

# Malwanchal University, Indore

## Statutes

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उच्च शिक्षा विभाग  
मंत्रालय, वल्लभ भवन, भोपाल  
भोपाल, दिनांक 16 जून 2016

क्र. आर-174-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में, मालवांचल निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्र. 01 से 37 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01 से 37 तक

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

ए. एस. यादव, उपसचिव.



# MALWANCHAL UNIVERSITY, INDORE

## Statute 1

### SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statutes" means the Statutes of Malwanchal University, Indore, Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

## Statute 2

### DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) 'Academic Council' means the Academic Council of Malwanchal University, Indore.
- (4) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (5) 'Administrative Officer' means an officer looking after the day-to-day administrative work of Malwanchal University, Indore.
- (6) 'Below Poverty Line family' means a family whose income is below the poverty line as specified by the State or Central Government, from time to time.
- (7) 'Board' means, the Board of Management of the Malwanchal University, Indore;
- (8) "Board of Studies" Means the Board of Studies of the University departments / faculties.



- (9) **'Chancellor'** means Chancellor of Malwanchal University, Indore.
- (10) **'Chief Finance and Accounts Officer'** means the Chief Finance and Accounts Officer of Malwanchal University, Indore.
- (11) **"Convocation"** means the convocation of the University.
- (12) **"Course(s)"** means prescribed area(s) or course(s) of study or program(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (13) **"Dean"** means, Head of an academic Institution;
- (14) **"Decided by the University / University may decide / Decision of the University"** means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (15) **'Department'** means, Department of Studies and includes a Centre of Studies of Malwanchal University, Indore in the main campus.
- (16) **"Employee"** means any person working on the payroll of the University.
- (17) **'Endowment Fund'** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the Adhiniyam 2007) of Malwanchal University, Indore.
- (18) **"Executive Committee"** means Executive Committee of the Sponsoring Body.
- (19) **"Faculty"** means Faculty of the University listed in Statute No. - 15
- (20) **'Fee'** means the collection made by Malwanchal University, Indore from the students by whatever means it may be called.
- (21) **'Governing Body'** means the Governing Body of the Malwanchal University, Indore.
- (22) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level.
- (23) **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes.
- (24) **'Main Campus'** means the main campus of Malwanchal University, Indore situated in school of studies as prescribed in Adhiniyam 2007 and where the main office of the University is located.
- (25) **'National Council of Assessment and Accreditation'** means an statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal.
- (26) **'Ordinances'** means Ordinance of Malwanchal University, Indore.
- (27) **'Other Backward Classes'** means the communities, castes and tribes notified by the State Government from time to time.
- (28) **'Pro-Vice Chancellor'** means, Pro-Vice Chancellor of Malwanchal University, Indore listed in Statue No. - 35.
- (29) **'Qualification'** means Degree or Diploma or any other qualification awarded by Malwanchal University, Indore.
- (30) **'Registrar'** means the Registrar of Malwanchal University, Indore as listed in Statute No. - 07.



- (31) **'Regulatory Commission'** – means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) **'Regulatory Council'** - As defined in Section 2(1)(V) of Act 2007 & as amended in 2013.
- (32) **"Regular Education"** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (32) **"Regulation"** means regulation of the University.
- (33) **"Rules"** means the "Madhya Pradesh NijiVishwavidyalaya (Sthapana AvamSanchalan) Rules, 2008".
- (34) **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (35) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India.
- (36) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) **'School of Studies'** means an institution maintained by Malwanchal University, Indore as a place of higher learning and research' in the campus.
- (38) **'Sponsoring Body'** in relation to Malwanchal University, Indore means H. K. Kalchuri Education Trust, Bhopal, a Registered Public Trust under Madhya Pradesh Public Trust Act, 1951.
- (39) **'State Government'** shall mean, the Government of the State of Madhya Pradesh.
- (40) **'Teacher'** means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at Malwanchal University, Indore.
- (41) **'The Adhiniyam'** means, the Madhyapradesh NijiVishwavidhyalaya (SthapanaAvamSanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time.
- (42) **'The University'** means a University established or incorporated by or under Sate Act.
- (43) The terms "he", "him" and "his" include the feminine gender also.
- (44) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) **'Vice Chancellor'** means the Vice Chancellor of Malwanchal University, Indore.
- (46) **'Visitor's'** prescribed in the Act 2007, means the Visitor of Malwanchal University, Indore, i.e. His Excellency, the Governor of the State of Madhya Pradesh.



- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam.

### **Statute 3**

#### **SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changed or amendment as deemed necessary for time to time.
- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

### **Statute 4**

#### **OBJECTS OF THE UNIVERSITY:**

The primary aim of Malwanchal University would be to impart world-class knowledge and training to students, working executives and professionals interested in making a career in Health(Medical)/Technical Sciences, Traditional, Vocational, Legal, Bridge Courses, Short term Professional Courses and their Allied Domains. Following are the main objectives of the University:

- a. To provide instruction, teaching and training in Higher Education and make provision for research, advancement and dissemination of knowledge. Creation of high level of intellectual ability and to establish state of the art facilities for education and training.
- b. To carry out teaching and research and offer continuing education programs.
- c. To create centers of excellence for research and development and for sharing; approved by the State Government Regulatory Commission.
- d. To maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council. To pursue any other objective based on the recommendations of the above bodies from time to time.



- e. To collaborate with other universities, Research Institutions, Government and Non-Government Organization towards fulfillment of the University objectives. To establish new institutions and courses as per the need of the community. To pursue any other objectives as may be approved by the Sponsoring Body (Mayank Welfare Society, Indore).

University would build an academic community committed to the creation, application and transmission of knowledge through open, disciplined, rational inquiry, and distinguished by the essential values of Academic freedom, Institutional autonomy, Exemplary Ethical and Moral Standards, Proactive engagement with all stakeholders, Equality, Diversity and Congeniality & Sustainability etc.

### **Statute 5**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

##### **Appointment:**

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall submit the resolution of Governing Body the name, along with Biodata of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Department will obtain verifications from concerned Collector and Superintendent of Police regarding good moral conduct of the person to be appointed as Chancellor. Once verification is received, the department will take administrative approval of the Minister and thereafter sent to coordination for approval from Chief Minister and finally to the Visitor for approval. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University by the Sponsoring Body.

##### **Terms & Conditions:**

The Chancellor shall hold office for a period of five years and shall be eligible, for reappointment with the approval of visitor following the procedures laid down above under clause 3(a) of this statute.



Provided that the chancellor shall not withstanding the expiring of his term, continues to hold his office until either he is reappointed or his successor enters upon his office.

In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.

The Chancellor shall be the head of the Malwanchal University.

The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Malwanchal University for conferring degrees, diplomas or the academic distinctions.

The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

In a special meeting called for the purpose, the Board of Trustees of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majorities, can recommend to the Visitor for the removal of the Chancellor.

The Chancellor may by writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause 3 (a) of this statute.

**Powers of the Chancellor:** The Chancellor shall have the following Powers namely:

- (a) To exercise general control over the affairs of University.
- (b) To appoint and remove the Vice-Chancellor and Pro-Vice-Chancellor;
- (c) To call for any information or record relating to any affairs of the University.
- (d) The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Malwanchal University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his perusal and necessary action as warranted.
- (e) The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University.



**Statute 6****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE CHANCELLOR****APPOINTMENT OF VICE-CHANCELLOR:**

- (a) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the 'selection committee' constituted for the purpose.
- (b) The selection committee, referred to in sub-section (a) shall consist of the following members, namely:
  - (i) Two eminent academicians nominated by the Sponsoring Body and
  - (ii) One eminent person nominated by the State Government.
- (c) The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- (d) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor.
- (e) Provided that if the chancellor does not approve the recommendations of the 'selection committee', he may call for fresh recommendation from it (the selection committee).
- (f) Notwithstanding anything contained in the foregoing sub-section, the chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.
- (g) The Vice-Chancellor shall, subject to the provision contained in sub-section (a), hold office for a term four years.

Provided that a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.

**TERMS AND CONDITIONS:**

- (a) The Vice-Chancellor shall be a whole time salaried officer of the University.



- (b) The Vice-Chancellor shall receive a fixed pay as per the norms of the U.G.C. per month plus other allowances as admissible from time to time
- (c) During his/her tenure of office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
- (d) The Vice-Chancellor shall be entitled to use a University vehicle for official purposes and private local use as per Rules.
- (e) The Vice-Chancellor shall have the tenure till the age as prescribed by UGC norms.
- (f) If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-(i) has made default in performing any duty imposed on him by or under this Act (ii) has acted in a manner prejudicial to the interest of the University, or (iii) is incapable of managing the affairs of the University. The Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- (g) No order under sub-section (e) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
- (h) As from the date specified in the order under sub-section (e), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (i) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

#### **POWERS OF VICE CHANCELLOR:**

- (a) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- (b) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhiniyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:



Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person, in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

- (c) If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by the Adhiniyam and Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- (d) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

#### FUNCTIONS:

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (b) Vice-Chancellor shall be ex-officio Chairman of the Board of Management and Academic Council.
- (c) The Vice Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. She/he shall have powers to convene the meeting of the Board of Management and the Academic Council.
- (d) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (e) The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.



- (f) The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinances

### **Statute 7**

#### **REGISTRAR: APPOINTMENT AND CONDITIONS OF SERVICE**

- (a) The appointment of the Registrar shall be made by the Governing Body on recommendation of the expert committee constituted for the purpose, as prescribed by the Statutes. However, the First Registrar may be appointed by the Sponsoring Body pending creation of Statutes.
- (b) The subsequent Registrar other than the first Registrar shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The expert committee shall consist of
- (i) Vice-Chancellor- Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Two expert members approved by Governing Body
  - (iv) One observer nominated by Chairman, Regulatory Commission.
- (c) The Registrar shall receive salary in the scale as per UGC norms or as sanctioned by the Governing Body.
- (d) No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid-down in the Regulations for the University.
- (e) The Registrar shall be entitled to such other benefits and privileges as may be prescribed in the service rules.
- (f) The Registrar shall retire on completing the age of sixty five years.
- (g) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the



Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided, that before such action, the Registrar shall be given an opportunity of being heard.

#### **POWERS & DUTIES OF REGISTRAR**

- (a) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (b) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to vote.
- (c) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- (d) He shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.
- (e) He shall be responsible for inventory management of furniture, fittings and Equipments and ensure annual stock taking and physical verification of the same.
- (f) He shall arrange for condemnation of unserviceable furniture and equipments as recommended by Committee appointed for that purpose
- (g) Shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any board or committees appointed under the Adhinyam of which he is to act as Secretary;
- (h) Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhinyam of which he is to act as Secretary;
- (i) Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.
- (j) Shall supply to the Vice Chancellor
  - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;
  - (ii) the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings;



- (iii) such other 'papers and information as the Vice-Chancellor may direct him to maintain and supply from time to time;
- (k) Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he acts as Secretary.
- 0 Shall discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same;

### Statute 8

#### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.  
The committee shall consists of :-
  - (i) Vice Chancellor - Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Two expert member approved by the Governing Body
  - (iv) One observer nominated by the Chairman, Regulatory Commission.
- (4) Selection of CAFO  
The University will follow the following procedure for the selection of the CAFO.
  - i. The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation.
  - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.



- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
  - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (9) The age of retirement of CFAO shall be sixty five years.
- (10) Duties of the CFAO shall include :
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.



**Statute 9****GOVERNING BODY**

- (a) The Governing Body of the Malwanchal University, Indore shall consist of the following members, namely:
- (i) the Chancellor;
  - (ii) the Vice-Chancellor;
  - (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist.
  - (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - (v) One representative of the State Government not below the rank of Deputy Secretary.
  - (vi) The Chancellor shall be the Ex-officio chairman of the Governing Body.
  - (vii) The Registrar will be the Member Secretary of Governing Body.

**TENURE:**

The term of a nominated member of the Governing Body shall be three years and no nominated members shall hold office for more than two consecutive terms.

**POWERS:**

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such powers as are provided by Act, The Adhinyam and the Statutes, Ordinances or Regulations made there under.
- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhinyam or the Statutes, Ordinances or Regulations made there under.
- (d) To approve the budget and annual report of the University.



- (e) To lay down the policies to be followed by the University.
- (f) To recommend to the Sponsoring Body the liquidation of the University provided a situation arises when the functioning of the University is not possible.
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

#### V FUNCTIONS:

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.



- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) May receive complaints and decide on the matter and their disposal.
- (h) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhiniyam.
- (j) Shall periodically review the Broad decisions and programs of the University and direct/suggest measures to improve and develop the University.
- (k) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations.
- (m) Shall frame rules/regulations for the conduct of its business.

#### 6. MEETINGS AND QUORUM:

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.



- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

#### 7. VACANCIES:

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

### Statute 10

#### BOARD OF MANAGEMENT CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a) The Vice Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;



- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

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- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

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- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;



- e) Two Senior most Teachers of University by rotation other than the clause( d)as above.
- f) Registrar: Ex-Officio Member Secretary.

## 2. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

## 3. POWERS AND FUNCTIONS:

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation; response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation



of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.

- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Organisations.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.



- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinapces or the Regulations.



#### 4. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.
- (f) The Board of Management in the manner hereinafter provided may make the Ordinances.  
In making the Ordinances, the Board of Management shall consult,
  - i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (g) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (h) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.



- (i) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (j) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (k) The Board of Management may make Rules consistent with The Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
  - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings.
  - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
  - (iii) All matters solely concerning such Authority or Board and not provided for by the Adhinyam, the Statutes, the Ordinances or the Regulations.
  - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

## 5. MEETINGS AND QUORUM:

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice Chancellor.
- c) Five members shall constitute the quorum.



**6. VACANCIES:**

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

**Statute 11****FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL****1. FORMATION OF ACADEMIC COUNCIL:**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies. The Academic Council shall consist of the following members:

- a) Chairperson – Vice-Chancellor
- b) Members – All Deans of Faculty and all Chairpersons of Board of Studies.
- c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institutions and to be nominated by the Vice-Chancellor for a term of Two years.
- d) Teacher can be re-nominated for second term continuously.
- e) Teacher cannot be re-nominated for continuous third term; however he/she will become eligible for nomination again after break of one term.
- f) Controller of Examinations.



- g) Member Secretary-Registrar.
- h) One representative nominated by Chairman, Regulatory Commission.
- i) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
- j) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
- k) Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.

Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council.  
Casual vacancies shall be filled for the remainder period of the term of Member.  
Removal/Disqualification:

- (i) The person who resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

#### 4. CONDUCT:

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.



## 5. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice- Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated
  - i. Due to vacancies in Academic Council.
  - ii. Due to non-receipt of meeting notice by any member or members.
  - iii. Due to defective nomination of any member.

## 6. POWERS, DUTIES AND FUNCTIONS:

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the TheAdhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honour of the University.



- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehaviour, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centres.
- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.



- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

## Statute 12

### FINANCE COMMITTEE:

#### (i) CONSTITUTION:

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice Chancellor – Chairperson
- b. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- c. One member to be nominated by Governing Body
- d. One Member to be nominated by board of Management from amongst its members.
- e. One Member to be nominated by the Academic Council from among its Members;
- f. The Registrar;
- g. Chief Finance & Accounts Officer, as Member Secretary;
- h. As per the provision of Act 2007 and as amended time to time.

#### (ii) TENURE:

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner as the original constitution. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

#### (iii) POWERS AND FUNCTIONS:



The Finance Committee shall perform the following functions namely:

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.
- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation there on along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

**Provided,** that such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

**Provided further that,** if the incurring of expenditure by the Vice Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.



- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
  - (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice Chancellor shall have the casting vote.
  - (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
  - (o) It is empowered to appoint any specific audit including stock audit.
- (iv) **MEETINGS & QUORUM:**
- (a) The Finance committee shall meet at least once in three months.
  - (b) Four members of the Finance Committee shall form the quorum.

### Statute 13

#### STANDING COMMITTEE OF UNIVERSITY

#### IT'S FUNCTION & RESPONSIBILITIES

The Standing Committee of the University shall consist of following-

- |  |                  |
|--|------------------|
| i. Vice-Chancellor:  | Chairperson      |
| ii. Registrar  | Member secretary |
| iii. Chief Finance Account Officer   | Member           |
| iv. Deans of all Faculties of the University   | Member           |
| v. Three senior Heads of Departments of the University by rotation (which will be for three years) | Member           |
| vi. One Nominee of the Chancellor.   | Member           |

The Vice-Chancellor may invite additional members to the standing committee as and when required. The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.



**POWERS AND DUTIES**

- (A) Powers of the Standing Committee on Academic Affairs — Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:-
- (a) To advise the Governing Body on all academic matters;
  - (b) To propose regulations regarding special courses of study or division of Subjects in University or Departments of University;
  - (c) To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
  - (d) To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
  - (e) To advise the Governing Body on the promotion of research in University,
  - (f) To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.
- (B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;
- Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.
- (C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to



the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and the Governing Body may either pass with or without amendment or reject the draft.

- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it there under.

All such Statutes shall have effect from such date as the Standing Committee on Academic Affairs may direct, but every Statute so made shall be submitted as soon as may be to the Senate for its consideration at its next succeeding meeting.

#### 4. MEETINGS AND PROCEEDINGS

— There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.

— The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

**Special Meeting of the Standing Committee on Academic Affairs** — The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

**Chairman of the meeting** — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

**Quorum** — One-third of the members of the Standing Committee on Academic Affairs, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.



**Statute 14****BOARD OF EXAMINATION**

- (1) The Board of Examination of each Subject shall consist of the following members :
- (i) Head of the Department - Chairman.
  - (ii) Two senior most teachers of the Department (other than the head of the department).
- (2) Board of Examination committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderator and Examiner of different subjects. Vice Chancellor will have the right to add or delete names in the proposed list.

**Statute 15****FACULTIES**

- (1) The University shall include the following faculties :

S. No.	Faculty
1.	Faculty of Medicine
2.	Faculty of Dental Science-
3.	Faculty of Ayush -
4.	Faculty . of Pharmacy -
5.	Faculty of Nursing -
6.	Faculty of Science
7.	Faculty of Education & Physical Education
8.	Faculty of Commerce
9.	Faculty of Management
10.	Faculty of Engineering & Technology
11.	Faculty of Architecture
12.	Faculty of Law
13.	Faculty of Computer Science & Application
14.	Faculty of Mass Media
15.	Faculty of Fine Arts
16.	Faculty of Arts Humanities & Social Sciences
17.	Faculty of Life Sciences
18.	Faculty of Languages



19.	Faculty of Agriculture
20.	Faculty of Performing Arts & Design
21.	Faculty of Vocational courses
22.	Faculty of Paramedical Science
23.	Faculty of Home Science

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

### Statute 16

#### DEANS OF FACULTIES

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that:-

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

### Statute 17

#### CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.



- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

### Statute 18

#### POWER OF THE FACULTIES

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

### Statute 19

#### BOARD OF STUDIES

There shall be Boards of Studies pertaining to the following subjects / group of subjects:

- (a) In Pre and Para Clinical subjects comprising of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, Forensic Medicine, and Community Medicine.
- (b) In Clinical subjects comprising of Medicine, Surgery, Otorhyno-laryngology, Radiology, Anesthesiology, Pediatrics, Ophthalmology, Psychiatry, Dermatology, Ophthalmology, Orthopedics, Obstetrics and Gynecology.
- (c) In Dentistry
- (d) In Pharmacy
- (e) In Nursing
- (f) In Para medical & Vocational Courses
- (g) In Management and Hotel Management
- (h) In Engineering, Technology, Architecture & Computer Science
- (i) In Mass Media, Fine Arts, Performing Art & Design
- (j) In Arts, Social Sciences, Humanities & Languages
- (k) In Sciences, Life Sciences & Home Science
- (l) In Commerce.
- (m) In Education & Physical Education



- (n) In Ayush
- (o) In Agriculture

The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Boards as above and may delete subjects, if required.

#### CONSTITUTION OF BOARD OF STUDIES:

- a) The Board of Studies shall be constituted by the Chancellor on the recommendations of Vice-Chancellor.
- b) The Members of the Board of Studies shall not exceed twenty exclusive of at least two external members in each Board. External means teachers working in other University.
- c) The chairman & Members of the Board of Studies will be nominated by the Chancellor among the teachers in the University.
- d) The term of Chairman and Members is three years. Members can be re-nominated for a maximum of three consequent terms. The Chairman shall be nominated from among the senior teachers in BOS, on rotation
- (e) When the Chairman of the Board resigns or remains absent for any reason, one of the members of the Board will act as Chairman with the Vice-Chancellor's approval.
- (f) The Chairman of Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as member of the said Board for the purpose of considering any particular subject with prior approval of the Vice-Chancellor. The Members co-opted shall not exceed two at any time. Co-opted Members shall offer their expert opinions when ever sought and shall not form a part of the Board proceedings.

#### COMPOSITION OF EACH BOARD:

- (a) One member from among the professors in each subject to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (b) Four teachers from among all the teachers in the specialty, other than professors 'and possessing PG qualification in any specialty, in the group of subjects to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (c) Two senior members of teaching faculty from Institutions other than Malwanchal University shall be nominated as external members for a term of three years.
- (d) Members shall be responsible for ensuring that minimum recommendations about curriculum laid down by Regulatory Bodies, MCI, DCI, AICTE, Pharmacy Council, INC, Bar Council, etc are followed.



**REMOVAL / DISQUALIFICATION OF MEMBER:**

- (a) The member ceases to be so:
  - (i) On resignation/ removal from University
  - (ii) When convicted for any offence including moral turpitude.
- (b) A member can be removed:
  - (i) Who is sick, insane and incapable of discharging the duties in the board.
  - (ii) Who is found guilty of misconduct, indiscipline and malpractice.

**POWER AND FUNCTIONS OF BOARD OF STUDIES:**

- (a) The Boards of Studies shall prepare and recommend the detailed courses of study and curriculum or the different levels of studies in the respective subjects.
- (b) Board of Studies may recommend to the Academic Council any matter connected with the academics/examinations in its subjects and address them on any matters relating to improvement in the courses of studies.
- (c) The Board of Studies shall be responsible:
  - (i) To prepare syllabus for several courses of study under their preview.
  - (ii) To prepare scheme of examinations.
  - (iii) To prepare panels of names of persons suitable for appointment as paper-setters /examiners /valuers.
  - (iv) To advise the University authorities on such matters as may be referred to them by any authority of University.
  - (v) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programs referred to it.
  - (vi) To plan and organize inter-departmental and inter-faculty programs in consultation with the Board of Studies of other faculties.
  - (vii) To Prepare submit the Annual Report of the functioning of Department to the Vice-Chancellor.
  - (viii) To go through and consider any other academic matter which may be referred to it for opinion.

**QUORUM:**

One third of the members of the Board of Studies shall form a quorum for its meetings. This should include one external member of the Board of Studies. The meeting of the Board of Studies will be arranged at least once in a year.



**JOINT MEETINGS:**

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meetings of two or more Boards of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting(s).

**OPINION BY CIRCULATION:**

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

**VALIDITY OF BOARD OF STUDIES MEETINGS:**

Proceedings of the Board of Studies meetings shall not be invalidated merely due to

- (a) Due to vacancies in Board of Studies.
- (b) Due to non receipt of meeting notice by any member or members.
- (c) due to defective nomination of any member

**Statute 20****STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.



**Statute 21****APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor - Chairman
  - (ii) One observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
  - (iii) Three subject expert nominated by the Vice Chancellor from a panel of Five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts. Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.
- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.



- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.
- (10) Teachers already working (appointed by the sponsoring Body / Institute)
- (i) Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute.
  - (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i)above, shall observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body.

The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

## STATUTE 22

### CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.



## Statute 23

### OTHER OFFICERS OF THE UNIVERSITY

- (1) The following shall be the other Officers of the University:
  - (i) **Controller of the Examination:**
    - (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
    - (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
    - (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.
  - (ii) **Librarian:**  
The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.
  - (iii) **Dean Student Welfare (DSW):**  
The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.
- (2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

## Statute 24

### CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice Chancellor.



- (ii) On receipt of the proposal the Vice Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
- (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

### Statute 25

#### PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

- 1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;
  - I. Prospectus/ Registration form
  - II. Admission fees (Where applicable)
  - III. Tuition fees for the course
  - IV. Examination fees
  - V. Library fees
  - VI. Development/amalgamated fund
  - VII. Laboratory fees
  - VIII. Caution money

The University can introduce other heads of fees from time to time.



- 2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like NICTE/ NCTE/ MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6) The tuition fees for the various courses will be defined in their respective ordinances with the approval of M.P.P.U.R.C.

### **Statute 26**

#### **ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4)
  - (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
  - (ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.



- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

### Statute 27

#### CONVOCATION

The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees, diplomas, certificates and medals and doctoral degree, in different disciplines as may be specified in this behalf by the Governing Body, shall be awarded at convocation of the University.

Provided that degrees may be conferred, and medals, diplomas and certificates may be awarded in absentia.

- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

### Statute 28

#### ADMISSION OF STUDENTS

##### 1. ADMISSIONS:-

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined—
  - (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities



- (ii) On the basis of marks or grade obtained in entrance test conducted
  - (a) By constituent institutions/University or
  - (b) By any competent/designated agency or
  - (c) By different State/National/Professional bodies.
  - (d) By an association of colleges/university conducting similar courses or
  - (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE or AICTE and/or
- (iii) On the basis of group discussion/counseling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State/National/Professional bodies, recognized by Govt. of India / UGC/ State Govt., however admissions to UG/PG, Medical/Dental courses will be done as per directions of Hon'ble Supreme Court, MCI/DCI, Medical Education Dept. Govt. of M.P.

## 2. **ADMISSION COMMITTEE**

The admission in the constituent institutions/school of studies/depts. will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable Statutory Bodies and Authorities and as amended from time to time.

## 3. **RESERVATION OF SEATS:-**

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 MPPURC and as amended from time to time.

## **Statute 29**

### **Annual Report**

#### **1. ANNUAL REPORT**

- (a) The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.



- (b) The annual report of the University shall cover the period from the 1st of July to the 30th of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
  - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also investing in building a highly technical and capable resource pool of skilled and professional talent.
2. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
  3. The Board of management shall, there after send a copy of the annual report to the member secretary and shall ensure that the same is placed before the meeting of Governing Body for approval. The annual report after the approval by governing Body will be submitted to the sponsoring body. A copy of Annual report will also be presented to visitor and regulatory commission. As per the provisions of Act, 2007 (MPPURC).

### Statute 30

#### RESIGNATION

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

### Statute 31

#### ACTION AGAINST TEACHERS

If there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the basis fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action



Including suspension depending on the gravity of misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.

- (2) Any person aggrieved by the action mention in clause (1) may prefer an appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to the Governing Body with his comments to review the case .

### Statute 32

#### ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.  
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

### Statute 33

#### APPOINTMENT OF EXAMINERS

1. In this Statute:

(i) "Internal Examiner" means:

- (a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
- (b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) "External examiner" means an examiner other than an internal examiner.



- (iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.
2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -
- (a) The academic qualifications and teaching experience at degree and post graduate levels.
  - (b) The field of specialization.
  - (c) The examination of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein,
5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
- (i) A panel of three names for the appointment of the paper setter of each written paper.
  - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
  - (iii) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.



7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as follows:  
The Qualification & Experience of the paper setter & CO-Examiners shall be as per the norms laid down by the related regulatory bodies viz, UGC, MCI, DCI, BCI, NCI, PCI etc.
9. (1) in case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.  
(2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.  
(3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.  
(4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.  
(5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
10. (i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.  
(ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
11. (i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examiner ship) In case the Examination committee considers it



- necessary to recommend more than one examinership (one for the first degree examination and one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice chancellor.
- (ii) Ordinarily not more than one paper setter shall be appointed from any one University Teaching Department, School of Studies of College in the same subject at any one examination.
  - (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
  - (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
  - (v) In case of written examination, an examiner shall not ordinarily value more than 250 scrip and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
  - (vi) While recommending names for examinairship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
  - (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) Mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
  - (ii) He or she is found by the governing body to have delayed the work without good cause or
  - (iii) There is an adverse report from the head Examiner; or
  - (iv) In the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and



- (v) If there is serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) in paper for which there is only one examiner, he shall set the paper and Value the answer books received by him.
- (2) In a paper for which more then one examiner has been appointed, the head examiner shall:-
- (i) Set the paper ;
  - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
  - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
  - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
  - (v) Assign duties to the Deputy Head Examiners, if there be any.
  - (vi) Value such number of answer books as may be allotted to him.
  - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
  - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.
- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4). (i) The Head Examiner shall, as soon as he receives answer books



- may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
  - (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
  - (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
  - (v) In case the co-examiner does not received the memorandum of instructions from the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examination's. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examination's.
- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.
- (6) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.



- (7) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (8) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (9) (1) In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M. Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
- (3) In the case of M.sc (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be internal examine and two shall be external examiner. The board shall be so constituted as to represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.
- Note: In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiner.
- (10) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) Who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
- (11) Notwithstanding anything contained in the foregoing paragraph:-
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four



- examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
- (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D./M.S. examinations for written papers, and the practical oral and clinical tests.
- (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or master's Degree of a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)
- (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.
- (12). Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis, shall be submitted by external examiner of each board under his signature only.
- (13). In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who :
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
- (b) Are scholars of repute in the subject
- (14). (i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.

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**Statute 34****THE PROCTORIAL BOARD****(Refer Section 25 of the Act 2007)**

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
  - (i) A Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convenor)
  - (iii) Additional Chief Proctor – 3 Gentleman and 2 Lady Professors
  - (iv) Dean Students Affairs.
  - (v) All Proctor (s)
  - (vi) All Wardens of the Hostels
  - (viii) One of the two students nominated by the Vice Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teachers of the University, the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice Chancellor for the period not exceeding three years.  
Provided than Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
6. The Power and duties of Chief Proctor :
  - (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office .
  - (ii) He/she will issue Identity Card to each student under his/her seal and signature.



- (iii) He / She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the university.
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

### Statute 35

#### PRO-VICE CHANCELLOR

(Refer Section 20(2) of the Act 2007)

1. The Chancellor shall have the power to appoint Pro-Vice Chancellor for a period of not exceeding four years.
2. The Pro-Vice Chancellor shall receive salary in the pay scale prescribed by the Board of Management of any other salary package as approved by Board of Management on the basis of mutual agreement.
3. The qualification, salary and mode of appointment shall be prescribed by the Governing Body of the university.
4. The first Pro-Vice Chancellor of the University may be appointed by the Chancellor for a period of two years.
5. For the appointment of the Pro-Vice Chancellor on the recommendation of the selection committee constituted for the purpose, The Committee shall consist of:
  - (i) Two eminent academicians nominated by the sponsoring body
  - (ii) One of the members shall be appointed as the Chairman of the selection committee by the Chancellor.
6. The committee shall submit a panel of at least three persons for the appointment as Pro Vice Chancellor.  
 Provided, that if the Chancellor does not approve the recommendation of the selection committee, he/she may call fresh recommendation of the committee.
7. The Chancellor shall appoint one of the persons as the pro- Vice Chancellor for a tenure of four years.
8. The Pro-Vice Chancellor shall be whole time salaried officer of the University.
9. Subject to the control of Chancellor and vice Chancellor, the Pro - Vice Chancellor shall carry out all the duties and exercises all powers of the Vice-Chancellor over the campus/school for which he/she has been for which he/she has been appointed.



10. Subject to the approval of the chancellor there can be more than one Pro-Vice Chancellor.

### **Statute 36**

#### **DEAN STUDENT WELFARE**

1. The Dean Student Affairs officer of the university may be appointed for a period of three years by the Board of Management on the recommendation of Vice-Chancellor. The first Dean Student affairs officer of the university may be appointed by the chancellor for a period of two years.
2. The Dean Student Affairs shall be a full time salaried officer.
3. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
4. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
5. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
6. The Dean Student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
7. Subject to the control of Vice Chancellor and Board of management, the Dean Student Affairs shall:
  - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - (ii) Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management
  - (iii) Assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
  - (iv) Communicate with the guardians of the students concerning the welfare of the students.
  - (v) Perform such other duties as may be assigned to him for time to time by the Vice Chancellor and the Board of management.



**Statute 37****STUDENTS GRIEVANCES REDRESSAL COMMITTEE**

A Student Grievances Redressal Committee will be constituted for disciplinary action against the students who will look after:

1. General Complaints: Any type of complaints launched by the students.
2. Complaints of SC, ST & OBC – Complaint submitted by the students of the reserved category for any type of grievance.
3. Complaint regarding Ragging: There will be provision of anti ragging cell which will take the feedback time to time & if necessary matter will be kept before the committee for disciplinary action against the students involved in the ragging.

**Committee Consist of:**

Head of Institution of concerned Dept./Institution

Chairperson

Three Senior Prof. of the University out of which one should be female.

Member

One faculty member should be of reserve category.

Member

Four Students of the concerned department out of which one should be female & one of reserve category.

Member

Whenever necessary meeting of the committee will be held & the report will be submitted to the Vice-Chancellor for Disciplinary action against the concerned student/students.



## Statute 38

### The Court

- (i) The Court shall consist of following members:
  - a. Chancellor
  - b. Pro- Chancellor
  - c. Vice – Chancellor
  - d. Pro-Vice-Chancellor(s), if any
  - e. the members of Executive Council other than the Chancellor, Pro-Chancellor, Vice-Chancellor ad Pro-Vice-Chancellor(s).
  - f. Registrar – ex-office Secretary.
  - g. All Deans of Faculties.
  - h. Dean, Academic Affairs, Dean, Research and Dean of Students Welfare Statutes of Malwanchal University, Indore (M.P.).
  - i. One Professor, one Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor, with the approval of the Chancellor.
  - j. Finance Officer
  - k. Two Students to be nominated by the Vice Chancellor
  - l. Not more than ten, but not less than seven out-side members representing learned professions to be nominated by the Chancellor.
  - m. The Chancellor may co-opt, if considered necessary, any other person as a member of the Court.
- (ii) The term of office of the nominated members under sub-clause (e) and (i) shall be a period of two years and one year for the members nominated under sub-clause (k)
- (iii) While nominating the members of the Court diversity, including gender diversity, shall be ensured.
- (iv) The following shall be the power and functions of the Court:
  - a. To review the broad policies and programs of the University from time to time and suggest measures for the working improvement and development of the University:
  - b. To consider and pass resolutions on the Annual Report and Annual Accounts of the University and audit report of such accounts:
  - c. To nominate members to various councils of Government, semi government or private bodies, where such a member is required to be sent and represent the University



for specific period as may be prescribed; Statutes of Malwanchal University, Indore(MP)

- d. To advise the chancellor in respect of any matter which may be referred for advice; and
- e. To perform such other functions as may be assigned to it by Statutes or by the Chancellor provided such function are consistent with the provisions of the act.
- (v) The annual meeting of court shall be held on a date fixed by the Chancellor. If necessary, special meeting of the court may be convened by the Executive Council or the Chancellor.
- (vi) Fifteen members of the Court shall form the quorum.