

## **STATUTES OF NIIT UNIVERSITY, NEEMRANA (ALWAR)**

In exercise of the powers conferred by sub-section (1) read with sub-section (2) of Section 29 of the NIIT University, Neemrana (Alwar) Act, 2010 (Act No. 5 of 2010) the Board of Management of the NIIT University, Neemrana (Alwar) with the approval of the Government of the State of Rajasthan hereby makes the following Statutes:

### **1. Short Title and Commencement**

- (i) These Statutes may be called the Statutes of NIIT University Neemrana (Alwar), 2012
- (ii) They shall apply to NIIT University including its Off-campus and Study Centres.
- (iii) They shall come into force on the date of their publication in the Official Gazette of the State of Rajasthan.

### **2. Definitions**

In these Statutes, unless the context otherwise requires,

- (a) **“Academic Council”** shall mean the Academic Council of the University;
- (b) **“Act”** shall mean the NIIT University, Neemrana (Alwar) Act, 2010 (Act No. 5 of 2010 of the State of Rajasthan);
- (c) **“Authorities”** shall mean the Authorities of the University, Neemrana (Alwar) as specified in Section 21 of the NIIT University Act and includes Authorities declared to be Authorities of the University by these Statutes;
- (d) **“Board”** shall mean the Board of Management of the University as constituted under Section 22 of the NIIT University Act;
- (e) **“Chairperson”** in relation to the University shall mean the Chairperson of the University appointed under Section 12 of the NIIT University Act;
- (f) **“Chief Finance & Accounts Officer”** in relation to the University shall mean the Chief Finance & Accounts Officer of the University appointed as per provisions of Section 19 of the NIIT University Act;

- (g) **“Deans”** in relation to the University shall mean the Deans of the University;
- (h) **“Deans of Faculties”** in relation to the University shall mean the Deans of the Faculties of the University;
- (i) **“Employees”** shall mean persons appointed to work in the University and in its Off-campus and Study Centres and includes teachers, officers and other staff of the University;
- (j) **“Finance Committee”** shall mean the Finance Committee of the University;
- (k) **“Government”** shall mean the Government of the State of Rajasthan;
- (l) **“He, him and his”** used in reference to these Statutes shall include both genders;
- (m) **“Off-campus Centres”** shall mean Centres of the University established, operated and maintained by it outside the main campus having a complement of facilities, faculty and staff with the intent of carrying out academic activities;
- (n) **“Officers”** shall mean the Officers of the University as specified in Section 11 of the NIIT University Act and includes Officers declared to be Officers of the University by these Statutes;
- (o) **“President”** in relation to the University shall mean the President of the the University appointed as per provisions of section 13 of the NIIT Act;
- (p) **“Registrar”** in relation to NIIT University shall mean the Registrar of the University appointed as per provisions of Section 18 of the NIIT University Act;
- (q) **“Sponsoring Body”** in relation to the University shall mean NIIT Institute of Information Technology, New Delhi, a Society registered under the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi vide registration no. S – 52976 of 2005 dated 9<sup>th</sup> June, 2005;
- (r) **“Statutes, Ordinances and Regulations”** shall mean the Statutes, Ordinances and Regulations of the University made respectively as per provisions of Sections 29, 30 and 31 of the NIIT University Act;
- (s) **“Students”** shall mean persons who have:
  - (i) registered for an academic program of the University for the award of a degree/diploma/certificate of the University, and have not graduated, withdrawn from candidature, failed to satisfy any continuation requirements for the award of the relevant degree/diploma/certificate, or been expelled as a result of a disciplinary proceeding; or

- (ii) registered to study at the University but not for the award of a degree/diploma/certificate, and has not completed the period of study, withdrawn, or been expelled as a result or as a result of a disciplinary proceedings.
- (t) **“Study Centre”** shall mean a centre established and maintained or recognized by the University for the purpose of counselling or for rendering any other assistance required by the students of the University in the context of distance education;
- (u) **“Teacher”** in relation to the University shall mean Professor, Associate Professor, Assistant Professor or any other person with any other designation appointed by the University to impart education or guide research or render guidance in any other form to the students of the University;
- (v) **“University”** shall mean the University known as NIIT University, Neemrana (Alwar) incorporated as a University in the State of Rajasthan under the NIIT University Act, 2010;

## **2. AUTHORITIES OF THE UNIVERSITY**

### **2.1 Board of Management**

#### **(0) Composition of the Board**

- (1) The Board is an Authority of the University as prescribed in Section 21 (i) of the Act. It is the principal executive body of the University having the composition specified in section 22(1) of the Act.
- (2) In addition to the membership as provided in section 22(1) of the Act, the Board shall have the power to:
  - (a) co-opt one distinguished Alumni of the University and up to three experts in the realm of education, research and industry as regular voting members of the Board;
  - (b) invite any person who is not a member to attend a meeting of the Board to render expert advice but any person so invited shall not be entitled to vote at such a meeting.
- (3) The Registrar shall be the Member-Secretary of the Board but shall have no voting rights.

(4) The term of office of all non-ex-officio members of the Board including the co-opted members shall be three years from the date of their respective nominations and they may be re-nominated for further terms of three years on expiry of their current term.

(5) The procedure for nomination / co-option of members to the Board shall be as may be laid down by the Board itself in Regulations framed for the purpose in accordance with provisions of section 31 of the Act.

### **2.1.2 Meetings of the Board**

(1) The Board shall ordinarily meet three times during a calendar year.

(2) As provided in section 12(4) of the Act the Chairperson, when present, shall chair meetings of the Board. In the event the Chairperson is unable to be present at any particular meeting of the Board he may nominate any other member of the Board to chair the same on his behalf.

(3) Meetings of the Board shall be convened by the Chairperson either on his own Initiative or on the request of the President or on a requisition signed by not less than one-third of the existing members of the Board including the Chairperson with any fraction rounded-off to the next higher number.

(4) The quorum for meetings of the Board shall be five as provided in section 22(4) of the Act.

Provided, however, if there is no quorum at the expiry of thirty minutes from the time fixed for such a meeting, the meeting shall be adjourned to such date, time and place as determined by the Chairperson. No quorum shall be necessary for a meeting adjourned for want of a quorum.

Provided further if a requisitioned meeting is adjourned for want of a quorum it shall stand cancelled.

(5) The procedure for convening of meetings of the Board including the circulation of the agenda, the conduct of meetings and circulation / confirmation of minutes shall be as may be prescribed by Rules framed by the Board.

### **2.1.3 Powers of the Board**

(1) The Board shall, as the principle executive body of the University, have the power to take all necessary decisions for the smooth and efficient functioning of the University.

(2) To manage and administer the revenues and properties of the University and to conduct all administrative affairs of the University not specifically provided for.

(3) To create teaching and other academic posts in terms of the cadres laid down by the Board and to appoint such numbers of such staff as may be necessary for conduct of teaching and research at the University in accordance with the provisions of the Recruitment Rules of the University;

(4) To lay down the duties and conditions of service including the qualifications, emoluments and other allowances for various approved cadres of teaching and other academic staff maintained by the University;

(5) To create administrative, technical and other necessary support posts in terms of the cadres laid down by the Board and to appoint such numbers of such administrative, technical and other support staff as may be necessary for conduct of the work of the University in accordance with the provisions of the Recruitment Rules of the University;

(6) To lay down the duties and conditions of service including the qualifications, emoluments and other allowances for various approved cadres of administrative, technical and other support staff maintained by the University;

(7) To grant leave of absence to the President and to other Officers of the University and to make necessary arrangements for carrying out the assigned functions of such Officers during the period of their absence on leave.

(8) To regulate and enforce discipline amongst the teachers and other employees of the University and to take appropriate disciplinary action as and when necessary in accordance with their respective Codes of Conduct & Discipline.

(9) To manage and regulate the finance, accounts, investments, property and all other affairs of the University.

(10) To select an emblem and to have a common seal for the University and to provide for the custody and use of the seal.

(11) To institute, Fellowships, Scholarships, Medals and Prizes, etc. in accordance with regulations to be framed for the purpose.

(12) To lay down the fee structure and to receive payment of fees and other charges from the students of the University.

(13) To appoint such Committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit.

(14) To appoint Auditors for the ensuing year.

(15) To open account or accounts of the University with any one or more scheduled banks and to prescribe the procedure for their operation.

(16) To issue appeals for funds for carrying out the objectives of the University and consistent with the objectives of the University, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, etc.

(17) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the University, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.

(18) To provide buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying out the work of the University.

(19) To maintain a fund to which shall be credited:

- (i) All moneys provided by the Central or State Governments or the University Grants Commission or Other Funding Agencies;
- (ii) All fees and other charges received by the University;
- (iii) All moneys received by the University as grants, gifts, donations, benefactions, bequests or transfers; and
- (iv) All money received by the University in any other manner or from any other source.

(20) To deposit all moneys credited to the fund in scheduled banks or to invest them in an appropriate manner;

(21) To maintain proper accounts and other relevant records and prepare Annual Statement of Accounts including the Balance Sheet for every previous financial year in such form as may be prescribed by Rules framed by the Board for the purpose.

(22) To constitute, for the benefit of the teaching, academic, technical, administrative, and other support staff, in such manner and subject to such conditions as may be prescribed by the Regulations such pension, insurance, provident fund and gratuity as it may deem fit and to aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students.

(23) To delegate, all or any of its powers to any committee or sub-committee constituted by it or the President of the University or any other person.

(24) To establish Faculties, Areas of Study, Centres of Research, Central Academic Service Facilities, Off-campus Centres and Study Centres for carrying out the academic work of the University in accordance to the procedure as may be prescribed under Rules of the University.

(25) To conduct admission tests for the courses taught in the University and to conduct examinations for various programmes of studies; and to confer/award Degrees, Diplomas, Certificates and other academic titles and distinctions to the graduating candidates.

(26) To establish, maintain and manage hostels for the students of the University.

(27) To fix the emoluments and other allowances of examiners and such other personnel appointed for conduct of examinations of the University on recommendation of the Academic Council and the Finance Committee.

(28) To recognise and. maintain control and supervision on hostels owned and managed by other agencies for the students of the University and to rescind such recognition.

(29) To approve the Budget, the Annual Statement of Accounts and the Audit Report thereto and Annual Report of the University.

(30) To lay down the policies to be followed by the University.

(31) To recommend to the Sponsoring Body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts.

(32) Such other powers as may be prescribed by the Statutes, Ordinances, Regulations and Rules of the University.

#### **2.1.4 Authentication of Orders and Decisions of the Board of Governors**

(1) All orders and decisions of the Board of the University shall be authenticated by the signature of the Registrar or any other person authorized by the Board in this behalf.

## **2.2 ACADEMIC COUNCIL**

### **2.2.1 Role of the Academic Council**

(1) The Academic Council which shall be a Standing Committee of the Board and a Authority of the University as specified in Section 21(ii) of the Act shall be the principle academic body of the University and, subject to the provisions of the Act, Statutes and Ordinances of the University, shall exercise control over the academic activities of the University and be responsible for the maintenance of standards of education, teaching and training, inter-area coordination, research, examinations and tests within the University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred or imposed upon it by the Statutes, Ordinances, Regulations and Rules of the University. It shall be responsible to the Board with respect to its functions.



## **2.2.2 Composition of the Academic Council**

(1) The Academic Council shall comprise of the following members:

- (a) The President, who shall be the ex-officio Chairperson of the Academic Council;
- (b) The Pro-Presidents, ex-officio;
- (c) The Deans of Faculties, ex-officio;
- (d) The Deans of the University; ex-officio;
- (e) The Area Directors, ex-officio;
- (f) The Mentor Professors, ex-officio;
- (g) Three nominees of each Area of Study with one each being in the cadre position of Professor, Associate Professor and Assistant Professor nominated, by rotation, by the Faculty Board of the concerned Area of Study;
- (h) The University Librarian, ex-officio;
- (i) Two distinguished Alumni of the University nominated by the President in consultation with the NIIT University Alumni Association;
- (j) Three persons from amongst educationists / professionals of repute having expertise in areas related to the activities of the University nominated by the Chairperson on the recommendation of the President;
- (k) The Registrar, who shall be the ex-officio Member-Secretary of the Academic Council but without voting rights.

(2) Two registered students of the University nominated by the University's Council of Student Affairs shall be special invitees to meetings of the Academic Council.

Provided, however, they shall not be present during deliberations of a confidential nature as may be determined by the Chairperson of the Academic Council.

(3) The non-ex-officio members nominated vide sub-section 2.2.2 (1) (g, i, & j) shall each serve on the Academic Council for a term of three years from their respective dates of nomination.

(4) An ex-officio member shall cease to be a member of the Academic Council as soon as he/she vacates the office by virtue of which he is a member.

(5) Notwithstanding the provisions in sub-section 2.2.2 (3) hereinabove a member nominated to fill a casual vacancy as a non ex-officio member shall continue as a member for the remainder of the term of the member in whose place he has been nominated.

(6) No employee of the University shall be eligible to be a member of the Academic Council under sub-section 2.2.2 (1) (i& j) aforesaid.

(7) The Chairperson of the Academic Council shall have the power to invite any person not a member of the Academic Council to a meeting of the Academic Council but such invitee shall not be entitled to vote at such a meeting.

(8) If a non-ex-officio member fails to attend three consecutive meetings of the Academic Council without leave of absence of the Chairperson he shall cease to be a member of the Academic Council.

### **2.2.3 Meetings of the Academic Council**

(1) The Academic Council shall meet as often as is necessary but not less than four times during a calendar year.

(2) Meetings of the Academic Council shall be convened by the President, in his capacity as the Chairperson of the Academic Council, either on his own initiative or on a requisition signed by not less than 20% of the members of the Academic Council. A requisitioned meeting shall be a special meeting to discuss only those items of agenda for which the requisition has been made. The requisitioned meeting shall be convened by the Chairperson of the Academic Council on a date and time convenient to him within fifteen days of the submission of such a requisition.

(3) One-third the total members of the Academic Council including the Chairperson but excluding those on leave on the day of the meeting, with fractions being rounded off to the next higher number, shall form a quorum for a meeting of the Academic Council.

Provided if there is no quorum at the expiry of thirty minutes from the time fixed for a meeting it shall be adjourned to such date, time and place as the President may fix. No quorum shall be necessary for a meeting adjourned for want of a quorum.

(4) The President, if present, shall preside at every meeting of the Academic Council.

Provided in the absence of the President the senior most amongst the Pro-Presidents present shall preside and if the Pro-Presidents are also absent the senior most amongst the Deans of the University shall preside.

(5) The procedure for convening of meetings of the Academic Council including the circulation of the agenda, the conduct of meetings and circulation / confirmation of minutes shall be as may be prescribed by Rules framed by the Academic Council.

(6) A decision on any matter once taken shall not normally be re-opened within one year from the date of the decision.

Provided, however, the Chairperson of the Academic Council may move to reconsider the matter within the year under exceptional circumstances.

(7) A copy of the agenda and minutes of every meeting of the Academic Council shall be placed before the Board for its information and after its confirmation by the Academic Council. Any decision or recommendation that requires approval of the Board shall be separately highlighted.

(8) Proposals relating to matters requiring immediate action may be circulated to members of the Academic Council with the approval of the Chairperson of the Council.

Provided that where five members of the Academic Council are not in favour of such a proposal or where five members desire that the matter under circulation be discussed at a meeting, a special meeting may be called for the purpose or the matter be placed before the next regular meeting of the Academic Council and no action shall be taken on the said matter in the meantime.

Provided further that all matters circulated to the Academic Council between meetings and the decisions arrived at shall be reported at the next meeting of the Academic Council for confirmation.

#### **2.2.4 Powers of the Academic Council**

(1) Subject to the provisions of the Act, the Academic Council shall have the powers to:

(a) lay down academic and residential requirements for award of the degrees and diplomas of the University;

(b) frame programmes of study including detailing of the curricula and syllabi for individual courses offered as a part of various academic programs leading to the award of degrees and diplomas of the University;

(c) give directions regarding methods of instruction, evaluation of research and improvement of academic standards;

(d) make arrangements for the conduct of examinations; appoint examiners, moderators, tabulators and the like;

(e) declare the results of the examinations or to appoint committees or officers to do so and to make recommendations regarding the conferment or grant of degrees, diplomas, certificates and other academic distinctions and titles;

(f) frame Ordinances for matters for which Ordinances are to be provided as may be specified by the Act and Statutes of the University;

(g) frame Rules and Regulations consistent with the Act, the Statutes and the Ordinances of the University regarding the academic functioning of the University, student discipline, halls of student residences, award of fellowships, scholarships and bursaries, medals and prizes, corporate life and attendance;

(h) recommend to the Board rules with regards establishment / abolition of Faculties, Areas of Study, Centres of Research, Central Academic Service Facilities, Off-campus Centres and Study Centres;

(i) appoint Advisory Committees or Expert Committees or both for (i) the Areas of Study, (ii) the Off-campus Centres, (iii) the Study Centres; (iv) The Centres of Research and (iii) the Central Academic Service Facilities / Units and to make recommendations on academic matters connected with their working;

(j) appoint Committees from amongst members of the Academic Council, other academic staff of the University and experts from outside to advise on such specific academic matters as may be referred to any such committee by the Academic Council;

(k) consider recommendations of Advisory / expert Committees appointed vice clauses (i & j) aforesaid and take such action including the making of recommendations to the Board as circumstances of each case may require;

(l) supervise the working of the Library, the Computer Centre and other Central Academic Service Facilities;

(m) make periodic reviews of the activities of: (i) Areas of Study; (ii) the Centres of Research; (iii) The Central Academic Service Facilities; (iv) the Off-campus Centres; and (v) the Study Centres and to take appropriate action;

(n) promote research and consultancy practice within the University and dissemination of knowledge so generated to the community;

(o) provide for inspection of the classes and the halls of student residences in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the University and submit reports thereon to the Board;

(p) arrange psychological counselling and mentoring programs for the benefit of students of the University;

(q) award stipends, scholarships, medals and prizes and make other awards in accordance with the Rules for award of medals and prizes and such other conditions as may be attached to any particular award;

(r) make recommendations to the Board with regards to (i) fees and other charges for programs of study at the University and for residence in the students halls of residence; (ii) admission of students to various academic programs of the University; (iii) the placement of graduating students; (iv) the creation of posts on the academic staff and their abolition thereof; and (v) the emoluments and duties attached to such posts;

(s) make recommendations to the Board of Governors with regards to (i) the establishment of new Faculties / Areas of Study / Centres of Research / Central Academic Service Facilities / Off-campus Centres / Study Centres and (ii) the grant of academic autonomy to any of its academic units.

(t) suggest measures for inter-area coordination and generally promote inter-disciplinary academic activities;

(u) recognize persons of eminence in various subject areas within the purview of the University for association as research supervisors;

(v) recognize degrees and diplomas of other Universities or Institutes of Higher Education and to determine their equivalence;

(w) regulate student internships and course-end project work;

(x) promote inter-institutional collaboration with Institutes of Higher Learning within India and abroad for mutual benefit;

(y) promote activities that strengthen internalization of the four core principles of the University in the education programs on offer at the University; and

(z) promote activities that exhibit a high degree of human and social capital so as to influence the students of the University to make positive contributions to enhancement of the nation's social cohesion throughout their lives.

## **2.3 FINANCE COMMITTEE**

### **2.3.1 Role of the Finance Committee**

(1) It is hereby declared that the Finance Committee which shall be a Standing Committee of the Board shall be an Authority of the University within the meaning of sub-section 21 (iv) of the Act. The role of the Finance Committee is to advise and make recommendations to the Board on all financial matters impacting the functioning of the University including review of its financial performance, examination of the annual budget estimate, the annual statement of accounts and the audit report thereto, preparation of the balance sheet, guiding fund mobilization and investment management and such other matters in relation to financial management as may be entrusted to it by the Board from time to time.

### **2.3.2 Composition of the Finance Committee**

(1) The Finance Committee shall comprise of the following persons:

- (a) the Chairperson or his nominee who shall be the ex-officio Chairperson of the Finance Committee;
- (b) the President, ex-officio;
- (c) one nominee of the Board preferably having expertise in Financial Management;
- (d) one nominee of the Sponsoring Body; and
- (e) one member co-opted by the Finance Committee.

(2) The Registrar shall serve as the ex-office Secretary of the Finance Committee.

(3) The Chief Finance & Accounts Officer of the University shall be a permanent invitee to meetings of the Finance Committee.

(4) The terms of office of non ex-officio members as at sub-section 2.3.2 (1) (c & d) as well as that of the co-opted member at sub-section 2.3.2 (1) (e) shall be three years from the date of their respective nominations.

(5) Notwithstanding the provisions in sub-section 2.3.2 (4) hereinabove a member nominated to fill a casual vacancy as a non ex-officio member shall continue as a member for the remainder of the term of the member in whose place he has been nominated.

(6) No employee of the University shall be eligible to be a member of the Finance Committee under sub-section 2.3.2 (1) (c, d & e) aforesaid.

(7) The Chairperson of the Finance Committee shall have the power to invite any person not a member of the Finance Committee to a meeting of the Finance Committee but such invitee shall not be entitled to vote at

such a meeting.

(8) If a non-ex-officio member fails to attend three consecutive meetings of the Finance Committee without leave of absence of the Chairperson he shall cease to be a member of the Finance Committee.

### **2.3.3 Meetings of the Finance Committee**

(1) The Committee shall ordinarily meet thrice in a calendar year. Additional meetings may, however, be convened at the discretion of the Chairperson of the Committee or on a request by the President.

(2) Three members of the Committee shall constitute a quorum for its meetings.

(3) The Rules framed by the Board for the conduct of its own meetings shall also be, as far as possible, applicable in connection with the conduct of meetings of the Finance Committee.

(4) A copy of the agenda and minutes of every meeting of the Finance Committee shall be placed before the Board for its information after the same has been considered by the Committee. Items requiring formal approval of the Board shall be separately highlighted.

### **2.3.4 Powers of the Finance Committee**

The Finance Committee shall broadly be empowered to:

(1) review the operational processes and internal control guidelines in all areas impacting the finances of the Institute;

(2) advise and make recommendation to the Board on all financial matters impacting the functioning of the University including the review of its financial performance;

(3) scrutinize the Budget Estimates and the Revised Budget Estimates, if any, as proposed by the President and recommend the same to the Board for its consideration and approval;

(4) advise the Board with respect to recommendations for creation of teaching and other staff positions as may be made by the Academic Council and the President, respectively;

(5) review and advise the Board with respect to Financial, Commercial, Academic and Legal Compliances along with the Annual Statement of Accounts and the Audit Report thereto;

(6) guide preparation of the Balance Sheet and the maintenance of the

Asset Register of the University;

(7) propose regulations for the delegation of financial power to various functionaries of the University and for making of Purchases / Write-off of Assets, etc. for consideration and adoption by the Board;

(8) review funding proposals of the University, guide efforts for Resource Mobilization and monitor issues relating to Borrowings / Investments and Fund Flow Management ; and

(9) advise on any matter in relation to Financial Management of the University as the Board may entrust to it from time to time.

## **2.4 THE FACULTIES**

### **2.4.1 List of Faculties at Inception**

(1) Academic activities including the imparting instruction and undertaking academic research in appropriate branches of learning, within the ambit of the University, at the diploma, baccalaureate, master's, postgraduate diploma and doctoral levels shall primarily be organized under the aegis of Faculties which shall be Authorities of the University as specified in Section 21(iii) of the Act.

(2) At its inception the University shall have the following Faculties:

- (a) Faculty of Engineering & Technology;
- (b) Faculty of Management Studies;
- (c) Faculty of Mathematical & Physical Sciences; and
- (d) Faculty of Humanities.

### **2.4.2 Management of the Faculties**

(1) The management of each of the Faculties shall vest in an Executive Committee of the Faculty which shall be a Standing Committee of the Academic Council and shall be empowered to exercise the powers reposed on the Faculty by the Statutes, Ordinances, Regulations and Rules of the University as an Authority of the University. The Executive Committee of each of the Faculties shall comprise of the following members:

- (a) Dean of the Faculty who shall be the ex-officio Chairperson of the Executive Committee of the Faculty;
- (b) Area Directors of all constituent Areas of Studies, ex-officio;
- (c) Heads of all constituent Centres of Research, ex-officio;
- (d) Heads of all constituent Central Academic Service Facilities, ex-officio; and



- (e) The teacher nominees of each of the constituent Areas of Study who are members of the Academic Council, ex-officio.
- (2) The Dean of the Faculty shall nominate one of the members under sub-clause 2.4.2 (1) (e) hereinabove to serve as the Secretary of the Executive Committee of the Faculty.
- (3) The Executive Committee of a Faculty shall ordinarily meet once every two months with 50% of its members constituting a quorum for its meetings.
- (4) The meeting procedure for conduct of meetings of the Executive Committee of a Faculty shall be as may be laid down by the Committee itself but shall generally be in line with that for conduct of meetings of the Academic Council.
- (5) The functions of the Executive Committee of a Faculty shall be:
- (a) Overall policy formulation, review and control of teaching and research in subject areas within the purview of the Faculty.
  - (b) Developing, periodically reviewing and recommending to the Academic Council programs of study and research and the syllabi of different courses in consultation with the Faculty Boards of the constituent Areas of Study;
  - (c) Suggesting, for consideration of the Academic Council, new Areas of Study for inclusion in the Faculty;
  - (d) Consideration of proposals for creation/abolition of teaching and/or other staff posts from the individual constituent units and forward the same to the Academic Council with such recommendations as it deems fit;
  - (e) Scrutinizing the grades awarded by Instructors of courses within the purview of the Faculty and suggesting remedial action, if needed, for improvement of student performance;
  - (f) Monitoring the performance of Doctoral Candidates;
  - (g) Administering the Student Internship Program; and
  - (h) Taking action on any matter referred to it by the Academic Council.

### **2.4.3 Constituent Divisions of Faculties**

- (1) Each of the Faculties shall have a number of constituent divisions classified under the following heads:
- (a) **Areas of Study** whose primary activities shall be disciplinary and inter-disciplinary teaching and academic research;
  - (b) **Centres of Research** whose primary activities shall be to carry out sponsored R&D in areas of industrial and national thrust leading to transfer of technology to the user system; and
  - (c) **Central Academic Service Facilities** whose primary activity shall be the management of specific academic facilities needed by the

students and faculty of more than one area of study / research centre.

#### **2.4.4 Management of Constituent Divisions of the Faculties**

(1) Each Area of Study shall be headed by an Area Director who shall be appointed by the President from amongst the Professors and Associate Professors of the concerned Area of Study after individual consultation with the members of the teaching faculty of the concerned Area of Study and every such Area Director shall be deemed to be an Officer of the University within the meaning of Section 11(ix) of the Act.

(2) Each Centre of Research shall be headed by a Head of Centre who shall be appointed from amongst the Professors and Associate Professors and members of the research staff having status equivalent to a Professor or Associate Professor of the concerned Centre by the President after individual consultation with the members of the teaching and research staff of the concerned Centre.

(3) Each Central Academic Service Facility shall be headed by a Head of Central Academic Service Facility appointed by the President from amongst University teaching and research faculty / technical officers having the appropriate expertise.

(4) In the initial stages of the development of the University when no person in the rank of Professor or Associate Professor is in position in a particular Area of Study or Centre of Research the President, notwithstanding the provisions in sub-clauses (1 & 2) hereinabove, may appoint an Assistant Professor of the concerned Area of Study / Centre of Research or a senior faculty member from an allied Area of Study / Centre of Research as the Area Director / Head of Centre.

(5) Furthermore, notwithstanding the provisions of sub-clauses (1, 2 and 4) hereinabove, if in the opinion of the President the situation so demands, the President may himself take temporary charge of an Area of Study or Centre of Research or place it under the charge of the Pro-President or the Dean of Faculty of the concerned Faculty or a Professor from another Area of Study or Centre of Research for a period not exceeding six months.

(6) The term of office of Area Directors / Heads of Research Centre / Heads of Central Academic Service Facility shall be three years from the date on which they enter upon their respective offices and they shall be eligible for re-appointment.

(7) The Area Directors / Heads shall be responsible, under policy guidance of the Area of Study / Centre Faculty Board comprising the entire faculty of the area of study / research centre, for the working of the particular academic division that he heads subject to the general control of

the concerned Dean of Faculty.

(8) It shall be the duty of the Area Director / Head to see that decisions of the authorities of the University and of the President, as may be applicable to the academic division under his charge, are faithfully carried out. He shall also perform such other duties as may be assigned to him by the President.

#### **2.4.5 Establishment of Additional Faculties / Constituent Divisions of Faculties**

(1) As provided in Section 5 of the Act, the Board, on the recommendation of the Academic Council, shall have the power to establish additional Faculties or one or more area of study / centre of research / central academic service facility in an existing Faculty or to accord special autonomous status to an existing constituent entity. Likewise, the Board, on the recommendation of the Academic Council, shall have the power to abolish an existing Faculty or an existing area of study / centre of research / central academic service facility in an existing Faculty.

(2) The review procedure for considering the feasibility for the establishment of additional Faculties or constituent academic units or the abolition of existing Faculties or constituent academic units as provided in sub-clause (1) hereinabove shall be as may be laid down by Rules prescribed by the Board, on the recommendation of the Academic Council.

(3) The Board, subject to the concurrence of the Sponsoring Body, shall also be empowered to give a special autonomous status to an existing constituent academic unit depending on the quality of its performance and its stature in the academic marketplace.

#### **2.5 OFF - CAMPUS CENTRES**

(1) With the object of increasing its geographic reach the University may establish constituent Off-campus Centres within or without the State of Rajasthan, subject to the provisions of any other law for the time being in force, as provided under Sub-section 5(j) of the Act for the purpose of imparting instruction and carrying out research.

(2) Any such Off-campus Centre shall be established by the Board on the recommendation of the Academic Council and shall be subject to concurrence of the Sponsoring Body.

(3) The review procedure for considering the feasibility for the establishment of Off-campus Centres shall be as may be laid down by Rules prescribed by the Board, on the recommendation of the Academic Council, and shall inter-alia include examination of guidelines prescribed

by the University Grants Commission and the State of Rajasthan for the establishment of Off-campus Centres by Private Universities.

(4) Each Off-campus Centre would function as an independent constituent unit of the University with its own complement of facilities, faculty and staff and an appropriate management structure as may be approved by the Board. It shall, however, be responsible to the Board and Academic Council of the University through the President.

## **2.6 STUDY CENTRES**

(1) The University may establish and maintain or recognize Study Centres at various locations within India and abroad for the purpose of counselling and/or for rendering assistance required by the students of the University in the context of imparting technology-based distance education in conformity with the prevailing regulations for such type of education.

(2) Any such Study Centre shall be established by the Board on the recommendation of the Academic Council and shall be subject to concurrence of the Sponsoring Body.

(3) The review procedure for considering the feasibility for the establishment of Study Centres shall be as may be laid down by Rules prescribed by the Board, on the recommendation of the Academic Council, and shall inter-alia include examination of prevailing guidelines for the offering of open and distance education.

(4) Each Study Centre would function as an independent constituent unit of the University with its own complement of facilities, faculty and staff and an appropriate management structure as may be approved by the Board. It shall, however, be responsible to the Board and Academic Council of the University through the President.

## **2.7 RECOGNITION OF NEW AUTHORITIES**

(1) The Board may recognize additional entities such as the Management Committees of the Off-campus / Study Centres as Authorities of the University within the meaning of Section 21(iv) of the Act.

## **2.8 TRAVELLING ALLOWANCE AND SITTING FEE**

(1) Members of the Board and the other Authorities of the University and members of the Committees constituted under the Act or these Statutes or appointed by the Board or other Authorities, other than employees of the University, shall be entitled to travelling allowance, daily allowance and sitting fees for attending meetings of the Authorities and their Committees as may be laid down in this regards by the Board from time to time.

### **3. OFFICERS OF THE UNIVERSITY**

#### **3.1 THE CHAIRPERSON**

(1) The Chairperson shall be an Officer of the University as prescribed in Section 11 (i) of the Act and by virtue of his office he shall be the head of the University.

(2) The Chairperson shall be appointed in accordance with the provisions of Section 12 of the Act for a period of five years from the date of his entering the office of the Chairperson and shall be eligible for re-appointment.

(3) The Chairperson shall have the powers to:

- (a) fix on the recommendations of duly constituted Selection Committees, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts whose appointing authority is the Board of Governors as prescribed in the Statutes;
- (b) send members of the staff of the University for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time; and
- (c) execute, in the name of the University, the written contract of service to be entered into between the President of the University and the University without having personal liability whatsoever in respect of anything under such a contract.

(4) In the event of any vacancy in the office of the Chairperson by reason of his death, resignation, or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or otherwise, the Chairperson of the Sponsoring Body may discharge the functions assigned to the Chairperson under the Act and the Statutes and Ordinances framed there under until a new Chairperson appointed in accordance with prescribed provisions in the Act assumes office or the existing Chairperson assumes his office.

(5) The Chairperson may, in emergent cases, exercise the powers of the Board and subsequently inform the Board of the action taken by him on its behalf for its approval.

(6) The Chairperson shall have such other powers as prescribed by the Act or the Statutes and/or the Ordinances of the University.

## **3.2 THE PRESIDENT**

### **3.2.1 Search-cum-Selection Committee**

(1) The President of the University shall be an Officer of the University as prescribed in Section 11 (ii) of the Act and shall be a whole time salaried employee of the University.

(2) The President shall be appointed by the Chairperson in accordance with the provisions of Section 13 of the Act from a panel of three persons recommended by a Search-cum-Selection Committee constituted by the Board as provided here under:

- (i) A nominee of the Chairperson of the University who shall preside over meetings of the Search-cum-Selection Committee;
- (ii) A nominee of the Sponsoring Body nominated by the Governing Council of the Society; and
- (iii) A member of the Board nominated by it.

**Amendment:-** 3.2.1(2)- The President shall be appointed by the Chairperson in accordance with the provisions of Section 13 of the Act from a panel of not less than three and not more than five persons recommended by a Search-cum-Selection Committee constituted by the Board as provided here under:

(3) The Search-cum-Selection Committee shall generate a panel of three individuals who in the opinion of the Committee are suitable to hold the office of the President and submit the same to the Chairperson of the University together with a concise statement showing the qualifications and other distinctions of each of the persons included in such a panel but shall not indicate an order of preference

**Amendment:-** 3.2.1(3) - The Search-cum-Selection Committee shall constitute a panel of **not less than three and not more than five** individuals who in the opinion of the Committee are suitable to hold the office of the President and submit the same to the Chairperson of the University together with a concise statement showing the qualifications and other distinctions of each of the persons included in such a panel but shall not indicate an order of preference.

(4) The Chairperson shall consider the recommendations of the Search-cum-Selection Committee and appoint one of them as the President of the University.

Provided that, if the Chairperson does not approve of any of the persons so recommended, he may call for fresh recommendations from the same Search-cum-Selection Committee.

(5) The President shall normally be an individual who is an internationally and / or nationally acknowledged academic or professional leader with considerable operational experience in the core areas of specialization of the University who fulfills the academic and experience requirements as prescribed by the University Grants Commission for the post of a University Vice Chancellor and has a demonstrated track record of being a visionary and an inspirational leader.

**Amendment (Insertion of proviso) 3.2.1(6):-** For the purpose of the selection of the President, the Board of Management shall invite applications from eligible persons through a public notice.

### **3.2.2 Term of Office of the President**

(1) The President shall be appointed on contract for a period of three years from the date on which he enters upon his office and shall be eligible for re-appointment for not more than one more term of three years.

Provided that the Chairperson may direct that a President, whose term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified in the direction.

(2) Any vacancy in the office of President shall be filled within six months from the date of such vacancy.

(3) Notwithstanding anything contained in sub-section 3.2.2(1) hereinabove, a person appointed as President shall, if he completes the age of seventy years during the term of his office or any extension thereof, retire from office.

(4) Where a vacancy in the office of the President occurs due to death, resignation, retirement or otherwise and it cannot be conveniently filled in accordance to the provisions of sub-section 3.2.1 or in the event the President is unable to discharge his functions owing to absence due to illness or any other cause, the Chairperson may appoint the Pro-President, if any, or one of the Deans to perform the duties and function of the President until a new President appointed in accordance with prescribed Statutory provisions assumes office or the existing President resumes office..

(5) The terms and conditions of service of the President, including the salary and other allowances admissible to him, shall be such as may be prescribed by the Board from time to time.

### **3.2.3 Power and Duties of the President**

(1) The President shall exercise general control over the affairs of the University and shall be responsible for insuring that the decisions of the

Authorities of the University are implemented and that the provisions of the Act, Statutes, Ordinances, Regulations and Rules of the University are observed.

(2) The President shall, subject to budget provisions approved by the Board, have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

(3) The President shall exercise powers with regards the following matters subject to monetary limits for each item as may be laid down, from time to time, by the Board and further subject to reporting any such action to the Board as soon as possible:

- (a) waiving recovery of any over-payment made to an employee if the same is not detected within twenty four months from the date of payment;
- (b) write-off of irrecoverable losses and irrecoverable stores lost or rendered unserviceable due to fair wear and tear subject;
- (c) sanction remission or reduction of rents for buildings rendered wholly or partially unsuitable;
- (d) sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (e) re-appropriate funds with respect to different items constituting the Recurring Budget of the University subject to monetary limits of the extent of re-appropriation of individual items as may be laid down by the Board, from time to time, and further subject to any such re-appropriation not involving an increase in the budget or any liability in future years.

(4) The President shall exercise all powers relating to the enforcement of discipline within the University.

(5) The President shall cause submission of an Annual Report of the working of the University and an Annual Statement of Accounts together with an Audit Report thereto to the Board.

(6) The President shall have the power to fix, on the recommendations of duly constituted Selection Committees, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointing authority is the President as prescribed in the Statutes of the University.

(7) The President shall have the power to employ technicians and workmen paid from contingencies involving emoluments not exceeding the Rajasthan Government approved daily wage rates.

(8) The President shall have the power to send members of the staff for training or to attend a course of instruction inside India subject to such terms and conditions as may be laid down by the Board from time to time.



(9) In exceptional cases, subject to availability of funds, the President shall have the power to create temporary posts subject to the concurrence of the Chairperson, of not more than two years' duration on approved scales of pay under report to the Board provided that only such posts of which the President is the appointing authority in accordance with the provisions of the Statutes shall be so created.

(10) The President may, during his absence from headquarters, authorize the Pro-President, if any, or one of the Deans present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and countersign bills on his behalf and authorize him for assuming such powers of the President as may be specifically delegated to the Pro-President or one of the Deans by him in writing.

(11) The President may, at his discretion, constitute such Committees as he may consider appropriate.

(12) The President may, with the approval of the Board, delegate any of the powers, responsibilities and authorities vested in him by the Act and/or the Statutes of the University to one or more members of the academic or administrative staff of the University.

(13) The President shall exercise such other powers and perform such other duties as may be assigned to him by the Act or by the Statutes and Ordinances made there under or specifically assigned to him by the Board from amongst its powers.

### **3.3 PRO-PRESIDENT**

(1) The Chairperson may, on the recommendation of the President shall appoint one or more incumbent Professor of the University as a Pro-President to assist the President in respect to such academic and administrative matters as may be specified by the Board from time to time. In arriving at his recommendation the President shall invariably consider suggestions from individuals who have in the past or are currently serving as a Pro-President or as a Dean or as an Area Director or as a Provost or as a Proctor at the University.

Provided, however, if the recommendation of the President is not acceptable to the Chairperson he may call for fresh recommendations.

(2) Each such Pro-President shall be appointed by the Chairperson in accordance with the provisions of Section 14 of the Act in such manner and under such terms and conditions as stated here under in the Statutes.

(3) Every such Pro-President so appointed shall be an Officer of the University as prescribed in Section 11(iii) of the Act and shall be appointed on contract basis and shall hold office for a term of three years from the date on which he enters upon his office and shall be eligible for re-appointment for not

more than one more term of three years. He shall discharge the duties of the post of the Pro-President, as may be assigned to him by the Board and the President in addition to his own duties as a Professor at the University.

(4) Notwithstanding anything contained in sub-statute 3.3 (3) hereinabove, a person appointed as a Pro-President shall retire from the office of Pro-President if he attains the age of superannuation as a Professor during the term of his office or any extension thereof.

(5) The emoluments and other terms and conditions of service of a Pro-President shall continue to be the same as presently being enjoyed by him as a Professor of the University. However, he may be paid a suitable allowance and given other perks for shouldering the additional responsibility of the post of Pro-President as may be determined by the Board from time to time.

(6) When the office of Pro-President is vacant or when the Pro-President is, by reason of illness or absence or any other cause, unable to perform the duties assigned to him, the same may be performed by one of the Deans of the University or some other Professor of the University as the President may appoint for the purpose.

### **3.4 THE DEANS**

#### **Earlier**

(1) Deans shall be appointed by the President from amongst the Professors of the University to assist in the administration of specific areas of academic and administrative management in such manner and under such terms and condition as stated herein under and every such Dean so appointed shall be deemed to be an officer of the Institute within the meaning of section 11 (ix) of the Act.

(2) Every such Dean shall be appointed by the President on the recommendation of a Faculty-Student Committee named for each such Deanship in a manner outlined in regulations to be framed for this purpose by the Academic Council subject to approval of the Board.

Provided, however, the President may call for fresh recommendations if the initial recommendation of the concerned Faculty-Student Committee for any or all the Deanships is not acceptable to the President.

(3) Every such Dean so appointed shall discharge the duties of the concerned Deanship in addition to his own duties as a Professor at the University.

(4) Each Dean shall hold office for a term of three years from the date on which he enters upon his office and shall be eligible for re-appointment to the same Deanship or to any other Deanship.

(5) Notwithstanding anything contained in sub-statute 3.4 (4) hereinabove, a person appointed as a Dean shall retire from the office of the Dean if he attains the age of superannuation as a Professor during the term of his office or any extension thereof.

(6) The emoluments and other terms and conditions of service of a Dean shall continue to be the same as presently being enjoyed by him as a Professor of the University. However, he may be paid a suitable allowance and given other perks for shouldering the additional responsibility of a Dean as may be determined by the Board from time to time.

(7) The specific areas of academic or administrative work for which a Deanship is to be created and the specific allocation of responsibility or duty for the same shall be as may be laid down by the Board from time to time on the advice of the Academic Council.

(8) When the office of any particular Dean is vacant or when any particular Dean is by reason of illness or absence or any other cause unable to perform the duties assigned to him, the same may be performed by some other Dean or Professor of the University as the President may appoint for the purpose.

#### **Amendment (3.4 The Deans)**

(1) Deans shall be appointed by the President to assist in the administration of specific areas of academic and administrative management in such manner and under such terms and condition as stated herein under and every such Dean so appointed shall be deemed to be an officer of the Institute within the meaning of section 11 (ix) of the Act.

(2) Every such Dean shall be appointed by the President on the recommendation of a Faculty-Student Committee named for each such Deanship in a manner outlined in regulations to be framed for this purpose by the Academic Council subject to approval of the Board.

Provided, however, the President may call for fresh recommendations if the initial recommendation of the concerned Faculty-Student Committee for any or all the Deanships is not acceptable to the President.

(3) Each Dean shall hold office for a term of three years from the date on which he enters upon his office and shall be eligible for re-appointment to the same Deanship or to any other Deanship.

(4) Notwithstanding anything contained in sub-statute 3.4 (3) hereinabove, a person appointed as a Dean shall retire from the office of the Dean if he attains the age of superannuation.

(5) The emoluments and other terms and conditions of service of a Dean shall be as determined by the Board from time to time.

(6) The specific areas of academic or administrative work for which a Deanship is to be created and the specific allocation of responsibility or duty for the same shall be as may be laid down by the Board from time to time on the advice of the Academic Council.

(7) When the office of any particular Dean is vacant or when any particular Dean is by reason of illness or absence or any other cause unable to perform the duties assigned to him, the same may be performed by some other Dean or Professor of the University as the President may appoint for the purpose.

### **3.5 THE PROVOST**

(1) The Dean (Human Resources) appointed by the President to assist in the administration of the functional area of Human Resources at the University shall concurrently hold the position of Provost in an ex-officio capacity.

(2) The Dean (Human Resources) in the capacity of Provost shall be an Officer of the University as prescribed in Section 11(iv) of the Act and shall be responsible for:

- (a) the maintenance of discipline among the employees of the University and advising them of the policy of the University with regards employee conduct and behaviour; and
- (b) the administration of the respective codes of conduct for the teaching and non-teaching staff as approved by the Board.

### **3.6 THE PROCTOR**

(1) The Dean (Student Affairs) appointed by the President to assist him in the administration of the functional area of Non-academic Student Affairs shall concurrently hold the position of Proctor in an ex-officio capacity.

(2) The Dean (Student Affairs) in the capacity of the Proctor shall be an Officer of the University as prescribed in Section 11(v) of the Act and shall be responsible for:

- (a) the maintenance of discipline among the students of the University and advising them of the policy of the University with regards student's conduct and behaviour concerning non-academic matters;
- (b) the administration of the Student Code of Conduct & Discipline as approved by the Board.

(3) He shall also co-ordinate with the Dean (Academic Affairs) in enforcing the Code of Academic Integrity as applicable to the University students.

### **3.7 THE DEANS OF FACULTIES**

(1) Each Faculty as provided in Section 2.4.1 of the Statutes shall be headed by a Dean of Faculty who shall be appointed by the President in the manner prescribed hereunder in the Statutes and every such Dean of Faculty shall be an Officer of the University as prescribed in Section 11(vi) of the Act.

(2) Each Dean of Faculty shall be appointed by the President from amongst the Professors of the concerned Faculty after individual consultations with the members of the teaching and research faculty of the concerned Faculty and shall perform the duties of the Dean of Faculty in addition to his duties as a Professor.

(3) No additional remuneration shall be payable to a Dean of Faculty who shall hold office for a term of three years from the date of his appointment and shall be eligible for re-appointment.

(4) The Dean shall convene meetings of the Executive Committee of his Faculty and preside over it. He shall be responsible for the co-ordination of teaching and research in the Faculty and for ensuring that decisions of the Faculty are implemented.

### **3.8 THE REGISTRAR**

(1) The Registrar shall be an Officer of the University as prescribed in Section 11(vii) of the Act and shall be a whole-time salaried employee of the University. He shall be appointed by the Chairperson on the recommendation of a Selection Committee constituted for the purpose as specified in the Statutes.

(2) The qualitative requirements, emoluments and the terms and conditions of service of the Registrar shall be such as may be prescribed by the Board from time to time.

(3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the same shall be performed by such person as the President may appoint for the purpose.

(4) The Registrar shall serve as the Member-Secretary of the Board, the Academic Council and the Finance Committee but shall have no voting rights.

(5) The Registrar shall be responsible to the President for the proper discharge of his duties.

(6) It shall be the duty of the Registrar:

- (a) to be the custodian of the records, the common seal and such other property of the University as the Board may commit to his charge;
- (b) to issue notices convening meetings of the various Authorities of the University of which he is the ex-officio Secretary as well as of any Committee appointed by these Authorities;
- (c) to prepare the agenda/minutes of meetings of the Statutory Authorities of the University and their Constituted Committees and take follow-up action on their decisions;
- (d) to conduct official correspondence on behalf of the Authorities of the University;
- (e) to handle legal and vigilance issues and represent the University in law suits or legal proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- (f) to enter into agreements, sign documents and authenticate records on behalf of the University;
- (g) to respond to Legislative Questions and RIT queries with respect to the University;
- (h) to liaise with the Central Government, the State Government of Rajasthan, the University Grants Commission and other Regulatory Authorities; and
- (i) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations and Rules of the University or as may be assigned to him, from to time, by the Sponsoring Body, the Chairperson, the President and the Board.

### **3.9 THE CHIEF FINANCE & ACCOUNTS OFFICER**

(1) The Chief Finance & Accounts Officer shall be an Officer of the University as prescribed in Section 11(viii) of the Act and shall be a whole-time salaried employee of the University.

(2) The Chief Finance & Accounts Officer shall be appointed, subject to concurrence of the Chairperson, by the President on the recommendation of a Selection Committee constituted for the purpose as specified in the Statutes.

(3) The qualitative *requirements*, emoluments and the terms of conditions of service of the Chief Finance & Accounts Officer shall be such as may be prescribed by the Board, from time to time.

(4) When the office of the Chief Finance & Accounts Officer is vacant or when he is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the said office shall be performed by such person as the President may appoint for the purpose.

(5) The Chief Finance & Accounts Officer shall be responsible to the President for the proper discharge of his duties.

(6) The role & responsibilities of the Chief Finance & Accounts Officer shall be as may be assigned by the President and shall include amongst others the following matters:

**(i)Finance:** fund mobilization; investment management; budget preparation revenue planning; grants-in-aid from the government; co-ordination & liaison with the Government of Rajasthan on all financial matters; budgetary control; scrutiny of all financial proposal raised by the University and its constituent Off-campus and Study Centres; preparation of the annual budget in coordination with the Dean (Planning).

**ii)Accounts:** payments for materials & services; payroll; maintenance of accounts; preparation of financial statements.

**(iii)Audit:** coordination with the internal auditor and the external auditor; compliance of audit and inspection report.

**(iv)Miscellaneous Matters:** liaison with Finance Committee; monitoring of financial, commercial, academic and legal compliances; maintenance of inventory of property and other physical assts.

### **3.10 RECOGNITION OF NEW OFFICERS**

(1) The Board may recognize additional officers such as the Heads of Off-campus and Study Centres as Officers of the University within the meaning of Section 11(iv) of the Act.

## **4. CADRE STRUCTURE AND QUALIFICATIONS OF EMPLOYEES**

(1) The cadre structure and qualifications of various categories of persons employed by the University shall be as may be prescribed by the Board from time to time and shall generally be in accordance with norms for various posts prescribed by the concerned Regulatory Authority.

## **5. CLASSIFICATION OF EMPLOYEES**

(1) Except in the case of employees paid from contingencies the members of the staff of the University shall be classified into groups as indicated hereunder:

- (a) **Teaching and Research Staff** which term shall include the President, Pro-President, Founding Professor, Mentor Professor, Professor, Associate Professor, Assistant Professor, Teaching Assistant, Research Associate, Senior Research Fellow, and Junior Research Fellow.
- (b) **Administrative Staff** which term shall include the Librarian, Deputy Librarian, Assistant Librarian, Registrar, Deputy Registrar, Assistant Registrar, Head (Administration), Head (Human Resources), Director Physical Education, Deputy Director Physical Education, Assistant Director Physical Education, Chief Finance & Accounts Officer, Accounts Officer, Audit Officer, Accountant, Stores Officer, Estate Officer, Storekeeper, Executive Assistant, Office Superintendent, Senior Office Assistant, Office Assistant, Junior Office Assistant, Manager, Deputy Manager, Assistant Manager, Security Officer.
- (c) **Technical Staff** which term shall include Systems Manager, Systems Engineer, Senior Engineer, Engineer, Programmer; Workshop Superintendent; Senior Laboratory Assistant, Laboratory Assistant, Junior Laboratory Assistant, Foreman, Senior Technician, Technician, Junior Technician, Workshop Instructor, Professional Assistant (Library), Senior Technical Officer, Technical Officer, Junior Technical Officer, Medical Officer Horticulture Assistant.
- (d) **Helping Staff** which term shall include Electrician, Plumber, Carpenter, Gardner, Driver, Attendant, Security Guard, Cleaners.

(2) The Board may, from time to time, make additions, alterations and modifications, as it considers appropriate, to the classification in sub-section 5 (1) hereinabove.

## 6. CREATION OF POSTS

(1) All posts in the University, academic as well as non-academic, shall be created by the Board in such grades and categories and with such qualifications as may be specified by it from time to time. Provided, however, in the matter of the creation of posts in respect to the number, qualifications, duties and emoluments of the teaching and research staff, the Board shall take into account the recommendations of the Academic Council before deciding upon the matter.



## 7. APPOINTING AUTHORITY

(1) The appointing authority for various categories of posts shall be:

- (a) the **Board** in the case of appointment of employees classified under the teaching and research staff category in the post of Assistant Professor or above and of employees in the administrative and technical staff category in any cadre the maximum of the pay-scale for which is the same or higher than that of an Assistant Professor; and
- (b) the **President**, in the case of all posts other than those covered under sub-clause (a) hereinabove.

## 8. APPOINTMENTS

(1) Direct recruitment against sanctioned posts of the University as well as the placement / promotion of existing employees to a higher post under any Career Advancement Scheme / Merit Promotion Scheme, that may be adopted or promulgated by the Board, shall be made by the competent appointing authority as prescribed in Section 7 of the Statutes on the recommendation of Selection Committees as provided hereunder in the following sub-sections of the Statutes

Notwithstanding anything contained in these Statutes hereinabove, the Board may, on the recommendation of the President, invite a person of high academic distinction and professional attainment to accept a post of Professor or equivalent posts in the research staff cadre, against a sanctioned position, on such terms and conditions as it deems fit.

Provided, however, the President shall constitute such ad hoc Assessment Committees to advise the Board on the matter as circumstances of each case may require.

(2) Selection Committee for filling up posts through direct recruitment by advertisement or by promotion under a Career Advancement / Merit Promotion Scheme shall be constituted in the manner indicated hereunder:

(a) In the case of posts of Professor / Associate Professor / Assistant Professor or equivalent posts in the Research Staff cadre the Selection Committees shall consist of the following members:

- (i) The President who shall be the ex-officio Chairperson of the Committee;
- (ii) Two experts in the concerned subject / field not below the rank of a Professor who is not in the service of the University nominated by the President out of a panel of names for each Area of Study recommended by the Academic Council on the advice of the Faculty Board of the concerned Area of Study ;
- (iii) One nominee of the Chairperson;

- (iv) The Dean of the concerned Faculty, ex-officio; and
- (v) The concerned Area Director, ex-officio.

(b) In the case of posts not covered under categories listed under (a) hereinabove who's appointing authority is the Chairperson, the Selection Committees shall consist of the following:

- (i) The President who shall be the ex-officio Chairperson of the Committee;
- (ii) Two nominees of the Board, one being an expert but other than a member of the Board;
- (iii) The Pro-President, ex-officio;
- (iv) The concerned Area Director or the Registrar, as the case may be, except for the post of the Registrar and Chief Finance & Accounts Officer; and
- (v) An expert from the staff of the University nominated by the President.

(c) In the case of all other posts, the President may, at his discretion, constitute such Selection Committees as may be considered appropriate by him.

## **9. RECRUITMENT PROCEDURE**

(1) The recruitment procedure for making appointments to the posts at the University shall be as may be laid down in the Recruitment Rules of the University prescribed by the Board.

## **10. TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEES**

(1) All employees of the University shall be governed by terms and conditions of service as specified in these Statutes, the Ordinances and the Rules & Regulations of the University.

(2) All employees of the University shall be appointed on a written contract, the form of which shall be prescribed by the Board.

(3) Permanent employees of the University shall be governed by the following terms and conditions:

- (a) Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by a medical authority nominated by the Board.

Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

## Earlier

- (b) Subject to the provisions of the Act and the Statutes, all appointments to posts under the University shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of the month in which he attains the age of superannuation as may be decided from time to time by the Board.

Provided that where the Board considers that in the interest of students and for the purpose of teaching and guiding research scholars any member of the teaching staff should be re-employed, it may re-employ such a member for such period as may be decided by the Board but in no case beyond five years after reaching the age of superannuation.

Provided also that under no circumstances such a member of the staff shall be re-employed for any purpose other than that of teaching and guiding research scholars.

## Amendment 10.3 (b)

Subject to the provisions of the Act and the Statutes, all appointments to posts under the University shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of the month in which he attains the age of superannuation as may be decided from time to time by the Board.

Provided that where the Board considers that in the interest of students and for the purpose of smooth operations of the University any member of the staff should be re-employed, it may re-employ such a member for such period as may be decided by the Board but in no case beyond five years after reaching the age of superannuation.

- (c) The appointing authority shall have the power to extend the period of probation of any employee of the University for such period as may be found necessary, provided that if, after the period of probation, the said employee is not confirmed, and, his probation is also not formally extended, he shall be deemed to be a temporary employee and his services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.
- (d) An employee of the University shall devote his whole time to the service of the University and shall not engage, directly or indirectly, in any trade or business or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the President, which may be given subject

to such conditions as regards the acceptance of remuneration as may be laid down by the Board from time to time.

- (e) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause being assigned during the period of probation.
- (f) The services of an employee of the University may be terminated by his appointing authority for any of the following reasons:
  - i. if he is of unsound mind or if on some other medical grounds it is certified, by a medical authority nominated by the Board, that his retention in service is undesirable;
  - ii. if he is an un-discharged insolvent;
  - iii. if he has been convicted by a court of law of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
  - iv. if he is otherwise guilty of misconduct and infringes the University's code of conduct for employees in any manner.

Provided that no employee shall be removed from service unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regards to him and a resolution to the effect of his removal is passed by the Board by a majority of two-thirds of its members present and voting.

Provided further that when termination of employment of such employee is for the reason specified under (i) and (ii) above, he shall be given three months' notice in writing or paid three months' salary in lieu thereof.

- (g) The Board shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the person concerned three months' notice in writing or on payment of three months' salary in lieu thereof.
- (h) An employee of the University may terminate his engagement by giving the appointing authority 3 months' notice, provided that the appointing authority may either reduce this period or call upon the employee concerned to continue till the end of the academic semester in which the notice is received.
- (i) Employees of the University shall be entitled to travelling and daily allowances for undertaking travel in the discharge of their assigned duties at the University according to scales laid down by the Board from time to time.

- (j) Employees of the University shall be entitled to avail of any pension, provident fund, insurance and gratuity schemes as may be constituted by the Board for the benefit of University employees.
- (k) Employees of the University shall be entitled to avail medical facilities for themselves and their families as may be prescribed by "Rules for Availing Medical Facilities" as may be laid down by the Board from time to time.
- (l) Employees of the University shall be entitled to avail vacation and leave as may be prescribed by "Rules for Availing Leave and Vacation" as may be laid down by the Board from time to time.
- (m) All Teaching and Non-teaching Staff of the University shall be required, at all times, to adhere to the respective codes of conduct for Teaching Staff and Non-teaching Staff as may be laid down by the Board from time to time.

Provided that the provisions of the Code of Conduct for the Teaching Staff shall also be applicable to those members of the teaching staff during the period they are assigned administrative responsibilities on a full-time basis.

- (n) The President may place an employee of the University under suspension:
  - (i) where a disciplinary proceeding against him is contemplated or is pending, or
  - (ii) where a case against him in respect of any criminal offence is under investigation.

Provided that where an employee is detained in custody for a period exceeding forty eight hours, whether in connection with a criminal offence or under any law for the time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the President under suspension with effect from the date on which he was so detained.

- (o) During a period of suspension, a member of the staff --- both faculty and other employees --- shall be entitled to a subsistence allowance and / or payments as specified in the University's "RULES OF DISCIPLINE & CONDUCT" for employees other than the teaching staff.

## **11. TERMS AND CONDITIONS OF SERVICE OF TEMPORARY EMPLOYEES**

(1) The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the University and the employee.

(2) The other terms and conditions of service of such temporary employees shall be such as may be specified by the appointing authority in the letter of appointment.

## **12. SENIORITY RULES**

### **12.1 Applicable to Employees other than Teaching and Research Staff**

(1) The seniority of University employees, other than teaching and research staff, in a particular cadre shall be determined by the length of their continuous service in the particular cadre in the University.

Provided, however, in the case of employees appointed through direct recruitment by open selection the order of merit in which they are ranked by the Selection Committee shall not be disturbed in fixing the seniority. However, if persons appointed in different subjects within the same cadre join on the same date their inter-se-seniority will be determined according to their seniority in age with the elder employee being senior to the younger employee.

Provided further that in the case of two employees who join service in a particular cadre position on the same date, their seniority shall be determined in the manner indicated hereunder:

- (i) An employee appointed by direct recruitment shall be senior to an employee appointed otherwise;
- (ii) Employees who are appointed by promotion their inter-se-seniority shall not be disturbed.

### **12.2 Applicable to Teaching & Research Staff**

- (1) The seniority of persons appointed against posts in the teaching and research staff cadres shall not be defined.

### **13. PROCEDURE FOR ARBITRATION**

(1) Any employee who is in dispute with the University with regards the provision(s) of the contract of his employment with the University may, after exhausting the possibility of having the same redressed by the Board, submit to the Registrar in writing for reference of the concerned dispute to a Tribunal of Arbitration.

(2) Upon receipt of the written submission for reference of the dispute to the Tribunal of Arbitration the Registrar shall cause the constitution of the Tribunal of Arbitration comprising one member nominated by the employee, one member nominated by the University and an umpire nominated by the Governor of the State of Rajasthan.

(3) The procedure to be followed by the Tribunal of Arbitration shall be as laid down in the Arbitration and Conciliation Act, 1996.

(4) The decision of the Tribunal shall be final and shall not be questioned in a court of law.

(5) No suit or proceedings shall lie in any court of law in respect of any matter which is required by Sub-section (1) hereinabove to be referred to the Tribunal of Arbitration.

### **14. RULES & REGULATIONS**

(1) The Authorities of the University may make Rules and Regulations consistent with the Act, the Statutes and the Ordinances of the University which inter-alia:

- (a) lay down the procedure to be observed at their meetings;
- (b) provide for all other matters solely concerning such Authorities or Committees appointed by them and not provided for by the Act, the Statutes or the Ordinances of the University; and
- (c) provide for all matters which are required by the Act, the Statutes or the Ordinances of the University to be prescribed by Rules & Regulations.

(2) The Board may direct the annulment or the amendment, in such manner as it may specify, of any Rules & Regulations made under the provision of this Statute.

## **15. DELEGATION OF POWERS**

(1) Subject to the provisions of the Act and the Statutes of the University, any Officer or Authority of the University may delegate his or its powers to any other Officer or Authority or person working under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the Officer or Authority delegating such powers.

## **16. CONFERMENT OF HONORARY DEGREES**

(1) Annually the President shall appoint a sub-committee comprising of five members of the Academic Council under the Chairmanship of the Dean (Academic Affairs) to recommend names of individuals who they consider worthy of receiving a honorary degree of the University. If, on receipt of the recommendation of the above sub-committee, not less than two-thirds of the members of the Academic Council recommend that an honorary degree of the University be conferred on any person, so recommended, on the ground that he is in their opinion by reason of his eminent position and academic attainments, a fit and proper recommendation to receive such a degree, and this recommendation is endorsed by the Board and approved by the Chairperson, the University may confer on such person the honorary degree so recommended, without requiring him to undergo any examination. There shall, however, be no discussion in regards the person recommended for conferment of the honorary degree in either the Academic Council or the Board.

(2) The Board may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw for good and sufficient reason any honorary degree conferred by the University.

## **17. WITHDRAWL OF DEGREES, DIPLOMAS, ETC. AWARDED BY THE UNIVERSITY**

(1) The Board may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or any certificate or any diploma awarded or academic distinction conferred by the University for good and sufficient cause.



Provided that no such resolution shall be passed until a notice has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Board.

## **18. ADMISSION OF STUDENTS**

(1) The admission of students to approved Programs of the University shall be strictly on the basis of merit in accordance with the Admission Procedure, for individual Programs, as may be prescribed in the Ordinances.

(2) The number of admission that can be made to any approved Program of the University shall be as may be decided by the Academic Council from time to time.

(3) Reservation of seats for various reserved categories shall be as prescribed by the Board.

## **19. THE FEE STRUCTURE**

(1) The fees chargeable from students for individual Programs offered at the University shall be as prescribed by the Board, on the recommendation of the Finance Committee, from time to time and shall be determined keeping in mind the actual cost of imparting education as well as the future development costs of the University.

## **20. SCHOLARSHIPS, FREESHIPS AND FELLOWSHIPS**

(1) With a view to provide financial assistance to the students of the University to defray the cost of their education at the University, the Academic Council shall award scholarships, freeships and fellowships to be instituted either by the University itself or through endowments / grants of donors according to Rules laid down by the Board on the recommendation of the Academic Council.

(2) The norms and conditions for the institution of Scholarships, Freeships and Fellowships by donors and well-wishers of the University shall be as may be prescribed in the Ordinances.

## **21. MEDALS AND PRIZES**

(1) With a view to promote and recognize academic excellence, constructive leadership, excellence in cultural, social and sports activities and overall growth and development of the students, the Academic Council shall award Prizes and Medals to be instituted either by the University itself or through endowments / grants of donors according to Rules laid down by the Board on the recommendation of the Academic Council.

(2) The norms and conditions for the institution Prizes and Medals by donors and well-wishers of the University shall be as may be prescribed in the Ordinances.

## **22. STUDENT DISCIPLINE**

(1) Students of the University, both within and outside the campus of the University, shall be required to adhere to the precepts of a Code of Conduct as may be laid down by Rules prescribed by the Board on the recommendation of the Academic Council.

(2) Students of the University shall also be required to adhere to a Code of Academic Integrity as may be laid down by Rules prescribed by the Board on the recommendation of the Academic Council.

## **23. HOSTELS AND HALLS OF STUDENT RESIDENCE**

(1) The University shall be a residential institution and all students, research scholars and research fellows shall reside in the Hostels and Halls of Residence for Students built or leased by the University for the purpose.

(2) In exceptional cases, the President may permit a student, scholar or fellow to reside with his parent or guardian, but where any such permission is accorded to a student, scholar or fellow, such student, scholar or fellow, as the case may, at the discretion of the President be required to pay such seat rent as he would have been liable to pay had he resided in a Hostel or Hall of Student Residence.

(3) Every resident residing in a Hostel or Hall of Student Residence shall be required to conform to the Hostel Rules laid down by the Academic Council.

(4) For each Hostel and Hall of Residence there shall be a Warden and such number of other staff as may be decided by the Board from time to time.

(5) The management of Hostels and Halls of Student Residence shall be in accordance with Rules for the said purpose as may be laid down by the President.

## **24. INDEMNITY**

(1) The honorary officers and members of various Authorities of the University and their Committees and Sub-Committees as well as the President, the Auditors and other senior staff of the University may be indemnified out of the funds of the University against any expenses or liability incurred by them with respect to the discharge of their respective duties.

(2) The indemnification provided by or pursuant to these Statutes shall continue for persons who have ceased to be members of the Board of Management or members of Other Bodies as indicated in sub-clause (1) hereinabove and Officers of the University and shall inure to the benefit of the heirs, executors or administrators of such persons.

## **25. LIABILITY OF THE UNIVERSITY**

(1) The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs or other expenses that a person concerned may suffer or incur, whether directly or indirectly (including any loss of profit or any damage to one's reputation) by reason of any disciplinary proceedings instituted or summary disciplinary action taken pursuant to these Statutes and the publication or notification of any information relating thereto.