complex in nature, prepared through an architect from a panel of consulting architects, approved by the Vice Chancellor;
  - (i) to provide a detailed estimate of works with rate analysis to the Finance and Accounts Section of the University;
  - (j) to review and approve a revised estimate prepared by the Estate Officer when the original estimate is likely to be exceeded, for any reason, by more than 10% or when a change of design or plan is necessary, as soon as the necessity arises and before the completion of the work;
  - (k) to approve minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate with the sanction of the Vice-Chancellor;
  - (l) to manage the budget provisions when a work is spread over more than one financial year.
- 3- The procedure of execution of works in the University shall be as per the norms laid down by the Government.





(h) to deal with the matters relating to purchase and sales of the University as per the procedure and general principles as mentioned in the Regulations, prescribed by the State Government.

- 5- The University shall follow the Purchase and Sales procedure as per the respective Ordinance.
- 6- The Purchase and Sales Committee may allow any Head of Office (karyalayadhyaksh) to purchase and sale of items where the individual cost of each item less than Rs. 10,00,000/- at a time.
- 7- The Purchase and Sales Committee to purchase and sale of items where the Individual cost of each item less than Rs 10,00,000/- at a time shall be as follows:-
  - (a) Head of Office (Karyalayadhyaksh) – Chairman;
  - (b) Assistant Account Officer – Member;
  - (c) Nodal Officer, Procurement – Member Secretary.

*Legal and  
Compliance  
Committee*

- S6.12
- 1- There shall be a Legal and Compliance Committee of the University and shall have general supervision on the legal functions of the University and the compliance.
  - 2- The Legal and Compliance Committee shall consist of five (5) members approved by the Board of Management on recommendation of the Vice-Chancellor and shall be headed by a retired district judge or a University Professor.
  - 3- The Registrar shall be Member Secretary of the Committee.
  - 4- The Committee shall oversee adherence to laws, regulations, and policies pertaining to University' conduct of business.
  - 5- The Committee shall consider and report or recommend to the Board of Management on matters pertaining to compliance, oversight and legal issues.
  - 6- The Committee shall provide oversight for the legal functions of the University and for the Offices of the Vice Chancellor and the Registrar.
  - 7- The Committee will develop a set of guidelines and criteria for deciding when legal and compliance matters are sufficiently significant to warrant or require that they be brought to the Committee for discussion.
  - 8- Within the Committee's authority and responsibility, the following is a partial but not exclusive list of legal and compliance subject matter areas which shall be considered

by the Committee for discussion and oversight and/or which the Committee may ask to review.

- (a) threatened or pending litigation involving the University;
- (b) legal aspects of compliance issues, mandatory reporting, state legislative and regulatory issues, government inquiries and investigations;
- (c) finance and investments, taxes, auditing and monitoring, financial aid;
- (d) health, safety and environment;
- (e) international activities and foreign laws, export and import controls;
- (f) employment disputes;
- (g) governance, policy development, administrative agency complaints, delegation of authority;
- (h) academic freedom, conflicts of interest;
- (i) act amendment issues, statutes modifications, ordinances, regulations;
- (j) discrimination, including harassment;
- (k) student conduct and other legal issues affecting students, campus safety and security;
- (l) employee misconduct, employee discipline and demonstrations issues;
- (m) faculty disputes and investigations;
- (n) contract matters, including purchasing and services;
- (o) employment contracts and employee benefits, labor matters, unusual or significant severance or termination arrangements and payments;
- (p) research grants and contracts, intellectual property (patents, copyright, trademark), technology transfer;
- (q) RTI issues, records management, privacy, information technology;
- (r) risk management issues;
- (s) vigilance and whistleblower complaints;
- (t) real estate property, facilities, leases, construction;
- (u) ethics and compliance (E&C) standards, policies and procedures;
- (v) anonymous reporting mechanisms including the university website;
- (w) misconduct responses, remediation, athletic integrity matters, institutional ethics programs and education and ethics investigations protocols.

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- S6.13
- 1- There shall be a library committee for administering, organizing and maintaining the library of the University and shall consist of -
    - (a) the Vice-Chancellor - Chairman;
    - (b) two Dean of Faculties, nominated by the Vice-Chancellor- members;
    - (c) two Heads of University departments, nominated by the Vice-Chancellor- member;
    - (d) two teachers, nominated by the Board of Management- members;
    - (e) the Registrar- member;
    - (f) the Finance Officer- member;
    - (g) the Librarian - Secretary.
  - 2- All members of the committee, other than ex-officio members, shall hold office for a period of three years.
  - 3- The Library Committee shall having following powers and duties:-
    - (a) to provide proper organization and support for the functioning of the library, documentation services and maintenance of records in analogue and digital forms;
    - (b) to provide the approach and operational plan for modernization and improvement of the library and documentation services in both analogue and digital format;
    - (c) to recommend library fees and other charges for the services and use of the library by others;
    - (d) to prepare the annual budget and proposal for development of the library for approval of the Finance Committee;
    - (e) to establish a network with regional, national and international libraries and information centres;
    - (f) to hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, University departments or institutions and administrative offices of the University and related to assessment and accreditation of colleges, recognized institutions and the University ;
    - (g) to undertake any other task as may be assigned by the University authorities so as to carry out objectives of the Library.
  - 4- The Librarian shall submit a self-appraisal of the Library Committee at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Board of Management for its information.

- S6.14
- 1- There shall be a Standing Committee of Administration constituted by the Board of Management to advice and recommend various administrative reforms.
  - 2- The Committee shall have the following members:
    - (a) an Ex-Vice Chancellor or a retired Principal of a Government Engineering College, nominated by the Vice Chancellor – Chairperson;
    - (b) the Director of Technical Education or his nominee not below level of Joint Director- member;
    - (c) two persons with expertise in HRD, one of them shall be from industry while the other one shall be from Registrar/ Deputy Registrars of other State University, nominated by the Vice Chancellor - members;
    - (d) a Senior Professor of the University (by rotation of Two years) - member;
    - (e) one Dean (by rotation every two years) - member;
    - (f) one Principal of Constituent College (by rotation every two years)- member;
    - (g) one Principal/Director of Affiliated College (by rotation every two years) - member;
    - (h) the Registrar – secretary
  - 3- The Standing Committee of Administration shall have the powers and duties as follows:-
    - (a) to recommend policies to be adopted by the University with a view to have effective and efficient utilization of available man power;
    - (b) to lay down guidelines, policies ensuring healthy and harmonious employee relations;
    - (c) to consider representations from the association of employees concerning common issues;
    - (d) to recommend appropriate measures for providing cordial and peaceful working environment;
    - (e) to suggest appropriate remedies and make efforts for resolution of disputes related to service conditions of the employees of the University;
    - (f) to recommend about career progression and improvements in service conditions of employees.
  - 4- The Standing Committee of Administration may refer matter to Legal and Compliance Committee of the University, if it thinks so, for advice and recommendations on specific queries.

*3/3/2017*

## Chapter VII

### Affiliation and Grant of Autonomy

*Affiliation*

S7.01

1- Every application for affiliation of a college shall be made so as to reach the University not less than six months before the commencement of the session in respect of which the recognition is sought:

Provided that the Board may, in special circumstances reduce the said period in the interest of higher technical education to such extent as deemed necessary.

2- Every application for affiliation of a college shall be accompanied by the letter of approval from the concerned regulatory authority along with affiliation fees for such amount as may be notified by the University which shall be non-refundable.

3- Before an application for recognition is placed before the Board, it shall satisfy the following-

(a) that the institution satisfies the demand for technical education in locality;

(b) that the Management Board of the college concerned is providing the same information as has been provided to the concerned regulatory authority for seeking recognition.;

(c) The college fulfils all norms of the concerned regulatory authority including

(i) suitable and sufficient building and covered area;

(ii) teaching staff;

(iii) library facility;

(iv) adequate furniture, and equipment;

(v) laboratory facilities;

(vi) contiguous specified area of land suitable for education purposes;

(vii) facilities for health care and recreation of the students;

(viii) adequate funds for the payment of salary and allowances to the employees of college.

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- 4- If the university is satisfied with as classified above, Vice Chancellor shall appoint a panel of experts to inspect, the college and present a detailed inspection report. For the purposes of inspection the Management Board of college has to deposit the prescribed inspection fees as notified by the University. Non-teaching staff / Officers of the University shall not be included in the inspection team however, services of Executive Engineer in Government under corporation may be taken as team member in inspection team for new college or additional branch or programme.
- 5- Ordinarily all inspections shall be completed within three months of the receipt of an application for recognition.
- 6- In case of delay in holding of a meeting of the board on the basis of the recommendation of the Inspection Committee by the Vice Chancellor, with the prior permission of the Chancellor, shall decide in regard of whether or not to issue a formal order to give affiliation to the Institution. Any institution shall not be affiliated without approval of the All India Council for Technical Education/ regulatory body.
- 7- For every college (other than a college exclusively maintained by the State Government or by a local authority), the Management Board shall deposit a sum to the University as endowment fund as per norms decided from time to time. This fund shall not be transferred to the college till such time the college exists. However, its interest may be used by the college for welfare of faculty and students.
- 8- Each application by the college for additional seats in a new programme or existing programme shall be sent to the university so that they reach the University before December 31 of preceding academic session.
- 9- Every affiliated college shall strictly observe the rules laid down in the conditions of affiliation.
- 10- Every affiliated college shall make available to the University a list of its building, libraries and laboratories with their equipment and apparatuses and also the services as such of its teaching and other staff as may be needed for the purposes of conducting the University examination.



- 11- Every affiliated college shall have its own staff and teachers having such qualifications who shall be given such grades of pay and governed by such other service conditions as may be laid down from time to time in the Ordinances and by the regulatory authorities.
- 12- Every college shall recruit the Principal, faculty members and staff with duly constituted selection committee as per the norms of the AICTE. There shall be University representative in the Selection Committee for appointment of teachers and appointment shall be approved from the University;
- 13- On a vacant position of Principal/ Director of the college/ institution the management, may designate a teacher for a maximum period of three months or until appointment of a regular Principal/Director, whichever is earlier, to look after the work of Principal/Director. If a regular Principal/Director is not appointed till the end of three month period as stated earlier, then the senior most teacher of the college/ institution shall work as a Principal/ Director of such college/ institution in the form of substitute till regular Principal/ Director is appointed subject to fulfilling the criteria required for being appointed as Principal/Director as per AICTE/regulatory norms. Regular appointment must be done in the next 12 months and the approval shall be obtained from the University.
- 14- Every affiliated college shall maintain the registers for teaching and non-teaching staff and shall from time to time furnish to the University returns in such forms as may be required by the University.
- 15- Every affiliated college shall be required to maintain its website and upload the college related information in the format as prescribed by the University from time to time.
- 16- Where the Board or the Vice Chancellor causes any affiliated college to be inspected, the Board or the Vice Chancellor may communicate to the college the result of such inspection together with the views thereon and direct the Management Board of the college regarding the action to be taken.

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*Procedure for  
Affiliation of New  
Programmes/  
Additional Seats  
in an Existing  
Affiliated College*

S7.03

- 3- The inspection committee shall visit the college and determine the actual status of the basic infrastructure/facilities, library, laboratories, teaching staff, management staff and non-teaching staff in the concerned institution. After receipt of recommendation of the inspection committee by the University on the prescribed format, it shall be presented before the board for decision.
- 1- Application for affiliation of new programmes/additional seats by an existing affiliated college shall be made in such manner that it is received by the University before 31<sup>st</sup> December of the preceding session.
- 2- For affiliation of a new programme/additional seats, the application shall be accompanied with the following—
  - (a) approval letter from the AICTE/regulatory body.;
  - (b) no objection certificate from the State Government for affiliation of such programmes / additional seats;
  - (c) affiliation consent letter issued by the University;
  - (d) bank draft (in original form) of prescribed fee and endowment fund in the form of fixed deposit.
- 3- In addition to the above, the Management Board should ensure that it has sufficient financial recourses to make arrangements for-
  - (a) suitable and adequate building according to the norms;
  - (b) adequate facility of library, furniture, equipment and laboratory according to norms;
  - (c) required faculties have been identified for the new programmes/additional seats.
  - (d) required land in accordance with the norms prescribed under the rules issued by the AICTE/regulatory body and/or by the Government of India ;
  - (e) health and recreation facilities for the students;
  - (f) proof of sufficient funds for payment of salary and allowances for college employees for at least two years.
- 4- The sponsoring body of the proposed college shall have a valid registration.
- 5- The constitution of the Management Board of each college shall be as per the guidelines of the AICTE/regulatory body

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and shall be communicated to the University, whenever there is a change.

- 6- Each affiliated college shall deposit the prescribed fee to the University for affiliation.
- 7- Each affiliated college (other than a college funded exclusively by the State Government or any local authority) shall deposit a lump sum amount to the University as endowment fund in the form of a fixed deposit in a Bank pledge to the University and may receive interest which shall be spent on the welfare of students and faculty.
- 8- The college shall be entitled to charge fee from the students not more than as prescribed by the University. The college shall arrange, to transfer those components of the fee to the University which is meant for the University.
- 9- Every affiliated college shall strictly comply with the rules prescribed by the University regarding admissions, residence and discipline of the students.
- 10- The University shall conduct the examination of students of only those colleges duly affiliated by the University.
- 11- College/Institute shall submit the students' information in the prescribed forms to fill up the examination forms timely.
- 12- The University will take appropriate action against the institution if found misleading advertisement, publications and other undue activities in the name of the University or otherwise for admissions, so that students should not be exploited and harassed in any circumstances.
- 13- The Institution presenting the application of affiliation with the above forms and fee on the format prescribed by the University, will submit its application form in three copies as per the prescribed date in the University. The three members inspection committee consisting of at least one subject expert of each faculty, will be constituted by the University. Further action shall be taken by the University on receipt of necessary information and report/ recommendation in the prescribed format on hard/ soft copy from the inspection committee. The approval of affiliation to a college shall be granted by the University on fulfilling all requirements.

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*Voluntary De-affiliation of a College/ Institution from the University*

S7.04

- 1- Any college/institute affiliated to the University wishing to be de-affiliated from the University or de-affiliation of any programme may apply to the University in this regard along with a resolution to this effect passed by the sponsoring body. De-affiliation of a college/institution shall be done by the University with the prior approval of the Board.
- 2- Before de-affiliation is granted to any college/ institution it shall be their duty to get the students studying in the college of the institution transferred to other nearby colleges/ institutions in the interest of the students.
- 3- However, arrangements have to be made for salary of teachers and staff and transfer of leftover students to the other institute from the assets of the institute or deposits of the institute.

*Termination of Affiliation*

S7.05

- 1- Continuity of the affiliation shall depend on the continuous fulfillment of the conditions determined by the University.
- 2- If no student of the college has appeared in any examination conducted by the University for two consecutive years, its affiliation may be terminated.
- 3- The Board may direct to the any college not to admit any student in a particular programme, if in the opinion of the Board, prescribed conditions for starting that programme have not been fulfilled by the college. However, if prescribed conditions are fulfilled to the satisfaction of the Board, then the college may be permitted to proceed with admissions to the particular programme.
- 4- If affiliated college fails to comply with the conditions of affiliation, the Board may decide to terminate the affiliation of such college.
- 5- If the salary of the teachers and staff is not being paid regularly or salary has not been paid for a period for which they were entitled to under various Regulations and Ordinance and if the college does not take required action within the specified period, the Board may decide to terminate the affiliation of the college.

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- 6- The Board before taking any action against a college shall give a chance to the college to explain its position within a specified period.
- 7- Whenever there is any dispute in the Management Board related to control of the affiliated college and in whose respect and it is found by the Vice Chancellor that the property of the college is virtually in the possession and control of one faction, and there is no order from the competent court, a detailed report may be sent to the State Government for appointing a receiver till such time the matter is resolved;

Provided that before taking any decision under the above provision, the Vice Chancellor shall provide an opportunity to the conflicting claimants to submit written representations.

**Grant of  
Autonomy to an  
Institution**

- S7.06
- 1- An autonomous status may be conferred by the University on the Department/Institute/college which has a standing of more than ten years.
  - 2- The institute/college must be permanently affiliated or recognized by the University and satisfies the norms and conditions of autonomy prescribed by the UGC, AICTE, State Government and the University, from time to time.
  - 3- The autonomous status is conferred by the University only with the concurrence of the State Government, AICTE, and the UGC.
  - 4- All institutes/colleges recognized under Section 2(f) of the University Grants Commission Act, 1956, aided, unaided, partially aided and self-financing, are eligible to apply for autonomous status.
  - 5- The criteria for granting autonomous status are:
    - (i) academic reputation and previous performance in the University examinations and its academic /co-curricular /extension activities in the past.
    - (ii) academic /extension achievements of the teaching and research staff.

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- (iii) quality and merit in the selection of student and teacher, subject to statutory requirement in this regard.
  - (iv) adequacy of infrastructure for example, library, equipment, accommodation for academic activities, etc.
  - (v) quality of institutional management.
  - (vi) financial resources provided by the management / State Government for the development of the institution.
  - (vii) responsiveness of administrative structure.
  - (viii) motivation and involvement of teaching and research staff in the promotion of innovative reforms.
- 6- Autonomy granted to the department/ institute/ college is institutional and covers all the programmes at undergraduate, and postgraduate levels which are being run by the department/ institute/ college at the time of conferment of autonomous status. All courses introduced by the department/ institute/college after the conferment of autonomous status shall also automatically come under the purview of autonomy.
- 7- Partial autonomy cannot be granted to any department/institute/college. Autonomous status is not conferred once and for all. It has to be continuously earned by the department/ institute/ college as per the provisions of the Statutes prescribed in that regard.
- 8- The autonomous status shall be conferred on the department/institute/college initially for a period of ten years at a time.
- 9- The procedure for grant of autonomy shall be as prescribed in the Ordinance.

*Powers and  
Duties of  
Autonomous  
Department/  
Institute/ College*

S7.07

- 1- The autonomous department/institute/college shall evolve appropriate mechanism to evaluate the academic performance, improvement in standards and to see how best it has achieved the autonomy.

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- 2- The autonomous department/institute/college shall evolve appropriate mechanism for self- evaluation by a Performance Review Committee every year. The detailed procedure such as the constitution of the Committee, terms of reference to the committee, etc., shall be decided by its Academic Council. The report of Committee shall be placed before the Academic Council of the autonomous centre and then before the Governing Body of the autonomous centre.
- 3- In addition to self-evaluation by the autonomous department/institute/college, there shall be an external evaluation of the academic performance, improvement in standards and extent of achievement of autonomy, after every three years from the date of grant of autonomy, by an Expert Committee constituted by the University.
- (a) the Committee shall consist of the following members namely:-
- (i) one representative of the University nominated by the Vice-Chancellor;
  - (ii) one representative from the State Government; and
  - (iii) three representatives from the UGC, out of which one shall be nominated by the Vice Chancellor as the Convener of the Expert Committee.
- (b) The report of the Expert Committee shall be placed before Board of Management of the University for its consideration.
- 4- The autonomous department/institute/college shall:-
- (a) have powers to make, amend or repeal the rules and regulations on the matters of academics, admissions, examinations, administration, financial procedures, etc., subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations framed there under, and guidelines issued by UGC and accepted by the University in this regard, from time to time.
- (b) make, amend or repeal rules and regulations subject to the prior approval of its Governing Body and of the Board of Management of the University. Such rules and regulations shall come into force from the date of its approval.

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- (c) notify the rules and regulations so framed and the amendments made therein, and communicate the same to all concerned, from time to time.
- (d) not create any direct or indirect financial liability on the part of the State Government and shall not create any teaching or non-teaching positions without the prior permission of the State Government, in respect of grantable courses/ programmes/ subjects.
- (e) not exercise such powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subjects or courses.
- (f) be competent to incur expenditure from the funds received from fees for academic programmes started on self-supporting basis for the purpose of creation of posts in various categories for a specific period and granting pay, allowances and other benefits to such posts, provided those posts are not held by such persons who are holding the posts for which contribution of the State Government is received.
- (g) perform such other duties and responsibilities that may be necessary to fulfil the obligation of autonomous status such as common programmes of student feedback, self-appraisal by teacher, etc.

- 1- The University shall have a right to order academic /financial audit of any affiliated college, if circumstances so require.
2. The University shall constitute a committee for financial audit for the college with the following members —
  - (a) the Dean of College Development and College Affairs of the University shall be Chairman;
  - (b) nominee of the Finance Officer of the University as a member.
  - (c) one Chartered accountant as an external member.
  - (d) the Principal/ Director of the concerned college would be the presenting officer and provide all secretarial assistance to the committee;

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- (e) the committee shall solicit feedback from all the stakeholders;
  - (e) the Principal/ Director of the college shall be the Secretary of the Finance Committee and he shall be entitled to convene the meeting.
- 3- The University shall constitute a committee for academic audit for the college with the following members;
- (a) the Dean, Academics of the University shall be Chairman;
  - (ii) one Director of any other affiliated college of the University as a member.
  - (iii) one external member not below the rank of Associate Professor or equivalent, from other University or organization;
  - (iv) the Principal/ Director of the concerned college would be the presenting officer and provide all secretarial assistance to the committee;
  - (v) the committee shall solicit feedback from all the stakeholders;
- 4- The committee shall enquire whether the funds collected from the students under specific heads such as sports, library, laboratory, placement, industrial visit, hostel fees, mess fees or any other such fee has been spent on the respective activity for the benefit of the students.
- 5- If the University/audit team solicits any information from the college, the concerned college shall be bound to provide it.

*Fee Charged by  
the Institutions  
and University*

S7.09

- 1- In colleges affiliated to the University, enrolment fee, affiliation fee, procedural fee, admission fee, counseling fee, application fee etc. shall be fixed by Finance Committee and shall be applicable uniformly on the University and its constituent college/autonomous colleges/ affiliated private colleges.
- 2- An affiliated college of the University shall charge the fees from the students as prescribed by the State Government and the University from time to time. No other fee shall be charged from the student except with prior permission of the university.

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- 3- In self-financed affiliated colleges tuition fee shall be as determined by fee fixation committee constituted by State Government and except the fee determined by fee fixation committee, no other fee shall be taken by concerned institution.
- 4- Tuition fee shall be taken from ex-students.
- 5- Fee fixed by the University shall be revised from time to time by finance committee.
- 6- The Regulations pertaining the fee and the penal charges shall be promulgated by the University with prior permission of State Government.

*Penalties on  
Overcharged Fee*

S7.10

- 1- The College affiliated to the University shall be bound to comply with the guidelines provided by the State Government or the Policy instructions issued from time to time by the University. Fee structure, various programmes, the student intake and any other matters of admission shall be decided by the University. The college will ensure the strict compliance of the rules and regulations made by the University in this regard.
- 2- In case, University on its own suo moto or by a complaint regarding over-charging the fee by any constituent/ autonomous/affiliated college is received by the University, a monetary penalty shall be imposed in violation of provision prescribed in from the college concerned.
- 3- The penalty of Rs 10 lakhs per violation along with overcharged fee shall be recovered from such college by the University in form of recovery of land revenue etc.
- 4- If complaint of taking fee more than prescribed fee in confirmed after an enquiry, then the University shall take stern action like cancellation of affiliation, initiation of legal prosecution etc. against the colleges, in addition to the penalty mentioned above.
- 5- The college may represent against the decision within 15 days and a final decision in this regard shall be taken by the Board.
- 6- If the Board does not take any decision within three months then the matter shall be referred to the State Government

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which will take appropriate action and the decision taken by the State Government shall be final and compulsive.

### Chapter VIII

#### CONFERMENT OF DEGREE AND DIPLOMA

*Degree and  
Diploma*

- S8.01
- 1- The degree of D. Lit or Honoris causa may be conferred upon such person who have contributed substantially to the advancement of knowledge or for service rendered by him to further the cause of technical education.
  - 2- The degree of Doctor of Science (D. Sc.)/ Honoris causa may be conferred upon such persons who have contributed substantially to the advancement of science, technology and building of education ecosystem in the country.
  - 3- The Board in suo-moto or on the recommendation of Academic Council by a resolution passed by a majority of its total membership and also of not less than two thirds of the members present for conferment of honorary degree to the Chancellor for conferment under Section 37(vi) of the Act, provided that no such proposal shall be submitted in respect of person who is a member of any authority/ body of the University.
  - 4- The degree of undergraduate, postgraduate and doctoral of philosophy in the respective subject shall be conferred to any student by the University on successful completion of the programme requirements.
  - 5- From such persons who have been amended degrees, diploma or other educational specialties for the purpose of getting admission in a specific programme, the Board shall withdraw the granted diploma/degree on the recommendation of the Academic Council to the following reasons:-
    - (a) submit false information, hiding facts charging the facts from fraud while taking admission in any course/ programme in the University;
    - (b) plagiarized document irreproducible result or thesis/ dissertation for award of the degree;
    - (c) If has not been in-consonance to the standards of the degree/certificate;

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(d) any other reason, observation and other norms recommended by the Academic Council;

6- Before taking any action for the withdrawal of any degree, diploma and certificate conferred or granted by the University to a person, the person concerned shall be given an opportunity to represent his /her case. The charges framed under which the decision of withdrawal has been initiated shall be communicated by the Registrar by registered post and the person concerned shall be required to submit, his/her explanation within a period of one month of the issue of such letter.

### Chapter IX CONVOCATION

*Convocation*

S9.01

- 1- Convocation for conferring the degrees and other academic distending may be held by the University not more than once in a year on such date and at such time as the Board may fix.
- 2- A special convocation may be held by the University with the prior approval of the Chancellor.
- 3- The Convocation shall consist of the Chancellor the Vice-Chancellor and the Registrar, the member of the Board and Academic Council, Dean of Faculties and the Director/ Principal of Concerned University/ Institute.
- 4- The Chancellor shall preside over the convocation of the University; in his absence the Vice Chancellor shall preside over the convocation.
- 5- A local convocation may be held at each affiliated college/ institute on such debt and such fine as the Principal/ Director may with prior approval of the Vice Chancellor in writing.
- 6- Combined convocation may be organized by two or more colleges/ institutes.
- 7- The procedure to be observed at the convocation referred to in this chapter and other math connected with shall be laid down in order.
- 8- Where any University or affiliated college does not find it convenient to hold the convocation, the degrees and other

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academic distention may be dispatched to the candidates concerned by registered post.

## Chapter X

### STUDENT AFFAIRS AND WELFARE

*Maintenance of Discipline amongst Students of the University*

- S10.01
- 1- The power regarding disciplinary action in regard to students included with the University shall vest with the Vice Chancellor. The Vice Chancellor may delegate any of its powers to any officer as he may deem fit.
  - 2- Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such addition as he may deem appropriate for the maintenance of discipline, the Vice Chancellor may in exercise of his power by order direct that any student or students be expelled or rusticated for a specific period and not admitted to a course or course of study in the University or a recognized institution for a stated period, or be punished with a fine for an amount to be specified in the order or him from taking examination conducted by University of recognized institution for one or more year or the result of the student covered in the examination in which he has appeared to be cancelled.

*Anti ragging*

- S10.02
- 1- University and all the colleges must follow zero tolerance in the matter of ragging. They shall be responsible for implementation for the orders in this regard from the Supreme Court, Government of India, Government, Chancellor and other concerned authority.
  - 2- Each college has to maintain the appropriate committees with requisite authorities. The same should be displayed widely and also communicated to the University.
  - 3- Specific guidelines issued by University shall be followed.
  - 4- The University can, through specific order of the Vice Chancellor, enquire into and recommend against the authorities of any affiliated colleges/ institution when it consider that proper anti ragging measures are not being carried out.

*Anti-Women Harassment Committee*

- S10.03
- 1- The University and all the colleges must follow zero tolerance in the matter in any kind of harassment to female students, teacher or staff. They shall be responsible for implementation of the orders in this regard from the Supreme

Court, Government of India, Rajasthan Government, Chancellor and other concerned authority.

Along with this, ensuring compliance with Vishakha guidelines regarding women's harassment, a committee shall be constituted according to provision of sexual harassment of women at work place (Prevention Prohibition and Redressal) Act, 2013.

- 2- Guidelines issued by the University from time to time have to be followed. The affected student shall be given opportunity to put forward his/her diffuse as required by law of natural justice in writing or by presenting before a committee constituted for this purpose or both. The composition and powers of such committee shall be proposed to Board for its approval through necessary Ordinances from time to time.
- 3- The needs of affiliated institutions shall have the authority to exercise all such disciplinary powers over the students in their respective institution as may be necessary for proper conduct of such institution under superintendent and control of Vice Chancellor, it shall be mandatory for the head of institution to give effect the orders passed by Vice Chancellor.

*Grievance  
Redressal  
Committee for  
Students*

- S10.04
- 1- There shall be a Students Grievance Redressal Committee at the University for University departments and constituent colleges to resolve the grievance of students at the University's Main Centre.
  - 2- There shall be a Students Grievance Redressal Committee at each autonomous/ affiliated college/Institute to resolve the grievance of students at the college/institute
  - 3- The Students Grievance Redressal Committee each autonomous/ affiliated college shall submit a report to the university authorities as and when required.
  - 4- The functional mechanism of Students Grievance Redressal Cell at the University and each college shall be as prepared in accordance with the provision of UGC/ AICTE or any other regulation for the time being in force.
  - 5- Principal of the college shall constitute the Grievance Redressal Committee at college level consisting of the following members:-
    - (a) the Principal of the college or a senior-most faculty member-Chairman;

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- (b) three senior teachers from the college of whom one shall be woman and one shall be from SC/ST/DT/NT/OBC categories by rotation of two years- members;
- (c) the President or in his absence Secretary of the Students' Council of the college-member;
- (d) Registrar / Superintendent / Head Clerk of the college -Member Secretary;

Provided that, if the grievance is against any member of the Students Grievance Redressal Committee, the concerned member shall not participate in the meeting having the issue on the agenda.

- 6- The Grievance Redressal Committee of the college will settle the grievance within 15 days.
- 7- If the student is not satisfied with the decision given by the College Students Grievance Redressal Committee or have the grievance against the Principal or the college administration, he may file a grievance to the University.
- 8- The Vice-Chancellor shall constitute a Grievance Redressal Committee at University level of following members:
  - (a) the Dean, Student Welfare- Chairman;
  - (b) one Head of University Department of the University nominated by the Vice Chancellor- member;
  - (c) one University teacher nominated by the Vice Chancellor- member;
  - (d) one lady teacher nominated by the Vice Chancellor - member;
  - (e) the Deputy/ Assistant Registrar- member secretary.
- 9- The Grievance Committee of the University will settle the grievance within 21 days.

*Students' Council* S10.05  
*at Constituent/*  
*Autonomous/*  
*Affiliated*  
*Colleges*

- 1- Each Constituent/ Autonomous/ Affiliated college shall have a College Students' Council, constituted by the Principal/ Head of Institution.
- 2- The University shall issue a notice to all the Constituent/ Autonomous/ Affiliated college at the beginning of the academic year to constitute the College Students' Councils.
- 3- The College Students' Council shall consist of the following members, namely -
  - (a) the President, elected by the Divisional Representatives (DRs), in the first meeting of the Council;
  - (b) the Secretary, elected by the Divisional Representatives (DRs), in the first meeting of the Council;

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- (c) one student from each Class/Division as DR, nominated by the Principal based on merit;
  - (d) one lady representative nominated by the Principal based on merit, if DRs in (c) do not have any lady representative and who is otherwise eligible to be nominated;
  - (e) one representative belonging to Scheduled Castes or Scheduled Tribes or Other Backward Classes, nominated by the Principal based on merit, if the DRs in (c) do not have any representative from the group and who is otherwise eligible to be nominated;
  - (f) one student each from nominated by the Principal from the students who are engaged in the respective activities, in consultation with the teachers concerned;
    - (i) National Service Scheme,
    - (ii) National Cadet Corps,
    - (iii) Sports and
    - (iv) Cultural activities,
  - (g) one senior teacher as coordinator of the Students' Council, appointed by the Principal.
  - (h) the In-Charge, Sports and Physical Education, NSS Programme Officer; and NCC Officer - as permanent invitees.
- 4- The Council shall be constituted at the beginning of the academic year, preferably before 15th August.
- 5- The first meeting of the Council shall be presided over by the Principal of the college and shall be attended by such other officers as he may deem fit.
- 6- The term of the Council shall be ONE academic year.
- 7- The Council in its first meeting shall elect one of the members as the University Representative (UR) of the college.
- 8- The Council shall be responsible for –
- (a) looking after general welfare of the students;



- (b) promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students for better corporate life;
- (c) organizing functions like college day, annual day, cultural festivals, degree distribution function etc.;
- (d) receive and use the funds for such activities in a judicious and economical ways;
- (e) encourage and monitor the participation of students in sports, cultural activities, NSS and NCC;
- (f) identify suitable opportunities at district, state, national and international levels for the students to display their talents, and help them to participate.

9- The Council shall NOT engage in political activities.

*Students' Council at University* S10.06

- 1- There shall be a University Students' Council for the University.
- 2- The University Students' Council shall consist of the following members, namely:
  - (a) the President, elected by the members of Council from amongst themselves, in the first meeting of the Council;
  - (b) the Secretary, elected by the members of Council from amongst themselves, in the first meeting of the Council;
  - (c) all the University Representatives (URs) from Constituent/ Autonomous/ Affiliated colleges;

Provided if no member at (c) is a lady member, the Vice Chancellor shall nominate a lady representative from any University Department, who is otherwise eligible to be nominated.

Provided further that if no member from (c) is belonging to Scheduled Castes or Scheduled Tribes or Other Backward Classes or Special Backward Category, the Vice Chancellor shall nominate a student from any University Department, belonging to such a category, who is otherwise eligible to be nominated;

- (d) one representative each from (i) National Service Scheme, (ii) National Cadet Corps (iii) Sports and (iv) Cultural activities, from among those in the Councils of affiliated colleges, university departments, recognized

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institutions, to be nominated by the Vice Chancellor in consultation with the Dean, Student Welfare;

(e) Dean of Student Welfare - permanent invitee.

Provided that each nominated DR has not failed in any subject during his stay in the University

3- The Council shall be constituted at the beginning of the academic year, preferably before 30th August.

4- The first meeting of the University Students' Council shall be presided over by the Vice Chancellor and shall be attended by such other officers as he may deem fit.

5- The term of the Council shall be one academic year.

6- The University Students' Council shall be responsible for -

(a) looking after general welfare of the students;

(b) promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students and involvement in club activities for better corporate life;

(c) organizing functions like college day, annual day, cultural festivals, degree distribution function etc.

(d) receive and use the funds for such activities in a judicious and economical ways;

(e) encourage and monitor the participation of students in sports, cultural activities, NSS and NCC;

(f) identify suitable opportunities at district, state, national and international levels for the students to display their talents, and help them to participate;

7- Functioning of the Students Councils as follows-

(a) The frequency of meeting, quorum of the meetings, procedure for conduct of business of the meetings and such other matters of the Students' Councils shall be as prescribed in the Regulations.

(b) The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed.

- (c) The term of office of the elected student members shall begin with effect from the date of appointment and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified, and shall then expire.
- (d) The Council shall meet at least once in every three months.

**Students'  
Societies and  
Clubs at  
University**

- S10.07**
- 1- For the holistic development of students of the University and its Constituent/ Autonomous/ Affiliated colleges, various students' Societies and Clubs shall be instituted in the University and its constituent colleges.
  - 2- The Students' Societies and student Chapters shall be instituted in the University and its Constituent Colleges as prescribed in the Ordinances and Regulations. These may be as-
    - (a) IEEE Students' Chapter
    - (b) IEI Students' Chapter
    - (c) ISTE Student' Chapter
    - (d) Any other Student's Chapters of Societies and professional body.
  - 3- The Students' Club shall be instituted in the University and its Constituent Colleges as prescribed in the Ordinances and Regulations. These may include but not limited to as-
    - (a) Technology Club
    - (b) Literary Club
    - (c) Creativity Club
    - (d) Sports Club
    - (e) Community Service Club
    - (f) Innovation club
    - (g) Hackathon Club
    - (h) Drone Club
    - (i) AR/VR Club
    - (j) 3D printing Club

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- (k) Personality Development Club
  - (l) Vedic Mathematics Club
  - (m) any other students' club
- 4- It is mandatory on the part of a graduate and post graduate student to enroll him/her as a member of at least one of the student's chapter of societies and one club instituted in the University.

**Chapter XI**  
**TERMS AND CONDITIONS OF SERVICE OF**  
**TEACHERS**

*Number and  
Cadre Service*

- S11.01
- 1- The required total strength of teaching staff in the University and its affiliated colleges shall be determined on the basis of the student-teacher ratio according to norms of AICTE /regulatory body.
  - 2- The cadre structure (ratio of Assistant Professor, Associate Professor and Professor) in each department of the University or colleges shall be maintained as prescribed by the AICTE/ regulatory body.
  - 3- For the purpose of working out the strength of various cadre in disciplines of Applied Science, Humanities and Social Science, the total strength of teachers in the above shall be taken together for deciding the cadre structure.

*Qualifications  
and Recruitment*

- S11.02
- 1- The prescribed minimum qualification and experience requirements for the various teaching posts in the University and its affiliated colleges shall be as per norms of AICTE /regulatory body as prescribed from time to time.
  - 2- Direct recruitment to cadre post shall comply with the following.
    - (a) there will be no relaxation in the prescribed education qualification, experience etc.;
    - (b) the person appointed against permanent post shall be initially on probation. The period of probation for the post of Professor and Associate Professor shall be one year and for other positions two years. The services on the post shall be confirmed on the basis of satisfactory performance. However, the probation period may be extended for a further period of maximum one year by the appointing authority;

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(c) the person appointed in a temporary arrangement for teaching shall not continue beyond of one year. However, the person shall be eligible for reappointment after a break in service.

- 3- The Selection Committee for the direct recruitment and career advancement scheme shall be such as may be prescribed by AICTE/regulatory bodies and/or as promulgated by the State Government through Act such as Rajasthan Universities' Teachers and Officers (Selection for Appointment) Act, 1974 as amended time to time.
- 4- In case a college is upgraded to the status of a constituent college, all teachers in that college who possessed minimum qualifications and experience and were appointed through a duly constituted selection committee as per the rules applicable at that point in time, shall be treated as appointed under these Statutes.

*Career  
Advancement  
Scheme for  
Teaching Staff*

- S11.03
- 1- Career Advancement Scheme for the teachers shall be followed as per the norms of AICTE /regulatory body.
  - 2- For promotion under career advancement scheme the process shall be followed as prescribed by AICTE /regulatory body.

*Selection  
Committee for the  
Teaching Posts in  
University/Constituent  
Colleges*

- S11.04
- 1- Appointment of teachers of the University and colleges shall be according to norms prescribed by AICTE/regulatory bodies. The pay scale shall be as prescribed by AICTE/regulatory bodies and approved by the State Government.
  - 2- The Recruitment/Promotion for various teaching posts such as Assistant Professor, Associate Professor, Professor, Senior Professor, Principal/ Director of constituent college and Campus Director/ Principal shall be done by a selection committee.
  - 3- The selection committees for Assistant Professor, Associate Professor and Professor in the University shall have the following composition:
    - (a) the Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.

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- (b) three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (c) the Dean/Director of the concerned Faculty/ Institute, wherever applicable.
  - (d) the Head/ Chairperson of the Department/ School of the concerned subject in the College. Provided that if the head is an applicant or the post for which selection is being held is higher than the post of the head, the head shall not be a member.
  - (e) an academician nominated by the Visitor / Chancellor, wherever applicable.
  - (f) an academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
  - (g) to constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.
- 4- The selection committees for the post of Senior Professor in the University shall have the following composition:
- (a) the Vice Chancellor who shall be the Chairperson of the Committee.
  - (b) an academician not below the rank of Senior Professor/Professor with minimum ten years' experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - (c) three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.

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- (d) the Dean of the faculty (not below the rank of Senior Professor/Professor with minimum ten years' experience, wherever applicable).
- (d) the Head/Chairperson of the Department/School (not below the rank of Senior Professor/Professor with minimum ten years' experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience), in case Head/ Chairperson does not fulfil the above requirement, if any.
- (e) an academician (not below the rank of a Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (f) four members, including two outside subject experts, shall constitute the quorum.

5- The selection committees for Principal of Constituent College/ Campus Director in the University and Other Campus of the University shall have the following composition:

- (a) the Vice Chancellor or Acting Vice Chancellor to be the Chairperson of the Selection Committee.
- (b) three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- (c) an academician nominated by the Visitor / Chancellor, wherever applicable.
- (d) an academician representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.

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(e) to constitute the quorum for the meeting, four minimum members out of which at least two must be from the three subject-experts.

6- The SC / ST / OBC / Minority / Women / Differently-abled representatives shall act as observers in the selection committee.

7- The Recruitment for Librarian shall be done by a selection committee as prescribed by AICTE/ UGC, New Delhi.

*Selection  
Committee for the  
Administrative  
Posts*

S11.05

1- The Recruitment/Promotion for various administrative and teaching support posts shall be done by a selection committee.

2- The selection committees for administrative and teaching support posts in the University shall have the following composition:

(a) the Vice Chancellor- Chairman;

(b) one member nominated by Additional Chief Secretary/ Principal Secretary/ Secretary (not below the level of Joint Secretary);

(c) one educationist nominated by Vice Chancellor;

(d) one member nominated from Board by Vice-Chancellor;

(e) the Registrar- member-secretary;

(f) the representative of SC/ST/OBC shall be nominated by the Vice Chancellor.

*Selection  
Committee for the  
Teaching Posts in  
Affiliated  
Colleges*

S11.06

1. The Recruitment/Promotion for various teaching posts such as Assistant Professor, Associate Professor, Professor and Principal / Director in Affiliated Colleges shall be done by a selection committee.

2- The selection committees for Assistant Professor, Associate Professor and Professor in the University shall have the following composition:

(a) the Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee;

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- (b) the Principal/ Director of the College;
- (c) the Head of the Department of the concerned subject in the College. Provided that if the head is an applicant or the post for which selection is being held is higher than the post of the head, the head shall not be a member;
- (d) two nominees of the Vice Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice Chancellor Acting Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert;
- (e) two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned;
- (f) an academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (g) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.

3- The selection committees for Principal/ Director of Affiliated College of the University shall have the following composition:

- (a) the Chairperson of the Governing Body as Chairperson;
- (b) two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration;





- (c) one nominee of the Vice Chancellor who shall be an expert in Management of Higher Education;
- (d) three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned;
- (e) an academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (f) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts and the nominee of Vice Chancellor shall be present.

**Teaching Days**      S11.07      Every institution shall have at least 180 full teaching days per year (or 90 full teaching days per semester) teaching days here shall mean attend class room/ laboratory contact teaching days and shall in days of examinations/ hours/ sports etc.

**Work Load**      S11.08      1- The hour of work load per week of a teacher shall be as prescribed by All India Council for Technical Education from time to time.

2- For the purpose of counting the work load two interval hours/ two laboratory hours will be conduct equivalent to one teaching hours.

3- The teaching contact hours of a teacher standing under correct advancement scheme shall remain the same as those of the substantive posts they are occupying.

4- The work plan of teacher shall ensure in the most productive manner, the employees of specified working profile has to adhere per week with regard to the rules. The additional work assigned to them by the Department/ Institution/ University shall be undertaken as per guidelines of authorities. Teaching staff shall be preset in the institution during the working hours unless engaged in official work outside.

**Job Responsibilities**      S11.09      1- The Job responsibilities of teachers of degree level institution shall, in general, comprise of:

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- (a) academic class room instructions, laboratory instructions, design and development of new programmes, Curriculum development, development of learning resource Material and laboratories, student assessment and evaluation, examination work of the college and the University, participation in co-curricular and externs curricular activities studies guidance and counseling and their development continuing education activities.
- (b) research, development and consultancy (students research guidance project proposals and follow up for function, executing and monitoring sponsored research, technology development and industrial consultancy)
- (c) administration (academic and administrative management board of the institution, policy, planning, promotional activities of the department college and University levels, headship, deanship warden ship and committee work participation at regional and national levels, etc.)
- (d) extension services (organizing, participation as Faculty and attending course including continuing education programme for teachers and persons from industry, organizing and participating in community services promoting entrepreneurship, providing technical support to social development, etc.).

**Superannuation S11.10**

- 1- The age of superannuation of teachers in the University shall be according to norms approved by the State Government;
 

Provided that a teacher may be given a benefit of continuity of his services with full salary till end of academic session by the competent authority.
- 2- The State Government rules shall be applicable on voluntary retirement, retirement on medical grounds and compulsory retirement.
- 3- The Competent Authority may, consider an extension of service to the teacher of the University beyond the age of superannuation, on academic grounds only, as per the norms laid down by the University or in its absence the State Government rules shall be applicable.
- 4- Notwithstanding anything contained in these Statutes, the Competent Authority may grant re-employment to any

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teacher already retired from a University or an Institution of National or International repute as per the norms laid down by the Government.

- Allowances* S11.11 Teachers and staffs shall be entitled for the allowances- such as house rent allowances, transport allowances, city compensatory allowances at the same rate as applicable to employees of the State Government.
- Medical Facilities* S11.12 Medical facilities including the reimbursing of medical expenses shall be same as specified by the State Government from time to time.
- Travelling Allowance/ Dearness Allowances Related Regulations* S11.13 1- Rules related to travelling allowances, dearness allowances and other allowances admissible to teachers, officers and employee of the University and other personnel engaged in conduct of business for the University shall be promulgated separately by the University as prescribed by the Ordinances and Regulations and/or approved by the Board of Management from time to time.  
2- In absence of these rules, travelling allowance/ dearness allowance and other allowances as prescribed by the State Government shall be applicable.
- Pay Scale of Professor, Associate Professor and Assistant Professor* S11.14 Pay scale of Professor, Associate Professor, Assistant Professor and other teaching support staffs shall be applicable as per the norms of AICTE/ UGC / other Statutory Bodies and as approved by the State Government.
- Financial Provision Regarding Service* S11.15 Pension or constitution of provident fund and establishment of insurance for officers and other employee of the University shall be done by the University under rules prescribed by State Government. Other terms and condition of their services and emoluments shall be under rules prescribed by the University or by the State Government.
- Suspension or Dismissal of a Teacher, Officer and Employee of the University* S11.16 1- A teacher, officer and employee of the University may be suspended or dismissed from his office by the Vice-Chancellor, in consultation with the Board of Management, if the Vice-Chancellor is satisfied that the incumbent, —

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- (a) has become insane and stands so declared by a competent court; or
- (b) has been convicted by a court for any offence involving moral turpitude; or
- (c) has become an un-discharged insolvent and stands so declared by a competent court; or
- (d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or
- (e) has willfully omitted or refused to carry out the provisions of the Act or has committed breach of any of the terms and conditions of service or any other conditions, prescribed by the Government or has abused the powers vested in him or if, the continuance of the officer in the office is detrimental to the interests of the University; or
- (f) is a member of, or is otherwise associated with any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

**Explanation-** For the purposes of this clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice-Chancellor thereon shall be final.

- 2- Power to terminate a teacher, officer (except Chancellor) and employee of the University shall be vested on the appointing authority with prior approval of the competent authority (if applicable). The due process shall be followed as per the rules of the University for the termination.

Provided that, the teacher, officer and employee shall be given a reasonable opportunity by the Vice-Chancellor, to defend the show cause, before taking recourse for his termination.

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## Chapter 12

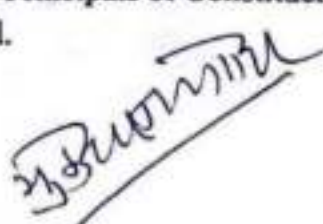
### TERMS AND CONDITIONS OF SERVICES AND LEAVE OF TEACHERS, OFFICERS, EMPLOYEES OF UNIVERSITY

- General Terms and Conditions of Services* S12.01 Terms and conditions of services along with service progression of teacher, officers and employees of the University shall be promulgated separately by the University, in absence of that the rules promulgated by State Government shall be applicable.
- Code of Conduct* S12.02 Rules related to Code of Conduct for teachers, officers and employee of the University shall be promulgated separately by the University as prescribed by the Ordinances and Regulations, in absence of these Code of Conduct rules promulgated by State Government// Statutory bodies shall be effective.
- Regulations Related to Leave of Teachers, Officers and Employees of University* S12.03 Rules related to leave of teachers, officers and employee of the University shall be promulgated separately by the University in absence of these leave related rules promulgated by State Government/ All India Council of Technical Education shall be effective.

## Chapter XIII

### QUALITY ASSESSMENT AND REGULATORY COMPLIANCE

- Internal Quality Assurance Council* S13.01 1- The University shall have Internal Quality Assurance Cell (IQAC) under the chairmanship of the Vice-Chancellor. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.
- 2- The Following shall be composition of the IQAC
- (i) the Vice-Chancellor – Chairperson
  - (ii) the Dean, Research;
  - (iii) the Dean, Faculty Affairs;
  - (iv) the Dean, Students Welfare;
  - (v) the Dean of two Faculties on rotation nominated by the Vice Chancellor;
  - (vi) two senior teachers from different departments of the University, nominated by the Vice-Chancellor;
  - (vii) two Principals of Constituent College which has IQA Cell.



- (viii) one senior administrative officer, nominated by the Vice-Chancellor;
  - (ix) three external experts on quality/ management/ industry/ local community nominated by the Vice-Chancellor;
  - (x) the Dean Academics of the University shall be the Member secretary and shall coordinate the IQAC activities.
- 3- The membership of the nominated members shall be for a period of two years from the date of their appointment.
- 4- The IQAC should meet at least once in a quarter.
- 5- The IQAC shall have the following powers and duties:-
- (a) to develop and implement quality benchmarks/ parameters for various academic and administrative activities of the institution;
  - (b) to facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
  - (c) to arrange and analyse the feedback response from students, parents and other stakeholders on quality-related institutional processes;
  - (d) to disseminate the information on various quality parameters of higher education;
  - (e) to organize inter- and intra- institutional workshops, seminars on quality related themes and promotion of quality circles;
  - (f) to document the various programmes/ activities leading to quality improvement;
  - (g) to act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices;
  - (h) to develop and maintain database through information management system for the purpose of maintaining /enhancing the institutional quality;
  - (i) to develop a system for Quality Culture in the University;
  - (j) to prepare an Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/ assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in

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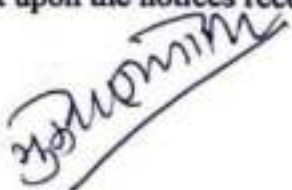
the prescribed format, and their submission to the Board of Management.

- 6- There shall be IQAC in each constituent College with the following composition
  - (i) the Principal – Chairperson;
  - (ii) representatives of all departments of the College;
  - (iii) one senior administrative officer, nominated by the Principal;
  - (iv) three external experts on quality/ management/ industry/ local community nominated by the Principal;
  - (v) one student representative, nominated by the Principal;
  - (vi) one of the senior teachers shall be as coordinator of IQA Cell and Member secretary.
- 7- The minutes of the meeting of the IQA Cell shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- 8- On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Internal Quality Assurance Cell.
- 9- The action taken on the resolutions shall be reported to the IQAC in its succeeding meeting.
- 10- The IQA Cell's report and minutes of the meetings shall be available on the website of the college.

**Legal Cell**

**S13.02**

- 1- The Legal Cell of the University shall be constituted by the Board of Management to centralize all the disputes related to the University and ensure timely action before the concerned courts to safeguard the legal interests of the University.
- 2- The Legal Cell shall be headed by the Registrar of the University and assisted by a Law Officer/ Assistant Law Officer.
- 3- The Legal Cell shall report status of all legal cases to the Legal and Compliance Committee of the University on regular basis and seek advice from the Legal and Compliance Committee.
- 4- The following shall be functions of the Legal Cell of the University
  - (a) to safeguard the legal interests of the University.
  - (b) to act upon the notices received from various courts.



- (c) to collect the copies of complaints, petitions, from concerned courts.
- (d) to obtain necessary details in the form of para-wise comments with relevant documents from the concerned department of the University.
- (e) to obtain the approval of Vice Chancellor for engagement of Advocate from University Panel for pleading the case before concerned courts.
- (f) to prepare written statements, counter affidavits on the complaints and petitioners with the help of University Advocate and ensure its timely submission; before the courts.
- (g) to prepare and file the petitions, appeal before Appellate Courts on behalf of the University with the help of advocate against of orders of the lower court.
- (h) to ensure proper and effective plea of all the case pending before various courts viz. District Courts, Labor courts, Consumer Courts, Public Service Tribunals, High Courts and Supreme Court, etc.
- (i) to help in preparation of replies of Legal Notices received by the University.
- (j) to examine and vet the administrative orders, drafts of contracts, Memorandum of Understanding, Agreements for execution.
- (k) to provide legal assistance to the Competent Authority as and when required and to assist University administration for maintaining discipline, law and order.
- (l) the Law Officer/ Assistant Law Officer/ Assistant Registrar/Assistant Account Officer shall also be the Public Information Officer for Right to Information Act 2005 and also shall keep all the records of RTI's coming to the University for Information.
- (m) the Registrar shall function as First Appellate Officer for Right to Information Act 2005 and conduct the meeting of the first appeal with the applicant.
- (n) processing of various fee bills of advocate rendering advice to the University and recommend formulating new panels of advocate for the University, as and when necessary.

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*Right to  
Information Cell*

S13.03 There shall be a Right to Information Cell within the Legal Cell and shall keep all the records of the RTI's coming to the University and maintain them properly in the Cell.

*Grievance  
Redressal  
Committee for  
Employees*

- S13.04
- 1- There shall be a Grievance Redressal Committee to deal with grievances of the teaching and non-teaching employees of the University departments, affiliated colleges, recognized Institutes and conducted Institutes and to hear and settle grievances.
  - 2- The Grievance Redressal Committee shall consist of the following members:-
    - (a) one Principal/ Director of the Constituent College or Campus Principal/Director or Senior Professor nominated by the Vice Chancellor- Chairman;
    - (b) a member of the Board of Management nominated by the Vice Chancellor;
    - (c) one person who is renowned advocate nominated by the Vice-Chancellor;
    - (d) the Registrar shall be Secretary but shall have no voting right.
  - 3- The Grievance Redressal Committee shall hear the grievances or complaints of the teachers and other employees working in the University, affiliated colleges and conducted Institute.
  - 4- The Grievance Redressal Committee shall consider the grievances only from individuals which are not within the jurisdiction of the University and College Tribunal, and no collective complaints shall be entertained.
  - 5- The Grievance Redressal Committee shall settle the grievances of the employees as far as may be practicable within six months from the date of receipt of the complaint and make a report to the Board of Management.
  - 6- Board of Management shall take a decision as it deems fit in the given situation and decision of the Board of Management shall be final.
  - 7- The membership in the Grievance Redressal Committee shall have a term of three years. If any member, without valid

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reason, could not attend three consecutive meetings of the Committee, he shall cease to be the member of the Committee.

8- Subject to the general control of the Vice-Chancellor or Principal, the Grievances Redressal Committee shall have following powers and duties:-

- (a) to attend to all matters relating to the grievances of the Students and Staff, in general;
- (b) to provide for oral advice to the students/ Employees whenever the oral advice is sufficient to resolve the grievances;
- (c) to provide for giving advice to the students/ Employees through reply to his / her queries/ grievances through correspondence. This may include the correspondence to the other party to settle the grievance;
- (d) to entertain and consider the grievances of the students/ Employees, if grievance is not settled by opting the options stated above;
- (e) to hear both parties concerned and settle grievances at the earliest possible;
- (g) to prepare and submit the recommendations relating to the Redressal of grievances of the students/Employees to the Vice-Chancellor / Principal for consideration and for taking such action as he deems fit; the decisions of the Vice-Chancellor on such a report shall be final and binding on all parties;
- (h) to initiate the action, as it deems fit, against the defaulter(s) or the Person / Department/ College / Institute, those who fail to comply with the recommendations of the Committee;
- (i) to prepare, consolidate and submit to the Vice-Chancellor, every three months, a Report of working of the Committee. The Vice-Chancellor shall present the same to the Board of Management for its consideration;
- (j) to consider and submit recommendations and suggestions in respect of reforms in the working of the various sections of the University relating to the redressal of grievances of the students and employees;

*3/3/2013*

(k) to perform such other duties and discharge such other functions, for the purpose of effectively implementing these rules, as the Vice-Chancellor may direct.

- 9- The Committee shall not deal with any sub-judice cases and also the matter which is pending before another University-Authority shall not be entertained by the Committee.
- 10- Applications against the decisions of the Head of Department or Director or Principal or Officer in charge of Administrative Department / Sections of the establishments may be admitted for the perusal of the Committee.
- 11- If the Committee feels it necessary to verify the grievances personally, it may authorize any member or members of the Committee to visit the concerned establishment to confirm before finalizing its recommendations on the said grievance and to discuss the same with both the parties.
- 12- The Committee shall make efforts to settle the disputes amicably. In the process if it feels necessary the Committee may hear the Principals, Directors or Heads of Departments or the office bearers of management.
- 13- The Member-Secretary shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.

*Standing  
Committees for  
Complaint  
Redressal*

- S13.05
- 1- There shall be Standing Committees to deal with the complaints made by internal personnel of the University or by the external personnel outside the University. The effective dealing of complaints will help to save the time and money of the employers as solutions are found for the problems of the workplace. It also helps to create an organizational environment based on openness and trust.
  - 2- The main objectives of the process of dealing with internal complaints are-
    - (a) to enable the employee to air his complaint;
    - (b) to clarify the nature of the complaint;
    - (c) to investigate the causes of dissatisfaction;
    - (d) to achieve, where possible, an early solution to the problem; and

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(e) to take appropriate action and to ensure that promises are kept.

3- The main objectives of the process of dealing with external complaints are-

(a) to protect the interest of employee as most of the complaints seriously harass the employees. The complaints can affect their morale, productivity, and their willingness to cooperate with the University;

(b) complaints redressal systems provide opportunities for management to correct themselves and its policies, and thus make the system more accountable and transparent;

(c) sometimes a wrong complaint is made. By effective dealing, it can ensure to safeguard the interest of employee that otherwise was aimed to maline the image of the employee and the University.

4- The detailed mechanism and the procedures of handling the complaints shall be such as prescribed in Ordinances and Regulations.

#### Chapter XIV MISCELLANEOUS

*Schedule of  
Examinations*

S14.01 Notwithstanding anything contained in these regulations-

1- No admission shall generally be made after August 31 (with the specific situation of the later date as declared by the regulatory authority like AICTE/UGC in exceptional situations, and approved by the Academic Council) in an Academic year.

2- All odd semester examinations conducted by the University shall normally be completed by December 25 and all even semester examination by May 30.

3- Result of final year students shall normally be declared by 30<sup>th</sup> June and for rest of students by 20<sup>th</sup> July.

4- A candidate may be allowed to appear in carry over papers in accordance with guidelines prescribed by Academic Council/ Examination Committee. Normally in Graduation Curriculum of Technical Faculty, the students who have backlogs in first year (till second semester) shall not be given in admission in the third year, and this rule would

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extend for other years (viz., the students with backlogs till the second year (i.e. fourth semester) shall not be given admission in the fourth year. For five years graduation programme, the students with backlogs till the third year (sixth semester), shall not be given admission in the fifth year).

*Establishment of University Fund*

S14.02

- 1- From the interest of security amount deposited in University Treasury from Affiliated college/ Institute along with development related work in college/ institute those students shall be given financial help whose parents expired during the studies or student is not capable of affording medical expenses of any accident/ serious disease effected by expenses of studies of such study shall beyond by the University.
- 2- The 2% shall be deducted from honorarium paid by the University and deposit in this Fund.
- 3- On sudden death or infection by incurable disease of teachers/ employees, financial help from the Fund shall be provided (as Vice Chancellor deems fit) approval of these shall be taken from Board afterwards.
- 4- Miscellaneous income and fund generated by the University and interest of different Bank accounts shall also be preserved in university.
- 5- University should have separate account for welfare and other such activities and approval of Vice Chancellor shall be final for disbursement from this account.
- 6- A separate account for research and development may also be opened by which research activities of the university shall be undertaken. On recommendation of Dean, Research, the Vice Chancellor shall approve such disbursements.

*Acceptance and Management of any Property, Legacy, Endowment, Donation, Bequest or Gift*

S14.03

- 1- The University may accept any legacy, endowment, donation, bequest, gift, or any movable or immovable property for the purpose of education and research or otherwise in furtherance of the objects of the University, on conditions which are mutually acceptable to both the parties concerned.
- 2- The University may act as trustees or managers for any property, legacy, endowment, bequest for the purpose of

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education and research or otherwise in furtherance of the objects of the University.

- 3- For each such case the Registrar shall receive the request from the interested party and submit the proposal to the Board of Management.
- 4- The Board of Management discuss the proposal and decide about the acceptance of the offer and stipulate appropriate conditions, if any, for the acceptance; or reject the offer.
- 5- After the approval of the Board of Management, the Registrar shall sign the deed or Memorandum of Understanding on behalf of the University.
- 6- The University shall not accept any legacy, endowment, donation, bequest, gift, or transfer of any movable or immovable property from any person with conditions not in line with objects of the University.
- 7- Wherever necessary suitable rules shall be made to operate endowments and trusts.
- 8- Once such legacy, endowment, donation, bequest, gift, or any movable or immovable property is accepted and acquired by the University, the donor party at no time can request to refund the money or property given and terminate the associated activities; unless otherwise stipulated in the agreement.

Provided that under special circumstances, the purposes for the utilization of the money or property may be changed with the approval of the Board of Management.

- 9- The University shall not accept any legacy, endowment, donation, bequest, gift, or any movable or immovable property endowment, the benefits whereof are sought to be restricted to any religion, caste, creed or community.

Provided that the restrictions shall not apply in the case of an award meant for students belonging to the reserved categories.

*Institution of  
Fellowships,  
Scholarships,  
Exhibitions,  
Medals and  
Prizes*

- S14.04
- 1- The University, depending on its financial conditions, may offer fellowships, scholarships, free studentships to eligible candidates.
  - 2- The criteria and procedure of award of scholarships shall be as per corresponding Ordinances.
  - 3- The University shall institute medals, and prizes for the students for exemplary performance to students in

academics, sports, NCC, NSS, co-curricular and extracurricular activities.

- 4- The criteria and procedure of award of medals and prizes shall be as per corresponding Ordinances.
- 5- The University shall accept donations and financial support to support the scholarships, medals and prizes to the students, staff, faculty members, alumni and other stake holders of the University.
- 6- The University shall form committees for award of scholarship and medals and prizes as prescribed in corresponding Ordinances.

*Annual Report of  
the University* S14.05

- 1- The annual report of the University shall be prepared under the direction of the Board of Management, on or before such date as may be prescribed. The format shall be approved by the Board of Management.
- 2- The University shall publish its annual report in English and Hindi within four months of conclusion of academic year giving salient features of the progress of the University.
- 3- The Registrar shall appoint a committee of five members from the University to collate the information from all the Principal of constituent colleges, Deans including Dean of faculties, sectional heads, Finance Officer, Controller of Examination and Estate Officers and the Principals of affiliated colleges of the University.
- 4- The committee shall submit the draft report to the Registrar before 15th October and initiate the process of printing the report.
- 5- The final draft shall be presented to members of the Board of Management by 30th December.
- 6- The printed copies of the report shall be made available to the State Government before the winter/ budget session of the assembly.

#### Chapter XV

#### SURCHARGE, RECOVERY OF DAMAGES OR LOSS

*Surcharge*

S15.01

- 1- In these Statutes unless these anything repugnant in the subject or contest of "Officer of the University" means an officer mentioned in any of the clause (i) to (ix) of Section 9 of the Act and the officers declared as such under Statutes.

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2- In any case whose the State Government is of the opinion that there has been a loss, waste of misapplication which include mis- appropriation or unjustifiable expenditure of any money or property of the University as a direct consequence of neglect or misconduct of an Officer if may call upon the Officer to explain in writing why such Officer should not be surcharged with the amount of such loss, wait or misapplication of money, or the amount which reprisals the loss waste or misapplication of property and such explanation will be furnished within a period not exceeding one months from the date of such requisition is communicated to the person concerned;

Provided that explanation from any of the Officers under the administration control of the Vice Chancellor shall be called for through the Vice Chancellor.

Note- Any in for mention required by the special audit in section 45(6) with section 36(1) for preliminary inquiry shall be furnished and all connected papers and records shown to him by the officer (or if such information, papers or rewards are in possession of a pension other than the said officer by such pension) within a reasonable not exceeding two weeks in any case.

- 3- Without prejudice to the generality of the provisions contained above the special audit may call for the explanation in the following cases—
- (a) where expenditure has been incurred in contravention of the provisions of these Statutes or of the Act or of the Ordinances made there under;
  - (b) where loss has been caused by acceptance of a higher tender without sufficient recorded reasons;
  - (c) where any sum due to the University has been remitted in contravention of the provisions of these Statutes or of the Act or of the Ordinances or Regulations made there under;
  - (d) where loss has been caused to the University by height in realizing as dues;
  - (e) where loss has been caused to the funds or property of the University on account of want of reasonable case for the custody of such money or property.

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- 4- On the written requisition of the officer from whom an explanation has been called the University shall give him necessary facilities for inspection of the connected records the State Government may on an application from the officers concerned allow a reasonable extension of him for submission of its explanation if it is satisfied that the officer charged has been unable for reasons beyond his control to inspect the connected records for the purpose of furnishing his explanation.

**Explanation-** Making of an appointment in contravention of the Act or the Statutes or Ordinances made there under shall amount to misconduct and payments to the person concerned of salary or other their dues on account of such irregular appointment will be deemed to be a loss, waste or misapplication of the University money.

- 5- The explanation after expiry of the period prescribed and after considering if received where time State Government may surcharge the officer with the where or a part of the sum for which such officer may in his opinion be liable;

Provided that the case of loss waste or misappropriation accruing as a result of neglect or misconduct of two or more officer each such officer shall be jointly and serially liable.

Provided further that no officer shall be surcharged for any loss waste or misapplication after the expiry of ten years from the occurrence or such loss waste or misapplication or after the expiry of six years from the date of his ceasing to be such officer whichever is later.

- 6- An officer aggrieved by an order of surcharge passed by the State Government may prefer appeal to the Chancellor within thirty days from the date on which such order is communicated to him, the Chancellor may confirm rescind or vary the order passed by the State Government or may pass such order as he thinks fit the order so passed shall be final and no appeal shall lie against it.

- 7- The officer who has been surcharged shall pay the amount of surcharge within sixty days from the date on which such order is communicated to him or within such further time not exceeding one years from the said date on may be permitted

*30/10/2011*

by the State Government provided that where an appeal has been made against the order of surcharge passed by the such Government all proceeding for recover of the amount from the person who has been preferred the appeal may be stayed by the Chancellor until the appeal has finally.

- 8- The amount of surcharge is not paid within the period specified in clause it shall be as arrear of land revenue.
- 9- Where a suit is recoverable instituted in a count to question an order or surcharge the State Government is a defendant in such suit all causes incurred in the suit shall be paid by the University and it shall be the day of the University to make such payment without any delay.

*Competent Authority for Recovery*

- S15.02 1- The Vice-Chancellor shall be the competent authority to take an action of recovery of damage or loss from any authority or body or members thereof or from any officer for causing damage or loss to the University. If the damage or loss to the University is caused by any action of the Vice Chancellor, the Chancellor shall be the competent authority.

*Grounds for Recovery of Damage or Loss*

- S15.03 1- Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-
- (a) by any action, willful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith; or
  - (b) due to failure to act in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, by willful neglect or default on its or his part, as the case may be.

*Procedure for Recovery of Damage or Loss*

- S15.04 1- On a complaint being received against the authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is that a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.

*33/2/2011*

- 2- In case it is found that a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of recovery and the period, being a period which shall not be less than thirty days within which the person/s concerned should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.
- 3- On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause (2), the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.
- 4- After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months. Provided that-
  - (a) the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;
  - (b) recovery shall be compensatory and not penal in nature;
  - (c) recovery shall not be made for any remote or indirect loss or damage sustained by the University.
- 5- The decision of the competent authority shall be communicated to the alleged person/s.
- 6- The procedure prescribed in Clauses 3 and 4 need not be followed when the person alleged admits the alleged act in writing.

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- 7- The amount so recovered shall be deposited in the appropriate fund of the University.

**Chapter XVI**

**EXPLANATION**

*In case of  
Absence of  
Provisions or  
Ambiguity*

- S16.01 At the time of considering any subject any regulation/ rule/ provisions of Section is not provisions or ambiguity in that situation right to prohibit/ regulate/ provisions/ decision to clear ambiguity on any subject shall be vested in Chancellor and his decision shall be final.

**Chapter XVII**

**AMENDMENT**

*Necessary  
Amendment in  
the Statutes*

- S17.01 Right to necessary amendment from time to time in Bikaner Technical University statutes promulgated by State Government is vested in Board of Management of University;

Provided that change in basic structure of statutes shall be done by University with prior approval of the Chancellor. It is cleared in this contest that whether amendment is done in basic structure or not the decision of the Chancellor shall be final.



प्रमुख सचिव  
राज्यपाल, राजस्थान



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क्रमांक : एफ.52(8)आरबी/2018pt-1/184/  
दिनांक : 29 मार्च, 2023

कुलसचिव,  
बीकानेर तकनीकी विश्वविद्यालय,  
बीकानेर।

विषय :- बीकानेर तकनीकी विश्वविद्यालय, बीकानेर के प्रथम ड्राफ्ट स्टेट्यूट्स के अनुमोदन के संबंध में।

संदर्भ :- विश्वविद्यालय से प्राप्त पत्र क्रमांक 7081 दिनांक 28.03.2023

महोदय,

उपरोक्त विषयान्तर्गत संदर्भित पत्र के क्रम में बीकानेर तकनीकी विश्वविद्यालय, बीकानेर से प्राप्त "बीकानेर तकनीकी विश्वविद्यालय, बीकानेर के प्रथम ड्राफ्ट स्टेट्यूट्स पर माननीय राज्यपाल एवं कुलाधिपति महोदय द्वारा अनुमोदन कर दिया गया है।

उक्त प्रथम ड्राफ्ट स्टेट्यूट्स की हस्ताक्षरित छायाप्रति (01) संलग्न कर आवश्यक कार्यवाही हेतु प्रेषित है।

संलग्न :- उपरोक्तानुसार

भवदीय,

(सुबीर कुमार)

University Name: Bikaner Technical University, Bikaner

Statutes/Ordinance No.—

Existing Statutes/Ordinance	Proposed amendment in Statues/Ordinance
Not Applicable	First Statutes of the University. (Annexure )

Approved by the Board of Management at its meeting (11C) held on dated 05-11-2022.

-sd-  
Registrar  
Bikaner Technical University  
Bikaner

Assented  
  
-sd-  
Chancellor  
Bikaner Technical University  
Bikaner