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STATUTES

OF

THE UNIVERSITY



SHARDA UNIVERSITY

Plot No. 32, 34, Knowledge Park-III
Greater Noida -201306 (U.P.) India

THE FIRST STATUTES OF THE SHARDA UNIVERSITY

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**THE FIRST STATUTES OF THE
SHARDA UNIVERSITY
GREATER NOIDA**

CHAPTER – 1 PRELIMINARY

- 1.01 (a) These Statutes may be called the First Statutes of the Sharda University Uttar Pradesh, Greater Noida, 2009.
- (b) These shall come into force with immediate effect.
- 1.02 In these Statutes, unless the context otherwise requires:-
- (a) 'Act' means the Sharda University Uttar Pradesh Act 2009.
- (b) 'Trust' means Sharda Educational Trust, Agra.
- (c) 'Board of Trustees' means Board of Trustees of Sharda Educational Trust, Agra.
- (d) 'Clause' means a clause of these Statutes in which that expression occurs.
- (e) 'Prescribed' means as may be laid down in Ordinances.
- (f) 'Section' means a section of the Act.
- (g) 'State Government' means the Government of Uttar Pradesh.
- (h) 'University' means the Sharda University, Greater Noida and
- (i) Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.
- 1.03 In these Statutes, all references to the age of an employee, including a teacher, shall be construed to be the age according to the date of birth of the person concerned as mentioned in his High School Certificate or that of any other examination recognized as equivalent thereto or as mentioned in the birth certificate issued by the competent Govt. authority.
- 1.4 The powers conferred on the University under the Act shall be executed by the Officers and the Authorities of the University, as may be laid down in the Statutes and Ordinances.

CHAPTER – 2 OFFICERS OF THE UNIVERSITY

Officers of the University will be:

2.01 **The Chancellor:**

- i. The Trust shall appoint the Chancellor of the University for a tenure of three years which may be renewed for additional tenures. Chancellor shall hold his office at the pleasure of the Trust.
- ii. The Chancellor shall, by virtue of his office, be the Head of the University and the Court and shall preside over convocations of the University.
- iii. The Chancellor shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the Chancellor, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against anyone as he deems fit and the Vice-Chancellor shall comply with such directives.
- iv. The Chancellor shall have the right to conduct an inspection of a college, hostel, office, or any other establishment/ part of the University and of the examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University. The decision of conducting an inspection can be taken by the Chancellor *suo-moto* or on a representation.
- v. The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the Chancellor and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall take action on the advice given by the Chancellor within a reasonable time.
- vi. The Authority concerned shall communicate, through the Vice-Chancellor, to the Chancellor the action taken on the advice of the Chancellor.

- vii. Where the Authority concerned does not take action to the satisfaction of the Chancellor within the time limit, if any, fixed by the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- viii. Without prejudice to the foregoing provisions of the section, the Chancellor may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.
Provided that, before making any such order, he shall call upon the Officer/ Authority concerned of the University to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the Chancellor the same shall be considered.
- ix. Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose by the Executive Council shall be subject to confirmation by the Chancellor
- x. If in the opinion of the Chancellor, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may suspend the Vice-Chancellor during the pendency or in contemplation of any inquiry against him. In such a situation the Pro-Vice-Chancellor or any other Professor will be assigned officiating charge to work as Vice-Chancellor by the Chancellor. The Chancellor shall appoint a high power enquiry committee and based on its recommendations, if so decided, by order under his signatures, remove the Vice-Chancellor. The Chancellor shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- xi. The Chancellor shall also have such other power as may be specified elsewhere in the Act or Statutes.

2.02 **The Pro-Chancellor**

- (a) The Pro-Chancellor shall be appointed by the Chancellor in consultation with the Board of Trustees of the Trust for a period of three years. The Pro - chancellor shall hold office at the pleasure of the Chancellor.
- (b) The Pro-Chancellor shall assist the Chancellor in discharging his duties as and when required by the Chancellor. He shall preside over the meetings of the Court and the Convocation of the University in the absence of the Chancellor.
- (c) He shall exercise such powers and perform such duties as may be assigned or delegated to him by the Chancellor.

2.03 **The Vice-Chancellor**

- (i) The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the Chancellor from amongst the persons whose names are submitted to him by the Search committee constituted in accordance with the provisions of sub-clause (ii).
Provided that the first Vice-Chancellor shall be appointed by the Board of Trustees.
- (ii) The Search committee for the selection of the Vice-Chancellor shall comprise:
 - a. A retired judge of the Supreme Court or of a High Court, nominated by the Trust - (Chairman).
 - b. One nominee of the Chairman of the Trust - (Convener).
 - c. Vice-Chancellor of any other University/deemed University or Director of an Institute of National importance or any other Distinguished academician, nominated by the Chancellor- (Member)
- (iii) The committee shall at least sixty days before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation under sub-clause (viii), and also whenever so required and before such date as may be specified by the Chancellor, submit to the Chancellor, names of three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the Chancellor a concise statement

showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference.

- (iv) The Board of Trustees or the Chancellor shall not appoint any person as the Vice-Chancellor unless he satisfies the following eligibility criteria:-
 - i. He should not be more than 70 years of age,
 - ii. He should be physically and mentally fit to shoulder the responsibility.
 - iii. He should have had a distinguished record of service or achievements in the field of education/ administration/ judiciary/ medicine/ management/ social service/ industry etc.
- (v) Where the Chancellor does not consider any one of the persons recommended by the committee to be suitable for appointment as a Vice-Chancellor, he may require the Committee to submit a list of fresh names in accordance with sub-clause (iii).
- (vi) If the Committee in the case referred to in sub-clause (iii) or sub-clause (v) fails or is unable to suggest any names within the time specified by the Chancellor, or if the Chancellor does not consider any one or more of the fresh names recommended by the Committee to be suitable for appointment as Vice-Chancellor, another Committee consisting of three persons of eminence shall be constituted by the Chancellor, and this committee shall submit the names in accordance with sub clause (iii)
- (vii) No act or proceeding of the Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members or by reason of some person having taken part in the proceeding who is subsequently found not to have been entitled to do so.
- (viii) The Vice-Chancellor shall hold office for a term of three years from date on which he enters upon his office ;
Provided that the Vice-Chancellor may, by writing under his hand addressed to the Chancellor, resign his office, and shall cease to hold his office on the acceptance by the Chancellor of such resignation.
- (ix) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be determined by the Trust.
- (x) In any of the following circumstances, the existence of which the Chancellor shall be the sole judge, the Chancellor may appoint the Pro-Vice-Chancellor

or any Professor of the University amongst first five in seniority, to the office of the Vice-Chancellor for a term, not exceeding six months, as he may specify:

- i. Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, not being resignation or expiry of term, of which a report shall forthwith be made by the Registrar to the Chancellor, OR
- ii. Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in accordance with the provisions of the sub-clause (i) to (v), OR
- iii. In any other emergency

Provided that the Chancellor may, from time to time, extend the term of appointment of any person to the office of Vice-Chancellor under this sub-clause, so that the total term of such appointment including the term fixed in the original order, does not exceed one year.

- (xi) The office of the Vice-Chancellor shall not remain vacant for a single day. If there is vacancy due to any reason and till the time any adhoc or permanent appointment is made under any clause, the Pro-Vice-Chancellor will automatically officiate. If the post of Pro-Vice-Chancellor is also vacant the senior most Professor will officiate, on being informed by the Registrar.

Provided that such an officiating Vice-Chancellor shall carryout only the routine business and will not take any financial or policy decision.

- (xii) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions and recommendations of the various Bodies and the Authorities of the University and shall be responsible for the maintenance of discipline in the University.

- (xiii) He shall be responsible for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates.

- (xiv) ^{\$}The Vice-Chancellor shall be the ex-officio Chairman of the Academic Council and the Finance Committee’.
- (xv) He shall have the power to convene or cause to be convened, meetings of the Academic Council, Planning Board and the Finance Committee.
Provided that he may delegate this power to any Officer of the University.
- (xvi) In the absence of the Chancellor and the Pro-Chancellor, the Vice-Chancellor shall preside at the meetings of the Court and the convocations of the University.
- (xvii) Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any Authority is beyond the power conferred on it by the provisions of the Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask that Authority concerned to review its decision within sixty days of such a decision, and if the Authority refuses to review its decisions, either in whole or in part, as directed by the Vice-Chancellor or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final,
Provided that, the decision of the Authority concerned shall remain suspended during the period of review of such decision, if so directed by the Vice-Chancellor.
- (xviii) The Vice-Chancellor shall have the right to speak in and otherwise to take part in the meetings of any other Authority or Body of the University, but shall not by virtue of this sub-clause, be entitled to vote.
- (xix) It shall be the duty of the Vice-Chancellor to ensure faithful observance of the provisions of the Act, the Statutes and the Ordinances and shall, without prejudice to the powers of the Chancellor, exercise all such powers as may be necessary in this behalf.

Where any matter is of urgent nature requiring immediate action and the same could not be immediately dealt with by any Officer or the Authority or other Body of the University empowered by or under Statutes to deal with it, the Vice-Chancellor may take such action as he may deem fit and shall

^{\$}Amended; EC/12.9/30.7.2016

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

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

- (xx) In exceptional circumstances, the Vice-Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances.

Provided that an aggrieved Officer, Authority, other Body or person may apply to the Chancellor for a review, within sixty days from the date such a decision is communicated to the aggrieved Officer, Authority, other Body or person.

- (xxi) Nothing in sub-clause (xx) and (xxi) shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- (xxii) Where the exercise of the power by the Vice-Chancellor under sub-clause (xxi) involves the appointment of an officer, such appointment shall terminate on appointment being made in the prescribed manner or on the expiry of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier.
- (xxiii) The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and the Ordinances.

2.04 **The Pro-Vice-Chancellor**

- (i) The Pro-Vice-Chancellor shall be appointed by the Vice-Chancellor from amongst the Professors of the University with the approval of the Executive Council and shall discharge his duties in addition to his duties as a Professor.
- (ii) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the University Bodies as assigned, in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor.

2.05 **Principal/ Director/ Head of the Institution**

- (i) The Principal shall be the head of the Institution/school concerned and shall be appointed by the Chancellor, on the recommendation of selection committee constituted for this purpose.
- (ii) The constitution of the selection committee shall be:
 - (a) The Vice-Chancellor - (Chairman)
 - (b) One nominee of the Trust - (Member)
 - (c) One member of the Executive Council nominated by the Chancellor - (Member)
 - (d) Registrar - (non member Secretary)
- (iii) If the post of the Principal falls vacant due to any unforeseen reason, the Vice-Chancellor shall appoint a suitable senior teacher, to officiate as Principal until a final selection is made.
- (iv) The qualifications and experience for the post of Principal shall be as adopted by the University or prescribed by UGC/ AICTE/ MCI/ DCI/ BCI or any other statutory body, as the case may be. If no such eligibility qualifications are prescribed by the relevant Council, the eligibility criterion will be decided by the Executive Council on the recommendation of the Academic Council.
- (v) In exceptional circumstances, the Executive Council may relax the prescribed qualifications for the post of Principal.

- (vi) The Principal/Director shall be the Chief Executive and Academic Officer of the Institute and shall exercise supervision and control over the affairs of the Institute and will take decisions on the recommendation of the various Heads of the Departments of the Institute. He will be accountable to the Vice-Chancellor.

2.06 Registrar

- #(i) The Registrar shall be appointed by Chancellor on recommendation of a duly constituted Selection Committee consisting of the following:

1. Vice-Chancellor - (Chairman)
2. Pro-Vice-Chancellor – (Member)
3. Two members of the Executive Council nominated by the Chancellor – (Member)
4. A senior Academician/Administrator from outside the University nominated by the Chancellor- (Member)

- ## (ii) The term of the office of registrar shall be for a period of 3 years, renewable for additional term(s) with the approval of the Chancellor. The age of superannuation shall be 65 years provided that in exceptional circumstances the Chancellor may extend the term of Registrar by upto three years in the first instance. The term may be extended further on year to year basis, till the age of 70 years, with the approval of the Chancellor.

- (iii) The Chancellor can suspend the Registrar, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The Chancellor can remove the Registrar without assigning any reason after giving him notice of three months or salary in lieu of the notice period.

##Amended; EC/10.2/19.9.2015

- (iv) The Registrar may resign his office after giving three months notice in advance to the Chancellor through the Vice-Chancellor and shall cease to hold his office on the acceptance by the Chancellor of such resignation or on expiry of the notice period, whichever is earlier.

- (v) The Registrar shall have the power to authenticate records on behalf of the University.
- (vi) The Registrar shall be responsible for due custody of the records and the common seal of the University. He shall be ex-officio non member Secretary of the Court, the Executive Council and the Academic Council and ex-officio Member Secretary of the Admission Committee, the Examinations Committee. He shall be bound to place before these authorities all such information as may be necessary for the transaction of their business. He shall also be the Member Secretary of Selection Committee for the appointment of the staff of the University. He shall perform such other duties as may be prescribed by the Statutes and Ordinances or required from time to time, by the Executive Council or the Vice-Chancellor. He shall not, by virtue of this sub-clause, be entitled to vote.
- (vii) The Registrar shall have disciplinary control over all staff and employees of the University.
- (viii) The power to take any disciplinary action under the above sub-clause except to order dismissal, removal, reduction in rank, reversion, termination or compulsory retirement of an employee referred to in the said sub-clause, shall lie with the Registrar. It shall include the power to suspend such employee during the progress or in contemplation of an inquiry. However, order of dismissal, removal, reduction in rank, reversion, termination or compulsory retirement may be made by the Registrar with the prior approval of the Vice-Chancellor.
- (ix) Subject to the provision of the Act, it shall be the duty of the Registrar:
- (x) To be the custodian of all properties of the University unless otherwise provided for by the Executive Council.
- (xi) To issue all notices convening meetings of various Authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings.
- (xii) To conduct the official correspondence of the Court, the Executive Council and the Academic Council.

- (xiii) To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Vice-Chancellor or various Authorities or Bodies of the University of which he acts as non member Secretary.
- (xiv) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify the pleadings.
- (xv) To exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university.
- (xvi) The Registrar in his work would be assisted by a number of other officers including Deputy and Assistant Registrars as prescribed and appointed by the Vice-Chancellor. Their work and conduct shall be supervised by the Registrar.

2.07 Deans of the Faculties:

- #(i) The Dean of the Faculty shall be appointed by the Vice Chancellor on the recommendation of a duly constituted Selection Committee consisting of the following:
 - a. The Vice Chancellor – Chairman
 - b. A nominee of the Trust – Member
 - c. One Expert nominated by the Chancellor – Member
 - d. One Dean of School from the University nominated by the Chancellor
 - e. Registrar – Secretary
- + (ii) He/She will hold the office of Dean for a period of three years.
- (iii) No person shall continue to be Dean after he/she has ceased to hold the post by virtue of which he/she came to hold the office of Dean.

Amended/Added vide EC/5.3/3.3.2012

+ Amended/Added vide EC/6.6/12.10.2012

- (iv) The Dean of a Faculty shall preside at all meetings of the Board of Faculty and shall ensure that various decisions of the Board of Faculty are implemented.
- (v) He/She shall have the right to present and to speak at any meeting of the Board of Studies/Academic Committees pertaining to his/her Faculty but shall have no right to vote there unless he/she is a member thereof.

- (vi) If a casual vacancy occurs in the office of the Dean of a Faculty the senior-most Professor and where no Professor is available in the Faculty, the senior-most teacher in the Faculty shall perform the duties of the Dean until a regular appointment of the Dean is made by the Vice-Chancellor.
- (vii) The Dean of a Faculty shall have the following duties and powers:
 - (a) He shall preside at all the meetings of the Board of Faculty and shall see that the various decisions of the Board are implemented.
 - (b) He shall be responsible for bringing the academic, financial and other needs of the Faculty to the notice of the Vice-Chancellor.
 - (c) He shall take necessary measures for proper custody and maintenance of libraries, laboratories and all other assets of the departments comprising of the Faculty.

Note: Where the number of students in a School is substantially high, one or more Professors of the School may be designated as Associate Dean(s) in addition to their duties as Professor of the University to strengthen the academic administration of the School.

2.08 The Dean of Students Welfare:

- (i) Dean of Students Welfare shall be appointed by the Vice-Chancellor from amongst the teachers of the University, who possess teaching experience of not less than 10 years and who are not below the rank of an Associate Professor. The power of his/her removal lies with the Vice-Chancellor.

Amended/Added vide EC/5.3/3.3.2012

- (ii) One Associate Dean of Students Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl students if the Dean is a male teacher. If the Dean is a female teacher, the Associate Dean will be a male teacher. The Associate Dean shall be accountable to the Dean of Students Welfare.
- (iii) The term of office of the Dean/Associate Dean of Students Welfare shall be two years unless fixed otherwise by the Executive Council.

- (iv) The Dean and Associate Dean of Students Welfare may communicate with the guardian of a student in respect of any matter, as and when necessary.
- (v) The Dean/Associate Dean of Students Welfare will help and provide advice to students and to prospective students in:
 - (a) Obtaining admission to the University and its courses.
 - (b) The choice of suitable courses and hobbies.
 - (c) Arranging medical advice and assistance.
 - (d) Securing scholarships, stipends, part time employment and other pecuniary assistance.
 - (e) Counseling them at their difficult time, as and when required.
 - (f) All other activities in the interest of the students.

2.09 The Controller of Examinations:

- (i) The Controller of Examinations will be appointed by the Chancellor on the recommendation of the selection committee constituted as under:
 - (d) Vice-Chancellor - (Chairman)
 - (e) One member of the Executive Council nominated by the Chancellor. – (Member)
 - (f) One Dean/ Principal/ Professor from the University as an expert nominated by the Vice-Chancellor - (Member)
 - (g) Registrar - (non member Secretary)
- (ii) The Controller of Examinations shall be the principal Officer in-charge to supervise examinations and declaration of results and making it available on internet/intranet and all such official public platforms for the students. He shall discharge his functions under the direct supervision, direction and guidance of the Vice-Chancellor.
- (iii) He/She shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (iv) The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Executive Council, as and when required.

- (v) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations and tests and timely declaration of results.
- (vi) Subject to the prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities, namely:
 - (a) To prepare and announce in advance the calendar of examinations.
 - (b) To appoint Examiners and Moderators from the list finalized by the Examination Committee.
 - (c) To arrange for printing of question papers and blank answer books and their safe custody.
 - (d) To arrange to get performance of the candidates at the examinations properly assessed and to process results.
 - (e) To arrange for timely publication and declaration of the results of University Examinations and other tests of the University. He can refer the matter to the Examination Committee in special circumstances before declaration of results, if so needed.
 - (f) To arrange for, constitute and supervise Unfair Means Committee and take disciplinary action as recommended.
 - (g) To postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons or an institute or a college/ school alleged to have committed malpractices.
 - (h) To make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure secrecy and confidentiality.
 - (i) To submit report regarding conduct of examination to the Examination Committee and Academic Council.
- (vii) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Examination Committee and the Vice-Chancellor.
- (viii) In absence of the Controller of Examinations, his duties shall be performed by any officer or teacher of the University as nominated by the Vice-Chancellor.

2.10 The Chief Proctor:

- (i) The Chief Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University not below the rank of an Associate Professor. The Chief Proctor shall assist the Vice-Chancellor in exercise of the powers as a disciplinary authority in respect of students of the University and shall also exercise such powers and perform such duties in respect of discipline as may be assigned to him/her by the Vice-Chancellor in this behalf from time to time.
- (ii) Proctors and Assistant Proctors shall be appointed by the Vice-Chancellor in consultation with the Chief Proctor.
- (iii) The Chief Proctor, Proctors and Assistant Proctors shall hold office for a period of two years.

2.11 The Finance Officer

- (i) The Finance Officer will be appointed by the Chancellor.
- (ii) He/she shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (iii) The Chancellor can suspend the Finance Officer, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The Chancellor can remove the Finance Officer without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- (iv) The Finance Officer may resign after giving three months notice to the Chancellor through the Vice-Chancellor and shall cease to hold his office on acceptance by the Chancellor of such resignation and on expiry of the notice period, which ever is earlier.
- (v) The Finance Officer shall be the Member Secretary of the Finance Committee and may be invited to a meeting of the Executive Council, as and when considered necessary.

+2.12 The Dean, Academic Affairs

The Dean, Academic Affairs, as an academic administrator, will assist the Vice Chancellor in keeping a close watch on Academic activities undertaken by the Schools. He will ensure that the decisions of the Academic Council are followed in letter and spirit. He will advise the Vice Chancellor on updation of curriculum, in line with the demand of industry and at par with the one followed by the institutions of repute. The academic proposals emanating from the Schools will be scrutinized by the Dean, Academic Affairs before they are forwarded for consideration of the Vice Chancellor or the Academic Council.

A teacher having a minimum of 10 years experience as a Professor in a reputed University/Institute with sound Academic credentials, publications in indexed Journals and at least 5 year Administrative experience at the level of Dean/Director or above, may be considered for appointment as Dean, Academic Affairs for a period of 3 years, subject to a maximum of age limit of 70 years. The Chairman, Executive Council, on the recommendation of a committee chaired by the Vice Chancellor and consisting of at least 3 experts from within as well as outside, may make appointment to the two said posts. The University Registrar will be the Secretary to the committee.

+ Amended/Added vide EC/6.6/12.10.2012

+2.13 The Dean, Research

The Dean, Research will be the overall incharge of the Ph.D. programme. He will ensure that the topic of research selected has relevance to the present day requirement. He will also ensure quality of research work done by the students admitted to Ph.D. programme. He will guide the younger faculty members in initiating their own research. The Research & Technology Development Centre (RTDC) will be placed under his charge and made broad based. The Centre under the guidance of Dean, Research will help the faculty members in formulation of research projects and applying to various funding agencies for research grants with the Government as

well as the Industry. The Dean Research will be an integral part of the research undertaken by the University.

A teacher having a minimum of 10 years experience as a Professor in a reputed University/Institute with sound Academic credentials, publications in indexed Journals and atleast 5 year Administrative experience at the level of Dean/Director or above, may be considered for appointment as Dean, Research, for a period of 3 years, subject to a maximum of age limit of 70 years. The Chairman, Executive Council, on the recommendation of a committee chaired by the Vice Chancellor and consisting of atleast 3 experts from within as well as outside, may make appointment to the two said posts. The University Registrar will be the Secretary to the committee.

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CHAPTER – 3 AUTHORITIES OF THE UNIVERSITY

Authorities of the University will be:

3.01 The Court

- (i) The Court will be constituted as follows:-
 - (a) The Chancellor
 - (b) Pro- Chancellor
 - (c) The Vice-Chancellor
 - (d) Pro Vice Chancellor
 - (e) Two Deans to be selected in the manner prescribed by an ordinance

+ Amended/Added vide EC/6.6/12.10.2012

- (f) Two Directors/ Principals to be selected in the manner prescribed by an ordinance
 - (g) One Professor/ Associate Professor to be selected in the manner prescribed by an ordinance
 - (h) Two students (one male and one female) to be selected in the manner prescribed by an ordinance
 - (i) Ten external members not in the employment of the University nominated by the Board of Trustees.
- (ii) The term of the nominated/selected members shall be two years.
 - (iii) The following shall be the powers 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 the 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.

- (d) To advise the Chancellor in respect of any matter which may be referred for advice.
- (e) To perform such other functions as may be assigned to it by the Statutes or by the Chancellor provided such functions are consistent with the provisions of the Act.

3.02 **The Executive Council**

- (i) The Executive Council shall be the principal executive body of the University
- (ii) The Executive Council shall be constituted as follows:
 - (a) The Chancellor, who shall be the chairman thereof,
 - (b) The Pro-Chancellor
 - (c) The Vice-Chancellor
 - (d) The Pro-Vice-Chancellor,
 - (e) Four Deans to be selected in the manner prescribed in the ordinance.
 - (f) Two Professors/ Head of Institutions to be selected in the manner prescribed in the ordinance.
 - (g) Seven persons who are distinguished administrators/ educationists/ eminent in law/ medicine/ engineering/ management/ social service/ industry/ finance etc. nominated by the Board of Trustees.
 - (h) The Chairman may co-opt any person(s) in the Council but he/she will not have the right to vote.
- (iii) The term of nominated members of Executive Council shall be two years.
- (iv) The Registrar shall be the non member Secretary of the Executive Council.
- (v) The Controller of Examinations and the Finance Officer may be invited to a meeting of the Executive Council as and when considered necessary.
- (vi) The Executive Council shall have the following powers:
 - (a) To hold and control the property and funds of the University.
 - (b) To acquire, hold, manage, transfer and dispose off through sale/ lease/ rent of any moveable or immovable property on behalf of the University, with the prior approval of Board of Trustees.

- (c) To make, amend or repeal Statutes and Ordinances.
- (d) To administer any funds placed at the disposal of the University for specific purpose.
- (e) To approve the budget of the University.
- (f) To institute scholarships, fellowships, bursaries, medals and other rewards.
- (g) To award scholarship, fellowships, bursaries, medals and other rewards in accordance with the Statutes and Ordinances.
- (h) To appoint officers, teachers and other employees of the University and to define their duties and the conditions of their service, and to provide for the filling of temporary casual vacancies in their posts.
- (i) To fix the fees, emoluments and traveling and other allowances of the examiners.
- (j) To arrange for and direct the inspection of Institute, Colleges, halls, hostels and other places of residence of students.
- (k) To direct the form and use of the common seal of the University.
- (l) To regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and Ordinances.
- (m) To manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may deem fit;
- (n) To arrange for funds / loans / donations for smooth functioning and development of the University from endowment/ financial institutions/ individuals and any other manner on agreed terms and conditions.
- (o) To invest any money belonging to the University in such stock, funds, shares or securities as it shall, from time to time, deem fit or the purchase of immovable property in India, with the like power of varying such investment from time to time.
- (p) To provide the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University.
- (q) To enter into, vary, carry out and cancel contracts on behalf of the University.

- (r) To regulate and determine all other matters concerning the University as well Institutes and Colleges in accordance with the Act, the Statutes and the Ordinances.
- (vii) The Executive Council may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an Officer or Authority of the University or to a Committee appointed by it subject to such conditions as may be specified in the resolution.
- #(viii) The meetings of Executive Council shall be called by the Registrar under the directions of the Chairman of the Executive Council.
The Executive Council shall have minimum of **two** meetings every year.
- ** (ix) The draft minutes of the meeting shall be submitted by the Registrar to the Chairman Executive Council within 05 working days of the meeting for approval.
- (x) The Executive Council may create supernumerary posts of teacher including the post of Professor Emeritus on terms and conditions as may be decided by the Trust.
- (xi) The Executive Council shall take action in regard to the number, qualifications and emoluments of teachers, and the fees payable to examiners, after considering the advice of the Academic Council and the Boards of Faculties concerned.
- (xii) The Executive Council shall give due consideration to every resolution of the Court, and take such action thereon as it shall deem fit and report to the Court, the action taken or, as the case may be, the reasons for non-acceptance of the resolution.

3.03 The Academic Council

- (i) The Academic Council shall be the principal academic body of the University.
- (ii) It is constituted as follows:
 - (a) The Vice-Chancellor as Chairman.
 - (b) Pro Vice chancellor
 - (c) Deans of All Faculties.
 - (d) Four Professors at the level of Directors of different Section/ Divisions

- (e) One Professor from each faculty to be selected in the manner prescribed in the ordinance
- (f) Five Persons of academic eminence nominated by the Board of Trustees.
- (g) Registrar, who shall be the non member Secretary of the Academic Council.

** Amended/Added vide EC/3.10/2.11.2010

Amended/Added vide EC/5.9/3.3.2012

- (iii) Members of the Academic Council nominated by the Board of Trustee shall hold office for a period of three years.
- (iv) Academic Council shall have the following powers:-
 - (a) To institute degrees, diplomas, certificates and distinctions that may be awarded by the University.
 - (b) To control and regulate the maintenance of the standard of instructions, education and research carried on or imparted in the University.
 - (c) To scrutinize and make its recommendations for the consideration of the Executive Council on proposal submitted by the Board of Studies through the Faculties concerned in regard to the courses of study and to recommend principles and criteria on which the examiners and the inspectors may be appointed.
 - (d) To advise the Executive Council on all academic matters including matters relating to examination conducted by the University.
 - (e) To advise the Executive Council in regard to the recognition of the diplomas and degrees of other Universities and institutions and in regards to their equivalence with the diplomas and degrees of the University or in regard to the matter of equivalence of the Intermediate Examination conducted by the Board of High School and Intermediate Education, Uttar Pradesh and other examining bodies.

- (f) To advise the Executive Council in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University.
- (g) To report on any matter referred or entrusted to it by the Court or the Executive Council, and
- (h) To perform all such duties in relation to academic matters and to do all such acts as may be necessary for carrying out the provisions of Act, the Statutes and the Ordinances properly.
- (i) The meeting of the Academic Council shall be called by the Registrar under the directions of the Vice- Chancellor.
- ** (j) The Council shall have at least one meeting in each term i.e. two meetings in an Academic year.
- ** (k) The minutes of the meeting shall be reported to the Chairman Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.

3.04 The Finance Committee

- (i) The Finance Committee shall consist of :
 - (a) The Vice-Chancellor as Chairman.
 - (b) The Pro-Vice-Chancellor
 - (c) The Finance Officer
 - (d) The Registrar
 - (e) The Controller of Examinations
 - (f) One professor, not being a member of the Executive Council or the Academic Council but in the service of the University for at least five years, nominated by the Chancellor.
 - (g) Two financial expert nominated by the Executive Council.
- (ii) The term of membership of the persons except ex-officio members shall be one year, provided that they shall continue in office till the nomination/ selection of their successor. No member who continues on the committee without re-nomination under this clause shall hold office for a period exceeding three years.

- (iii) The Finance Committee shall guide the Finance Officer on matters relating to the administration of property and funds of the University. It shall, having regard to the income and resources of the University, fix limits for the total recurring and nonrecurring expenditure for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of Finance Committee shall be binding on the Finance Officer.

** Amended/Added vide EC/3.10/2.11.2010

- (iv) The annual accounts, budget and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter before the Executive Council for approval. In case of any difference of opinion between the Finance Committee and the Executive Council, the matter shall be referred to the Trust whose decision thereon shall be final.
- ** (v) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure
However, the Finance Officer will submit unaudited quarterly report to the Chairman, Executive Council through Vice-Chancellor.
- ** (vi) The meeting of the Finance Committee shall be convened under the direction of the Vice-Chancellor and the notice for convening the meetings shall be issued by the Finance Officer, who shall be the *ex-officio* Member Secretary. He will keep the minutes of all such meetings.
The minutes of the meeting shall be reported to the Chairman, Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.

** Amended/Added vide EC/3.10/2.11.2010

- (vii) The auditor for auditing the accounts of the University shall be appointed by the Board of Trustees.

3.05 The Planning Board

- (i) There shall be one Planning Board for the whole University
- (ii) [@]The Board shall consist of:
 - (a) The Chancellor or his nominee - **Chairman**
 - (b) The Vice-Chancellor
 - (c) The Pro-Vice-Chancellor
 - (d) All Deans of Schools
 - (e) The Finance Officer
 - (f) Chief Engineer/ Project Engineer of the University
 - (g) Five persons nominated by the Chancellor
 - (h) The Registrar - **Member Secretary**
- (iii) The functions of the Board shall, inter alia, be as follows:-
 - (a) To ensure compliance of the norms laid down by the U.G.C (University Grant commission) and other statutory bodies in respect of infrastructure and supportive teaching aids;
 - (b) To assess the need and plan the utilization of the infrastructure as per the guidelines of the U.G.C. and other statutory bodies;
 - (c) To devise ways and means to augment the financial resources of University;
 - (d) To plan the development of University campus and ensure its implementation; and.
 - (e) Any other work that might be in the interest of the University.
- ** (iv) The Planning Board shall have two meetings in a year.
- ** (v) The minutes of the meeting of Planning Board shall be reported to Chairman, Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.

[@] Amended; EC/12.9/30.07.2016

3.06 The Admission Committee

- (i) There shall be an Admission Committee of the University, the constitution of which shall be such as may be provided for in the Ordinances.
- (ii) The Admission Committee shall have the power to appoint such number of sub-committees as it deems fit.
- (iii) Subject to the superintendence of the Academic Council the Admission Committee shall lay down the principles or norms governing the policy of admission to various courses of studies in the University and may also nominate a person or sub-committee as the admitting authority in respect of any course of study in an Institute or a college/ school of the University.

** Amended/Added vide EC/3.10/2.11.2010

- (iv) No student admitted to any course in contravention of the provisions of this sub-clause shall be permitted to take any examination conducted by the University and the Vice-Chancellor shall have the power to cancel any admission made in such contravention. The decision of the Vice-Chancellor shall be final.

3.07 The Examination Committee

- (i) There shall be an Examination Committee in the University, the constitution of which shall be as may be provided for in the Ordinances.
- (ii) The Committee shall supervise all the examinations of the University, including moderation and tabulation, to ensure their proper conduct and shall perform the following other functions namely:
 - (a) To review from time to time the results of the University examinations and submit reports thereon to the Academic Council.
 - (b) To make recommendation to the Academic Council for the improvement of the examination system.
 - (c) To scrutinize the list of examiners proposed by the Faculty Board/ Board of studies and finalize the same.

- (d) To take action wherever necessary against the candidates, paper setters, examiners, moderators or any other person connected with the conduct of an examination and found guilty of malpractices in relation to the conduct of the examination.
- (iii) The Examination Committee may appoint such number of sub-committees as it deems fit and, in particular, may delegate to any one or more persons or sub-committees the power to deal with and decide cases relating to the use of unfair means by the examinees.
- (iv) Notwithstanding anything contained in these Statues, it shall be lawful for the Examination Committee or, as the case may be, for a sub-committee or any person to whom the Examination Committee has delegated its power in this behalf under sub-clause (iii), and as per the Ordinances to debar an examinee from future examinations of the University, if in its or his opinion, such examinee is guilty of using unfair means at any such examinations or to inflict any other punishment as laid down in Ordinances.
- ** (v) The committee shall have at least two meetings, one in each term.
The minutes of the meeting shall be reported to Chairman, Executive Council within five working days of the meeting, after these are approved by the Vice-Chancellor.

3.08 **Faculty Boards**

- (i) The Board of each Faculty shall be constituted as follows:
 - (a) The Dean of the Faculty who shall be the Chairman.
 - (b) All the Principals of the colleges/schools of the Faculty.
 - (c) All the Professors of the Departments comprising the Faculty.
 - (d) If there is no professor in any department, two senior most teachers may be the members of Faculty Board.
 - (e) The Vice-Chancellor is authorized to invite experts from outside University if and when required. Such invited experts will give their valuable suggestion but will not have right to vote.
- (ii) Powers & Functions of the Faculty Board shall be as follows :
 - (a) All the decisions taken by the Board of Studies shall be considered and shall need to be approved by Faculty Board.

- (b) The Faculty Board shall have the power to approve the names of the examiners in each subject after considering the proposed list by the Board of Studies of each department.
- (c) All the research proposals of various departments shall be considered and approved by the Faculty Board.
- (d) The Faculty Board shall control the academic, research and other such activities in the various departments comprising it.

** Amended/Added vide EC/3.10/2.11.2010

- (e) In case a meeting of the Faculty Board is not possible for any reason the Dean of Faculty shall have the emergency power to act on behalf of the Faculty Board and shall have the powers of Faculty Board.
- (f) All emergency decisions of the Dean shall have to be reported and ratified in the next meeting of the Faculty Board.

Other Authorities of the University:

3.09 Departmental Academic Committees

- (i) There shall be an Academic Committee in each department of teaching in the University to assist the Head of the Department in discharge of his/her duties and responsibilities.
- (ii) The Departmental Academic Committee shall consist of
 - (a) The Head of the Department, who shall be the Chairman.
 - (b) All the Professors, Associate Professors and Readers of the department.
 - (c) In a department which has no Professors, Associate Professors and Readers, the three senior most lecturers shall be members of the Departmental Academic Committee.
- (iii) The Committee shall meet at least once in a month. The minutes of its meetings shall be submitted to the Principal and the Dean of Faculty concerned by the Head of the Department.

3.10 Board of Studies

(i) A Board of Studies may be constituted for one or more than one department clubbed together, as may be decided by the Dean of the Faculty concerned.

(ii) It shall comprise of :

(a) Head of the Department - Chairman.

Provided that if one Board has been constituted for more than one department, the Chairman will be nominated by the Dean of the Faculty concerned.

******(b) Three (3) teachers each from the category of Professors, Associate Professors and Assistant Professors of the department(s); persons designing a particular course must be invited as special invitee;

Provided that if the number of teachers in the department(s) is less than nine (9), the Vice Chancellor will be authorized to nominate all the teachers of the department(s) to the Board of Studies.

(c) Two experts from another University nominated by the Vice-Chancellor.

******(d) Two Experts with more than 15 (fifteen) years of experience in Industry / Research Organizations / NGOs, etc. nominated by the Vice-Chancellor.

(iii) The functions of the Board of Studies shall be as follows:-

(a) The Board shall examine and approve the contents of the courses of each subject prepared and proposed by the departmental committee,

(b) Propose names of the examiners- internal and external,

(c) Ensure merit of teaching and research in the department(s),

(d) Any other matter that may be referred to it by Authorities/ Officers of the University.

(iv) All the decisions of the Board shall have to be placed before the Faculty Board for approval before being sent to higher Authorities.

CHAPTER- 4 THE FACULTY

4.01 The Faculty

The University shall have the Faculties as approved by the Chancellor on the recommendation of the Executive Council. Initially there may be the following faculties, namely:

- (i) Humanities
- (ii) Dental Sciences
- (iii) Education
- (iv) Engineering & Technology
- (v) Journalism & Mass Communication

** Amended/Added vide EC/3.5(iv)/2.11.2010

- (vi) Law
- (vii) Management & Commerce
- (viii) Bio & Medical Sciences
- (ix) Para- Medical Sciences
- (x) Pharmacy
- (xi) Science
- (xii) Hotel and Hospitality Management

The University shall continue to add, amend and re-organize any faculty based on the recommendations of the University bodies and approval of the Court.

CHAPTER- 5 DEPARTMENTS

The Faculties shall have the following departments:-

5.01 Departments in the Faculty of Dental Sciences

- (i) Community Dentistry
- (ii) Conservative Dentistry & Endodontics
- (iii) Oral & Maxillofacial Surgery
- (iv) Oral Medicine & Radiology
- (v) Oral Pathology
- (vi) Orthodontics & Dental Anatomy
- (vii) Pedodontics
- (viii) Periodontics & Community Dentistry
- (ix) Prosthodontics & Dental Material

5.02 Departments in the Faculty of Engineering & Technology

- (i) Computer Science and Engineering
- (ii) Information Technology and Engineering
- (iii) Electrical Engineering
- (iv) Mechanical Engineering
- (v) Production Engineering
- (vi) Automobile Engineering
- (vii) Electronics and Tele-communication Engineering
- (viii) Civil Engineering
- (ix) Architecture Engineering
- (x) Food Technology and Engineering
- (xi) Instrumentation Engineering
- (xii) Fire Engineering and Industrial Safety
- (xiii) Physics
- (xiv) Chemistry
- (xv) Mathematics

5.03 Departments in the Faculty of Education

- (i) Education
- (ii) Physical Education

5.04 Department in the Faculty of Law

- (i) Jurisprudence
- (ii) Corporate Law
- (iii) International Law Studies
- (iv) Transactional Law
- (v) Public Law
- (vi) Jurimetrics and Computer Law

5.05 Departments in the Faculty of Management & Commerce

- (i) Management & Business Administration
- (ii) Public Administration
- (iii) Commerce
- (iv) Accounts & Financial of Analysis

5.06 Departments in the Faculty of Medicine

- (i) Anatomy
- (ii) Physiology
- (iii) Bio-Chemistry
- (iv) Pharmacology
- (v) Pathology
- (vi) Microbiology
- (vii) Community Medicine
- (viii) Forensic Medicine
- (ix) Medicine
- (x) Surgery
- (xi) Obstetrics and Gynecology
- (xii) Ophthalmology
- (xiii) Oto-Rhino Laryngology
- (xiv) Paediatrics
- (xv) Psychiatry

- (xvi) Anesthesiology
- (xvii) Orthopedic Surgery
- (xviii) Radiology
- (xix) Skin and Venereal Diseases
- (xx) Tuberculosis and Chest Diseases

5.07 Departments in the Faculty of Para-Medical Sciences

- (i) Nursing
 - (ii) OT Technician
 - (iii) Laboratory Technician,
 - (iv) X-ray Technician
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Updated till 12th EC, 30.07.2016