

STATUTES OF
DR. BABASAHEB AMBEDKAR
TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra
under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

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Executive Summary

Dr. Babasaheb Ambedkar Technological University was established as a unitary University in 1989. The Dr. Babasaheb Ambedkar Technological University Maharashtra Act No. XXIX of 2014 has now established the University as the Affiliating Technical University (ATU) of the State of Maharashtra to which all Engineering, Pharmacy, Architecture, and Hotel Management and Catering Technology colleges shall be affiliated. This major change in the functioning of the University demands a new set of Statutes to give effect to and carry out the provisions of the Act of 2014.

These Statutes have the following main references:

- (i) Dr. Babasaheb Ambedkar Technological University Maharashtra Act No. XXIX of 2014, March 2014
- (ii) Maharashtra Public Universities Act, State of Maharashtra, 2016
- (iii) Various notifications of regulatory bodies such as, University Grants Commission, All India Council for Technical Education, Pharmacy Council of India, and Council of Architecture of India, and National Council for Hotel Management and Catering Technology
- (iv) Notifications from Ministries of Government of Maharashtra and Government of India, issued from time to time
- (v) First Statutes, First Ordinances and First Regulations prepared by the First Vice-Chancellor

Attempts have been made to bring these Statutes in line with the provisions of Maharashtra Public Universities Act 2016. For the effective functioning of the University and taking into account provisions of the Maharashtra Public Universities Act 2016, it was thought essential to form the following new Statutory bodies in the University.

- (a) Board of Examination - For conduct of the examinations of the University and evaluation processes
- (b) Board of Deans- For cohesive working of all Faculties of the University
- (c) Regional Boards of University- For efficient and decentralized administration of the Regional Centres and Sub-centres of the University
- (d) Board of Post-Graduate Education- Monitoring and evaluation of Postgraduate programs
- (e) Board of Information Technology -For digital integration of all activities of the University
- (f) Board of Students' Development and Extensional Activities- For coordinated activities of students

- (g) Board of Research and Development - For promotion of research in University and colleges
- (h) Board of Innovation, Incubation and Entrepreneurship - For promoting and encouraging innovation and entrepreneurship of students
- (i) Internal Quality Assurance Council - For monitoring of the quality of technical education in the University and affiliated colleges
- (j) Board of University Departments and Interdisciplinary Studies- For coordinated administration of University Departments

While forming these Statutory bodies, attempts have been made to avoid creation of additional positions and wherever possible, the responsibilities have been given to University officers, specified in the Act. The duties and powers of functioning of different authorities and bodies as stipulated in the Act have been laid down along with processes wherever detail clarification was required.

- (a) The post of Director-Examinations, in the similar manner as specified in the Public University Act 2016, has been created in the University, under Section 9(c) of the Act, by upgrading the current position of the Controller of Examination, as it is an important and necessary equivalent position for the University as in other State Public Universities.
- (b) The post of Director of Information Technology has been created, under Section 9(c) of the Act because the Main Centre needs to coordinate the activities at the Main Centre and those of Jt. Directors of Information and Communication Technology at Regional Centres and Sub-centres.
- (c) Similarly, the activities of Jt. Directors for Students Grievances at the Regional Centres and Sub-centres shall have to be coordinated at the Main Centre by the Director- Students Development and Extensional Activities, created under Section 9(c) of the Act. All students' activities, including cultural and exchange activities, NSS, NCC and Sports, have been brought under this Director at the Main Centre.
- (d) Instead of creating a position of the Director for the Board of Innovation, Incubation and Enterprise as in the State Public Universities, the responsibility has been entrusted with the Dean-Research & Development.

The detail procedures, wherever required, have been given in the Statutes for implementation. More details shall be suggested for specific cases in the related ordinances/ regulations. The index gives reference to the relevant section of the Act to each Statute.

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CHAPTER ONE

GENERAL

S1.1 (1) TITLE

These Statutes shall be called the “Statutes of Dr. Babasaheb Ambedkar Technological University” made under the Dr. Babasaheb Ambedkar Technological University Act, Maharashtra Act No. XXIX of 2014.

(2) NAME AND ADDRESS OF THE UNIVERSITY

Dr. Babasaheb Ambedkar Technological University

P.O. Lonere, Dist. Raigad,

Maharashtra, PIN 402 103,

Telephone and Fax. : 02140 - 275142

website: www.dbatu.ac.in

(3) COMMENCEMENT OF THE STATUTES

The Statutes shall come into force from the date of approval by the Chancellor.

(4) Right to Interpret

The Chancellor shall have the right of interpretation of these Statutes.

(5) Powers to amend and repeal the Statutes

These Statutes may be amended as provided under Section 40(2) of the Act.

(6) Powers to implement the Statutes

The powers to implement these Statutes shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of these Statutes.

S1.2 DEFINITIONS

In these Statutes, unless the context requires otherwise,

- (1) 'Academic Year' means the year beginning with 1st July and ending on 30th June of the succeeding year.
- (2) 'Act' means the Dr. Babasaheb Ambedkar Technological University Act, 2014, (Mah. Act No. XXIX of 2014).
- (3) 'AICTE' means All India Council of Technical Education established under the AICTE Act, (1987) of Government of India.
- (4) 'Appointing Authority' means the authority competent to make appointments under these statutes.
- (5) 'Authority' means an authority of the University as provided by or under the Act & this Statutes;
- (6) 'Class' means a body of students admitted to a prescribed full time program in a given academic year in the University, recognized Institutes or a college affiliated to the University;
- (7) 'Competent Authority' means the authority competent to exercise a given power as per the rules framed by the University from time to time.
- (8) "Convocation" means a ceremonial assembly of the University, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to the eligible candidates;
- (9) 'Disciplinary Authority' means the Authority or the Officer of the University authorized to take disciplinary action against the employee of the University, except otherwise provided in the Act, and the Management/Principal in the case of an employee working in a College or a Recognized Institution;
- (10) 'Employee' means a Teacher or a non-teaching employee duly appointed in the employment of the University or a college, on an approved post, on a scale of pay, by following the procedure prescribed with recognized rights and duties assigned;
- (11) 'Expert' means and includes any person having attained certain level of recognized excellence and expertise in his subject domain;
- (12) 'Family' means the employee and his/her spouse, legitimate children including adopted children, step-children wholly dependent on him/ and dependent parents;
- (13) 'Foreign service' means service on deputation wherein an employee is appointed with the previous permission/sanction of the Competent Authority either in the University or affiliated colleges; and when he is drawing his salary from any source other than the University fund or the funds and finances of the affiliated colleges managed by the managements, as the case maybe;

- (14) ‘Governing body’ means the trustees or the managing body by whatever name called, of any trust registered under the Bombay Public Trust Act 1950 or any society registered under the societies registration act 1860 under whose management an institution is being administered.
- (15) ‘Non-Vacational Academic Staff’ means such staff as the Government may classify to be non-vacational academic staff;
- (16) ‘Ombudsman’ means the Ombudsman appointed under these Statutes to address grievances of students and employees;
- (17) ‘Post-Graduate Department’ means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the University and imparting post-graduate instruction or guidance for research;
- (18) ‘Regulatory body’ means the Authority constituted by an Act of Government of India or of the Government of Maharashtra for regulating and monitoring quality of Higher and Technical Education;
- (19) ‘School’ means a School of Studies maintained by the University of Degree level and above, usually having post-graduate programmes and research programmes;
- (20) ‘University Institute’ means a Centre or an Institute established and maintained by the University;
- (21) ‘UGC’ means the University Grants Commission

Explanation:

- (i) *The word ‘he’, whenever referred to in these Statutes is gender neutral and refers to ‘he’ or ‘she’ as the case may be, unless the context otherwise means in the Statutes.*
- (ii) *The words and expressions that are not defined in these Statutes but are defined in the Act, shall have the same meaning assigned to them in the Act.*

S1.3 ADMISSIONS AND FEES STRUCTURE

- (a) Admission of students to various programmes in the University schools, departments, conducted institutions and affiliated colleges shall be governed by the Regulations framed by the regulatory bodies, from time to time and accepted by the State Government and the University from time to time.
- (b) Admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / Foreign Students to the University and affiliated colleges shall be governed by the guidelines /regulations framed by the Regulatory bodies and accepted by the Government of

Maharashtra and the Government of India in this regard and accepted by the University, from time to time.

- (c) The fee structure for various programmes of study in the University and affiliated colleges shall be fixed in accordance with the guidelines of the Fee Regulation Committee formed by the State Government in this behalf or any other authority as per the rules applicable from time to time.
- (d) The admission records shall be preserved by the establishment of the University.
- (e) The fee structure shall be displayed by the University and the affiliated colleges in their respective handbooks and on their websites.

S1.4 RESERVATION POLICY OF THE UNIVERSITY

- (a) The University shall adopt in letter and spirit the policies and directions of the State Government regarding reservation and welfare of various categories as notified by the Government from time to time in appointments to different programs, academic, non-academic and other posts and for the purpose of admission of students to different courses in the University and all other welfare schemes.
- (b) Appointments to various positions in teaching, non-vacational academic, non-teaching and other technical posts shall be strictly as per norms laid down by the Government from time to time.

CHAPTER TWO

OFFICERS OF THE UNIVERSITY

(under Sections 26,29(1),39(b) of the Act)

S2.1 The following shall be the Officers of the University

- (1) The Chancellor
- (2) The Vice-Chancellor
- (3) The Registrar
- (4) The Finance Officer
- (5) The Deans of Faculties
- (6) The Dean of Research and Development
- (7) The Directors, Regional Centres
- (8) The Director- Examinations
- (9) The Director, Information Technology
- (10) The Director, Students' Development and Extensional Activities;
- (11) The Joint Director, Curriculum Design and Development and Teacher's Training and Centre;
- (12) The Joint Directors, Main Centre and Regional Centres
- (13) The Deputy Directors at Sub-centres;
- (14) Such other officers in the service of the University as may be declared by statutes to be officers of the University.

S2.2 Powers and Duties of the Vice-Chancellor in addition to those specified in the Act *(under Sections 13(18), 14, 39(c) of the Act)*

- (1) The Vice-Chancellor shall be the *ex-officio* Chairman of Board of Examinations, Board of Research and Development, Internal Quality Assurance Council, Board of Information Technology, Board of Deans, Board of University Departments and Interdisciplinary Studies, Board for Innovation, Incubation and Entrepreneurship and Linkages. Board of Students' Development and Extensional Activities, Building and Works Committee, and Purchase and Sales Committee.
- (2) In the absence of Vice-chancellor, the Dean appointed by the Vice-Chancellor shall chair the Bodies and Authorities mentioned in sub-Clause (1) above.
- (3) The Vice-Chancellor shall have power to appoint a Committee with suitable terms and reference for any specific task relating to the functioning of the University.

- (4) The Vice-Chancellor shall be the appointing and disciplinary authority for the University teachers and for officers of the rank of Assistant Registrar and above in the University.
- (5) The Vice-Chancellor shall have the power to appoint the external referees from amongst the panels of referees for thesis or dissertation recommended by the respective Research and Recognition Committee for awarding post-graduate, doctorate and higher degrees.
- (6) As the Chairperson of the authorities or bodies or committees of the University, the Vice-Chancellor shall be empowered to suspend a member, for a specified period, from the meeting of the authority, body or committee, for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly to the Chancellor.
- (7) In the temporary absence of a University Officer, on leave or for whatever reason or until the vacancy caused by any other reason is filled, the Vice-Chancellor shall appoint a suitable person, temporarily, to act as the University Officer.
- (8) The Vice-Chancellor shall, during his absence from headquarters for a period exceeding three days, authorise one of the Deans or a senior Professor of the University, to assume such powers of the Vice-Chancellor as may be specifically delegated by him in writing.
- (9) The Vice-Chancellor shall, with the approval of the Executive Council, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to anybody or any officer as he may deem fit, provided the final responsibility lies with the Vice-chancellor.
- (10) The Vice-Chancellor may be allowed to hold the memberships of Government appointed Committees, Committees and Boards of Professional Organizations, Educational and Research organizations, Industry and, and retain the honoraria for attending the meetings, if applicable;
Provided that such membership does not interfere, directly or indirectly in his functioning at the University and there is no conflict of interest in discharging his duties as the Vice-Chancellor.

S2.3 Pay and allowances payable to the Vice-Chancellor (*under Section 13(9), 39(c) of the Act*)

- (1) The Vice-Chancellor shall receive a fixed pay per month plus other allowances as admissible from time to time as may be fixed by the regulating body and accepted by the Government.
- (2) During his tenure of office, the Vice-Chancellor shall be entitled to have a rent-free furnished residential accommodation maintained by the University.
- (3) The Vice-Chancellor shall be entitled to use a University vehicle for official purposes including its maintenance and repairs and fuel required there for, with the service of a

chauffeur.

- (4) The hospitality allowance shall be placed at the disposal of the Vice-Chancellor, as per the guidelines laid down by the Executive Council.
- (5) The emoluments, allowances and service conditions of the Vice-chancellor shall not be varied to his disadvantage after his appointment, without his consent.
- (6) The Vice-Chancellor shall be eligible to opt for the retirement benefits if he has not attained the age of Superannuation prior to commencement of his tenure; provided he has been eligible for retirement benefits as an employee of Central/ State Government of a Central/State autonomous body or a Central/State university before joining as Vice-Chancellor.
- (7) The Vice-Chancellor shall be entitled to 30 days earned leave on full pay days in a calendar year. Such leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and first day of July every year.
Provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of the half year, the leave shall be credited proportionately at the rate of two and half days for each completed month of service.
- (8) The earned leave at the credit of the Vice-Chancellor at the close of the previous half-year shall be carried forward to the new half year, subject to the condition that the leave so carried forward plus the credit for that half year does not exceed the maximum limit of 240 days.
- (9) The Vice-Chancellor on relinquishing the charge of the office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of 240 days including encashment benefit availed of elsewhere.
- (10) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave dues.
- (11) The Vice-Chancellor shall also be entitled to avail himself extraordinary leave without pay for a maximum period of three months during his term of five years on medical ground or otherwise.
- (12) The Vice-Chancellor shall be entitled to all other benefits such as medical reimbursement and leave Travel Concession as admissible to officers of the State Government.

S2.4 Appointment, Pay and Service Conditions of the Registrar (*under Section 18(1) of the Act*)

- (1) The qualifications of the Registrar shall be as prescribed by the Regulatory Body and accepted by the Government from time to time.
- (2) The Registrar shall be appointed by the Vice-Chancellor, on recommendation of a Selection Committee constituted by the Executive Council as per the Act, and he shall work directly under the direction and control of the Vice-Chancellor.
- (3) The procedure of appointment of the Registrar shall be as prescribed in the Ordinances.
- (4) The pay, allowances and terms and conditions of service of the Registrar shall be decided by the Executive Council as per the norms prescribed by the regulatory bodies and accepted by the Government and the University, from time to time, and shall not be varied to his disadvantage after his appointment, without his consent.
- (5) The Registrar shall be eligible for regular reappointment for a period of Five years on recommendation by the Selection Committee, or till the age of superannuation, whichever is earlier;
 Provided that, no member of the Executive Council, other than the Vice-Chancellor shall be member of such a Committee.

S2.5 Powers and Duties of Registrar, in addition to those specified in the Act (*under Section 18(8) of the Act*)

- (1) The Registrar shall—
 - (a) be the appointing and the disciplinary authority for the employees of the University for non-teaching staff below the rank of Assistant Registrar.
 - (b) prepare and update the Manuals of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University;
 - (c) receive complaints and suggestions in regard to the improvement of administration and address them and take appropriate actions;
 - (d) render necessary assistance for inspection of the University, University departments, conducted institutes, affiliated colleges, buildings, class rooms, laboratories, libraries, workshops and equipment by such person or a body of persons, as directed by the Vice-Chancellor;
 - (e) enter into agreements, sign documents and authenticate records on behalf of the University, subject to the decisions of the authorities of the University;
 - (f) make provision for manpower within the means available to the University, and deploy

manpower at University's Main Centre, conducted institutes, Regional Centres and Sub-Centres, by transfer as he deems fit and necessary for smooth functioning of the University.

- (g) place before the Executive Council reports of the development activities as record, from the Deans, Finance Officer, Directors at the Main Centre, Directors at Regional Centres and Jt. Directors at Sub-Centres, Directors of Boards of the University as defined in these Statutes,, and any other officers of the University for submission to the State Government and other external agencies;
- (3) All contracts for and on behalf of the University, except the one between the University and the Registrar, when authorised by a resolution of the Executive Council passed in that behalf be in writing and be expressed to be made in the name of the University, shall be executed on behalf of the University by the Registrar, but he shall not be personally held liable in respect of anything under such contract.

S2.6 Appointment of Finance Officer (*under Section 20(1) of the Act*)

- (1) The Finance Officer shall be appointed by the Vice-Chancellor on recommendation of a Selection Committee constituted by the Executive Council as per the Act, and heshall work directly under the direction and control of the Vice-Chancellor.
- (2) The qualifications and emoluments of the Finance Officer shall be as per the norms prescribed by the Government and accepted by the University. Preferably, the Finance Officer shall be a person who is a chartered accountant or a cost accountant, or MBA in Finance, with professional experience of not less than five years.
- (3) The procedure of appointment of Finance Officer shall be as prescribed in the Ordinances.
- (4) The service conditions of the Finance Officer shall be decided by Executive Council as per the guidelines laid down by State Government and shall not be varied to his disadvantage after his appointment, without his consent.
- (5) The Finance Office shall be eligible for reappointment for a period of five years on recommendation by the Selection Committee, or till the age of sixty years, whichever is earlier;
- Provided that no member of the Executive Council, other than the Vice-Chancellor, shall be member of such a Committee.
- (6) The Finance Officer shall be the principal finance and account officer of the University and shall assist the Vice-Chancellor in financial matters.

S2.7 Powers and duties of the Finance Officer, in addition to those specified in the Act

(under Section 20(4)(k) of the Act)

(1) The Finance Officer shall :—

- (a) exercise general supervision over the funds of the University and advise the University as regards to its financial policy;
- (b) hold and manage the property and investments including trusts and endowed property, for furthering any of the objects of the University;
- (c) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for a year are not exceeded, and that all money are expended for the purposes for which they are granted or allotted;
- (d) maintain the minutes of the meetings of the Finance Committee;
- (e) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis and present the annual financial budget, statement of accounts and audit reports, to the Finance Committee and to the Executive Council;
- (f) prepare financial reports as required by the various authorities or bodies of the University, the State Government, the Central Government, University Grants Commission, All India Council for Technical Education, Ministry for Human Resource Development, Rashtriya Uchchar Shiksha Abhiyan(RUSA), Technical Education Quality Improvement Program (TEQIP) and any such other body providing funds to the University;
- (g) make provisions, within the available means, for building, premises, apparatus and other means needed for carrying out the work of the University
- (h) exercise such other powers and perform such other duties assigned to him by the Vice-Chancellor from time to time

S2.8 Appointment of Deans of Faculties

(under Section 16(1) of the Act)

- (1) The Dean of a Faculty shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee appointed by the Executive Council for the purpose as per the norms prescribed in these Statutes.
- (2) The qualification and experience of a person as the Dean shall be the qualification and experience required for appointment on the post of a Principal of a degree college in the Faculty.
- (3) The procedure of appointment of the Dean shall be as prescribed in the Ordinances.

- (4) The Dean shall be appointed for a period of three years or till the age of sixty years, whichever is earlier.
- (5) The Dean shall be a whole time officer and shall work directly under the direction and control of the Vice-Chancellor.
- (6) The pay and allowances of the Dean, shall be decided by the Executive Council as per the guidelines laid down by the Government and accepted by the University and shall not be varied to his disadvantage after his appointment, without his consent.
- (1) The Dean shall be eligible for regular reappointment for another period of three years or till the age of sixty years, whichever is earlier, by a Selection Committee, appointed by the Executive Council, as *subclause(1)*;
Provided that no member of the Executive Council, other than the Vice-Chancellor, shall be a member of such a Committee.
- (2) In the absence of a duly appointed Dean, the Vice-Chancellor on recommendation of a Committee appointed by the Executive Council can appoint a regular faculty member from amongst eligible University teachers and teachers from affiliated colleges as in-charge Dean for a period of not exceeding three years, or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.
- (3) The Vice-chancellor may appoint Associate Deans to assist the Deans in their functions or for a specific function, on recommendation of the Executive Council, from the regular teachers of the University Departments and affiliated colleges, with qualifications to become a Dean, OR with experience in teaching, research and administration of at least 10 years in aggregate.
- (4) The Associate Dean shall be placed at the Main Centre or Regional Centres as per the requirements and shall work under the guidance and supervision of respective Dean or Director at the Main Centre or Regional Centre, as the case may be.
- (5) An Associate Dean shall be appointed for a period not exceeding three years and shall be eligible for reappointment.
- (6) The procedure of appointment of Associate Deans and their duties shall be as prescribed in ordinances.

S2.9 Powers and Duties of the Dean of Faculty, in addition to those specified in the Act

(under Section 16(3) of the Act)

- (1) The Dean of the Faculty shall—
 - (a) be an academic officer of the University, concerned with and responsible for implementation of the academic policies approved by the Academic Council in respect

of academic development, maintenance of standards of teaching and research, and training of teachers within his Faculty.

- (b) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the Faculty;
- (c) be responsible for development and application of quality benchmarks or parameters for various academic activities;
- (d) facilitate the creation of a learner-centric environment conducive for quality education;
- (e) ensure appropriate actions, as are needed for maintenance of quality of teaching recommended by the Internal Quality Assurance Council of the University;
- (f) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional databases, through information management system.
- (g) prepare and present to Academic Council the Annual Quality Assurance Report of programmes within his Faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format at the end of Academic Year before 31st July.
- (h) prepare appropriate documents in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours of the University
- (i) recommend to the Executive Council proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes for students within his Faculty and making Regulations for their award;
- (j) responsible for the academic development of the respective Faculty and ensure proper implementation of the decisions of the Executive Council, Academic Council, Faculty, the Boards of Studies under his purview, the Board of Examination and Board of Post-graduate Education in respect of his Faculty.
- (k) recommend to the Academic Council proposals for conduct of post-graduate courses in University departments, post-graduate departments in colleges and recognized institutions in his faculty;
- (l) recommend to the Academic Council the norms of recognition of post-graduate teachers and research guides for respective Faculty in post-graduate departments in University, colleges, autonomous colleges and institutions, empowered autonomous colleges, and recognized institutions;
- (m) recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides for respective Faculty in under-graduate departments in University, colleges, autonomous colleges and institutions, empowered autonomous

colleges, and recognized institutions;

- (n) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skill development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by conducted and affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education providers, as recommended by the University authorities;
 - (o) inquire into any malpractices committed in any academic programmes in the Faculty by a University department, affiliated or conducted or community or autonomous college or institute, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;
 - (p) prepare reports in the Faculty as required by various authorities or bodies of the University, the State Government, the Central Government, the Central Educational Commissions or Councils, and any such other body;
 - (q) convene meetings of the Faculty, as and when required, in consultation with the Vice-Chancellor, to formulate the policies and development programme of the Faculty and present the same to the Academic Council for consideration
 - (r) monitor the quality of education in his Faculty by the way of accreditation of the programmes in the University, conducted colleges and Institutes, Centres, Schools and affiliated colleges, by concerned authorities
 - (s) conduct the surveys in the University, conducted colleges and Institutes, Centres, Schools and affiliated colleges of the students and faculty for feedback on the quality of education and recommend necessary remedial measures for implementation in the University and affiliated colleges
 - (t) exercise such other powers and perform such other duties assigned to him by the Vice-Chancellor and University authority from time to time.
- (2) The Dean shall be allowed to hold the memberships of Committees and Boards of Professional Organizations, Educational and Research Organizations, Industries, Government appointed Committees, with *a priori* approval of the Executive Council, and retain the honoraria for attending the meetings, if applicable.

Provided that such memberships do not interfere, directly/indirectly in his functioning at the University and there is no conflict of interest in discharging his duties.

S2.10 Appointment of Dean of Research and Development

(under Section 9(e), 39(b) of the Act)

- (1) The qualification and experience for the purpose of selection of the Dean, Research & Development and, shall be the qualification and experience required for appointment on the post of a Principal of a degree college of any of the Faculties of the University
- (2) The procedure of his appointment shall be as prescribed in the Ordinances.
- (3) The Dean, Research & Development, shall be appointed for a period of three years by the Vice-Chancellor on the recommendation of the Selection Committee appointed by the Executive Council as per the norms prescribed by these Statutes as a whole time salaried officer.
- (4) The Dean shall work directly under the direction and control of the Vice-Chancellor
- (5) The pay, allowances and terms of service conditions of the Dean, Research & Development, shall be decided by the Executive Council as per the norms of regulatory body and accepted by the Government and the University from time to time in this regard and shall not be varied to his disadvantage without his consent.
- (6) The Dean, Research & Development, shall be eligible for reappointment for a further period of three years or till the age of sixty years, whichever is earlier, on recommendation by the Selection Committee; provided that no member of Executive Council, other than the Vice-Chancellor, shall be member of such a Committee.
- (7) In the absence of a duly appointed Dean, Research & Development, the Vice-Chancellor, on recommendation of the Committee appointed by the Executive Council, may appoint a Regular faculty member from amongst eligible University teachers and teachers from affiliated colleges as in-charge Dean for a period of not exceeding three years or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

S2.11 Powers and Duties of Dean of Research and Development *(under Section 2(16), 9(e), 39(b) of the Act)*

- (1) The Dean of Research and Development shall be responsible for:-
 - (a) promotion of research and technology development, technology transfer, innovation, incubation and entrepreneurship in the University departments and affiliated colleges;
 - (b) facilitation of sponsored research projects from Government agencies and industry in the University Departments/Schools/conducted institutes and affiliated colleges
 - (c) promoting undergraduate and post-graduate research projects;

- (d) industry coordination, collaboration between the colleges under the University, and with other research and academic organizations;
 - (e) maintenance of research quality in University departments, affiliated colleges and recognized institutions,
 - (f) industry training of Students and teachers
 - (g) coordination of resources for high quality research;
 - (h) development and protection of intellectual property rights of the University and affiliated colleges;
 - (i) extensional work and any other matter related to research and development in Technology and Engineering, Pharmacy, Architecture and, Hotel Management and Catering Technology.
 - (j) translation of research conducted in laboratories to industrial practice.
 - (k) creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise
 - (l) cultivating, establishing, maintaining and strengthening the link of the University with premier national and international Universities and institutions.
 - (m) spearheading the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;
 - (n) organizing training programmes for creating awareness on the importance of entrepreneurship;
 - (o) working towards creating a liaison with National and International bodies and agencies involved in creating and developing entrepreneurial skills in students;
 - (p) taking all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;
 - (q) conducting training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;
- (2) The Dean shall exercise such other powers and perform such other duties assigned to him by the Vice-Chancellor and University authority from time to time
- (3) The Dean, Research and Development, shall be allowed to hold the memberships of Committees and Boards of Professional Organizations, Educational and Research Organizations, Industries, Government appointed Committees, with a prior approval of the Executive Council, and retain the honoraria for attending the meetings, if applicable;
- Provided that such membership does not interfere, directly/indirectly in his/her functioning

at the University and there is no conflict of interest in discharging his duties as the Dean,
Research & Development

S2.12 Directors of the University

(under Sections 9(c),9(j), 39(1), 45, 46, of the Act)

- (1) Each Regional Centre of the University shall have a Director who shall be the academic and administrative Head of the Regional Centre of the University as per *Section 45* of the Act
- (2) The Main Centre of the University shall have the following Directors *(under Section 9(c) and 9(j) of the Act)*.
 - (a) Director- Examinations
 - (b) Director- Information Technology
 - (c) Director- Students' Development and Extensional Activities

S2.13 Joint Directors of the University

(under Sections 9(h), 44, 45,46 of the Act)

- (1) The Main Centre of the University shall have a Jt. Director, heading the Teachers' Training, Curriculum Design and Development Centre
- (2) The Main Centre and Each Regional Centre of the University, each shall have the following Joint Directors
 - (a) Jt. Director - Administration and Finance
 - (b) Jt. Director – Examinations
 - (c) Jt. Director - Information and Communications Technology
 - (d) Jt. Director - Research and Development, and Industry Co-ordination
 - (e) Jt. Director - Students Grievances
- (3) Each SubCentre of the University shall have a Joint Director, heading the SubCentre.

S2.14 Deputy Directors of the University

(under Sections 9(i), 46 of the Act)

- (1) Each Sub-Centre of the University shall have the following Deputy Directors
 - (a) Dy. Director - Administration and Finance
 - (b) Dy. Director - Examinations
 - (c) Dy. Director - Information and Communications Technology
 - (d) Dy. Director - Students Grievances

S2.15 Appointment of Director of Regional Centre

(under Sections 15,70 of the Act)

- (1) The Director of a Regional Centre shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted by Executive Council in the manner prescribed by the *Section 70* of the Act and Ordinances, as a whole time salaried officer and shall work directly under the direction and control of the Vice-Chancellor
- (2) The Director of a Regional Centre shall be an academic in Engineering and Technology, or Pharmacy, or Architecture or Hotel Management and Catering Technology, having qualifications required for appointment on the post of a Principal of a degree college in the Faculties of the University or equivalent position in any University or Institute of National repute and engaged in teaching, research and development activities, with teaching or research or administrative experience as prescribed in Ordinances
- (3) The emoluments, terms and conditions of service of the Director, shall be as prescribed by the Executive Council as per the guidelines laid down by the State Government and accepted by the University, from time to time, in this regard and shall not be varied to his disadvantage without his consent.
- (4) The appointment of the Director of Regional Centre shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a Selection Committee constituted for the purpose as prescribed by the Act
 Provided no member of Executive Council, other than the Vice-chancellor, shall be member of the Selection Committee.
- (6) In the absence of a duly appointed Director, the Vice-chancellor may appoint on recommendation of a Selection Committee constituted by Executive Council, a regular faculty member from eligible teachers from University departments or affiliated colleges as In-charge Director, for period of three years or till regular appointment is made, or till the age of Sixty, whichever is earlier.

S2.16 Powers and Duties of Director of a Regional Centre *(under Section 15(3) of the Act)*

- (1) The Director of Regional Centre shall work under the superintendence, direction and control of the Vice-Chancellor.
- (2) Director of Regional Centre shall,—
 - (a) be the principal academic, administrative, planning and academic audit officer at the Regional Centre for the academic development programmes, including post-graduate

- teaching, research and extension programmes and collaborative programmes of the University and examinations in the region under the jurisdiction of the Regional Centre
- (b) ensure that quality in education and academic programs is maintained by the affiliated colleges in the area of the Regional Centre
 - (c) oversee and monitor general administration of the Regional Centre of the University and ensure efficiency and good order of the University departments or schools or institutions in the Regional Centre;
 - (d) act as a link between the University and affiliated colleges and recognized institutions in the area of the Regional Centre as well as Departments, Schools or Institutions at the Regional Centre of the University;
 - (e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Council and the University authorities, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to University authorities;
 - (f) co-ordinate evaluation, academic training workshops or seminars, quality measurements and other academic, administrative, financial and related activities in the Regional Centre;
 - (g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions under the purview of the Regional Centre;
 - (h) ensure that the decisions and actions of the colleges or University departments, schools, institutions in the Regional Centre and their functioning are not inconsistent with the Act, Statutes and Regulations;
 - (i) organize workshops and training programmes for the benefit of the teaching and support staff in the colleges in the area or the Regional Centre;
 - (j) ensure that financial discipline is maintained and expenditures of the Regional Centre are within the budgetary provisions as recommended by the Regional Centre and sanctioned by the Finance Committee of the University;
 - (k) ensure that the annual audited accounts related to the Regional Centres and associated Sub-Centres are prepared and sent to the University at the end of each financial year;
 - (l) be responsible for fostering intellectual interaction across the area of the Regional Centre of the University and for ensuring that there are research and development and industry linkages in the region;
 - (m) ensure that the long-term and short-term development plans of the Regional Centre and affiliated colleges in the region in their academic programmes are duly processed and

- implemented through relevant authorities, bodies, committees and officers;
- (n) monitor appointment and approval of principals and teachers of affiliated colleges and institutions, and recognized institutions or Post-Graduate Centers in the area of Regional Centre;
 - (o) scrutinize and prepare proposals to be forwarded to Executive Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories at the Regional Centre of the University;
 - (p) recommend proposals to the Executive Council for creation of the posts of administrative, technical and non-technical staff, from the funds of the University and from the funds received from other funding agencies, at the Regional Centre
 - (q) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the affiliated colleges, Regional Centre facilities, and monitor their proper utilization;
 - (r) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field surveys in the area of Regional Centre
 - (s) be responsible for establishing liaison for fostering and promoting collaboration between the affiliated colleges in the region of the Regional Centre of the University and national and international institutions and scientific, industrial and commercial organizations
 - (t) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice- Chancellor who shall place the same before the Executive Council;
 - (u) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2.17 Director-Examinations, at the Main Centre

(under Sections 9(j), 23 and 39(b) of the Act)

- (1) The Director-Examinations, shall be a whole time salaried officer and shall work directly under the direction and control of the Vice-Chancellor and shall be concerned with the implementation of the policies and directives given by the Board of Examinations.
- (2) Qualifications of the Director, Examinations, shall be decided by the Executive Council as per the guidelines laid down the regulatory bodies and accepted by the State Government. In general, the qualification and experience for the purpose of selection of the Director, Examinations, shall be the qualification and experience for the post of a Professor in the

Faculty of Engineering, preferably in Information Technology or Computer Engineering or having experience in digital evaluation, and as prescribed in the Ordinances

- (3) The Director, Examinations, shall be appointed by the Vice- Chancellor on the recommendation of the Selection Committee constituted for the purpose by the Executive Council, following the procedure prescribed in Ordinances;

Provided that, in appointing the Director, Examinations, preference shall be given to the persons with proven capacity of use of Information Technology in delivery of Education and Examinations.

- (4) The pay, allowances and terms of service of the Director shall be decided by Executive Council as per the norms of Regulatory Bodies and accepted by the Government and the University and shall not be varied to his disadvantage without his consent.

- (5) The appointment of the Director, Examinations, shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment on the recommendation of a Selection Committee constituted for the purpose by the Executive Council;

Provided that no member of Executive Council, other than the Vice-chancellor, shall be member of the Selection Committee.

- (6) In the absence of regularly appointed Director, the Vice-Chancellor, on recommendation of a Selection Committee constituted by the Executive Council, may appoint a regular faculty member from the University departments/ schools/ conducted institutes or affiliated colleges with necessary qualifications, expertise and experience as In-Charge Director, (Examination) for a period of three years or till the age of sixty, whichever is earlier.

- (7) The Director, Examinations, shall be the principal officer-in-charge of the conduct of University examinations, tests, and evaluation, and declaration of the results

- (8) The Director shall be the Member-Secretary of the Board of Examinations and of the Committees appointed by the Board except the Committee constituted for appointment of paper-setters, examiners and moderators;

S2.18 Powers and Duties of Director- Examinations

(under Section 23 of the Act)

- (1) The Director, Examinations, shall,—

- (a) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of their results;
- (b) evolve and implement in consultation with the Board of Examinations, processes for proper and smooth conduct of examinations;

- (c) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations;
- (d) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded for online examinations.
- (e) 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 a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor;
- (f) take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices in relation to the examinations
- (g) review, from time to time, the results of University examinations, and forward reports thereon to the Board of Examinations
- (h) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular programme and shall in any case declare the results latest within forty-five days and in case of delay, prepare a detailed report outlining the reasons for submission to the Vice-Chancellor immediately;
- (i) take all steps for implementation of decisions taken by the Academic Council and Board of Examinations pertaining to Examination;
- (j) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation ;
- (k) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;
- (l) ensure that answer books for all examinations are assessed through the central assessment system;
- (m) ensure that every teacher and non-teaching employee in the University, affiliated or conducted college or recognized institution render necessary assistance and service in respect of examinations of the University and in evaluation process;
- (n) be responsible for maintaining a permanent record of the academic performance of students of the University including the courses taken, grades obtained, degrees, awards, prizes or other distinctions won and any other items pertaining to the

- academic performance of the students;
- (o) ensuring uploading of all degrees on the National Academic Depository and registration of students on the depository for online verification
 - (p) providing services to the students for transcripts, verification and duplicate certificates.
 - (q) Receive complaints on examinations, and taking action against complaint of fake degrees.
 - (r) Appoint referees for the evaluation of Masters' dissertations and PhD thesis, receive the reports on the theses and dissertations, and appoint panel for open defense of the PhD theses, on approval by competent authorities.
 - (s) undertake any other task assigned to him by the University authorities to carry out the objectives of the Board of Examinations, and to ensure that the objects of the University are accomplished

S2.19 Director, Information Technology

(under Sections 9(j), 23 and 39(b) of the Act)

- (1) The Director of Information Technology shall be a whole time salaried officer of the University and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
 - (2) Qualification of the Director, Information Technology, shall be decided by the Executive Council as per the norms of Regulatory Authorities and accepted by the State Government and the University and as prescribed in ordinances. In general, the qualification and experience for the purpose of selection of the Director shall be the qualification and experience required for a post of a Professor or Principal with degree in Information Technology, Telecommunication Engineering or Computer Engineering
 - (3) The appointment of the Director of Information Technology shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose, following a procedure prescribed in Ordinances.
 - (4) The appointment of the Director shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a Selection Committee constituted for the purpose by the Executive Council;
- Provided that, no member of the Executive Council, other than the Vice-Chancellor, shall be member of such a Committee.

- (5) In the absence of regularly appointed Director, the Vice-Chancellor, on recommendation of a Committee appointed by the Executive Council, may appoint a regular faculty member from amongst eligible University teachers and teachers from affiliated colleges as In-charge Director for a period of not exceeding three years, or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

S2.20 Powers and Duties of Director, Information Technology

- (1) The Director of Information Technology shall be responsible for-
- (a) Establishment and maintenance of ICT infrastructure for smooth functioning of the University and Regional Centres and Sub-Centres,
 - (b) Development and maintenance of State wide MIS system for affiliated colleges, University departments, the existing students, their academic profiles, Faculty profiles, On-line Teaching and learning processes,
 - (c) Development of State-wide e-Office system for e-governance of the University, its Regional Centres, Sub-Centres and affiliated colleges
 - (d) Assistance to the Board of Examinations in the conduct of online remedial examinations
 - (e) Maintenance of website and maintenance of web related services for faculty, staff, students, alumni and industry,
 - (f) Data management of students, the security of their data
 - (g) Compilation of data for submission to regulatory bodies such AISHE, AICTE, UGC, NIRF, MHRD, etc.
 - (h) Development and maintenance of network communication within University and between the University and its Centres,
 - (i) Development of e-content, e-courses and e-resources for the benefit of students communities and other trainees
 - (j) Safeguarding all e-books, e-periodicals, e-manuscripts, e-journals, in audio and digital format, and equipment's
 - (k) Establishing and maintaining an On-line Digital Resource Centre
 - (l) Causing periodical verification of stock, prepare appropriate report that includes losses, and place it before the Board of IT service.
 - (m) Conduct training programmes and workshops to update the e-skills and e-knowledge of students and faculty of the university affiliated colleges, and recognized institutions
 - (n) Taking actions against sites giving fake online degree certificates and other fraudulent certificates
- (2) The Director of Information Technology shall exercise such other powers and perform such

other duties assigned to him by the University authorities from time to time

- (3) The Director shall be allowed to hold the memberships of Committees and Boards of Professional Organizations, Educational and Research Organizations, Industries, Government appointed Committees, with a prior approval of the vice-Chancellor, and retain the honoraria, if applicable;

Provided that such memberships do not interfere, directly/indirectly in his/her functioning at the University and there is no conflict of interest in discharging his duties as the Director-Information Technology

S2.21 Director, Students' Development and Extensional Activities

(under Sections 9(j), 23 and 39(b) of the Act)

- (1) The Director of Students' Development and Extensional Activities shall be a whole time salaried officer.
- (2) Qualifications, and terms and conditions of service of the Director, shall be prescribed by the Executive Council as per the guidelines laid down by Regulatory Authorities and accepted by the State Government and the University. In general, the qualification and experience for the purpose of selection of the Director shall be the qualification and experience required for the post of a Professor having aggregate minimum teaching or research experience of not less than ten years and should have experience of handling Sports /NSS / NCC/ Physical Education activities at least for five years.
- (3) The appointment of the Director of Students' Development and Extensional Activities shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose following a procedure prescribed in ordinances, and he shall work directly under the direction and control of the Vice-Chancellor
- (4) The pay and allowances of the Director shall be decided by Executive council as per the guidelines laid down by the Government and accepted by the University.
- (5) The appointment of the Director, shall be for a term of five years or till attaining the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted by the Executive Council for the purpose.
- Provided that, no member of the Executive Council, other than the Vice-Chancellor, shall be member of such a Committee.
- (6) In the absence of regularly appointed Director, the Vice-Chancellor on recommendation of a Selection Committee appointed by the Executive Council may appoint a regular faculty

member from amongst eligible University teachers and teachers from affiliated colleges as In-charge Director for a period not exceeding three years or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

S2.22. Powers and Duties of the Director, Students' Development, and Extensional Activities

(under Section 9(j), 23 and 39(b) of the Act)

- (1) The Director, Students' Development, and Extensional Activities shall—
- (a) work towards promotion of Sports, NSS, NCC, cultural, recreational and welfare activities of the students in University departments, conducted colleges and institutions and affiliated colleges and recognized Institutes;
 - (b) conduct leadership training programmes for students;
 - (c) ensure availability of mentors and counselling cells for the students in colleges, institutions and University departments;
 - (d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the University, colleges and the institutions;
 - (e) look into the grievances of the students;
 - (f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;
 - (g) organize and coordinate cultural, recreational and sports activities jointly with regional, national and international bodies;
 - (h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;
 - (i) organize University, State, National and International level competitions, skills development workshops and interactive programmes in various fields for the students;
 - (j) train the students for State, National and International level competitions in various cultural and professional activities;
 - (k) conduct elections of the University Students' Council;
 - (l) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition in the University;
 - (m) promote sports, and organize activities in the field of sports in colleges, institutions and University departments;
 - (n) organize University level competitions in various sports on the University campus;
 - (o) process applications for visits of teachers and students from University departments, institutions, conducted colleges, colleges and recognized institutions to National and International University or institutions and assist them on logistic support for such

- visits;
- (p) oversee and monitor administration of Foreign Students' Assistance Cell which gives facility of a Single Window Operation to the foreign students;
 - (q) process the applications received from foreign students for their admission to the University
 - (r) establish and supervise the working of the Migrant Indian Students' Cell for providing Single Window Operation for students coming from other parts of the country;
 - (s) prepare the report of the Board of Students' Development and Extensional Activities for presentation to Academic Council;
 - (t) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2.23 Joint Directors (*under Sections 21, 72 and 39(b) of the Act*)

- (1) The appointment of a Jt. Director shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose under the Act and the procedure of his appointment shall be as prescribed in the Ordinances.
- (2) The Jt. Director shall be a person who is holding the post of at least Associate professor with minimum 10 years approved teaching experience in any University, recognized Institute, affiliated college or an institute of national repute engaged in teaching, research and development activities in the Faculty of Engineering and Technology, Pharmacy, Architecture and HMCT, with teaching or research or administrative experience as prescribed in Ordinances.
- (3) The Jt Director of a Regional Centre and at a Sub-Centre under the Regional Centre shall work under the superintendence, direction and control of the Director of the Regional Centre.
- (4) The appointment of Jt. Director shall be for a term of three years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on recommendation of the Selection Committee constituted for the purpose; Provided no member from Executive Council, other than the Vice-Chancellor, shall be the member of such a Selection Committee;
- (5) The emoluments, terms and conditions of service of a Jt. Director, shall be such as may be prescribed by the Executive Council as per the guidelines laid down by the State Government and accepted by the University, time to time in this regard, and shall not be varied to his disadvantage without his consent.

- (6) In the absence of a duly appointed Jt. Director, the Vice-Chancellor may appoint a suitable person for a period not exceeding six months or till regular appointment is made whichever is earlier.

S2.24 Qualifications, Appointment, Powers and Duties of Jt. Director, Teachers Training, Curriculum Development and Design Centre at the Main Centre

(under Section 39(b), 44(4) of the Act)

- (1) The Jt. Director, Teachers Training, Curriculum Development and Design Centre, shall be with qualifications and experience required for position of Professor with at least 10 years of teaching and research experience.
- (2) The appointment of a Jt. Director shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose under the Act and the procedure of his appointment shall be as prescribed in the Ordinances.
- (3) The Jt. Director shall be appointed for a period of three years or shall be eligible for re-appointment for a period of three years, till the age of superannuation whichever is earlier, on the recommendation of a Selection Committee constituted for the purpose by the Executive Council;
Provided no member from Executive Council, other than the Vice-Chancellor, shall be the member of such a Selection Committee.
- (4) The Jt. Director, shall work under direct supervision and control of the Vice-chancellor.
- (5) The Jt. Director shall be *ex-officio* Coordinator and Member Secretary of Internal Quality Assurance Council of the University at the Main Centre.
- (6) In the absence of a suitable candidate as Professor, a duly appointed regular Associate Professor having 10 years of teaching and research experience of which 5 years at the Associate professor, may be appointed as an In-charge Jt. Director, for three years or till a regular appointment is made on the post or till the age of sixty whichever is earlier.
- (7) The Jt. Director, Teachers Training, Curriculum Development and Design Centre shall:-
 - (a) be responsible for planning and conducting regular training programmes for teachers from affiliated colleges and University departments
 - (b) develop the curricula of various programmes in the sphere of technological education, keeping in view the overall priorities, perspectives and needs of the society and expectations from industry;
 - (c) develop methodology for training of teachers and to create training materials for the same;

- (d) coordinate with Regional centres and Sub-centres for conducting teacher's training and such other training as directed by the University.
- (e) prepare modules for teachers' training and time table for teachers' training programs
- (f) communicate with external resource persons for the training programs
- (g) conduct training need analysis of university teachers and teachers from affiliated colleges
- (h) coordinate with IQAC coordinators of the affiliated colleges and University departments
- (i) assist the Planning and Evaluation (Monitoring) Board in conducting the academic audits of University Departments and Schools
- (j) place annual report of the Centre's activities before the Academic Council.
- (k) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2.25 Powers and Duties of Jt. Director at the Sub-Centre

(under Section 46 of the Act)

(1) The Jt. Director of Sub-Centre shall—

- (a) be the chief academic and administrative officer of the Sub-Centre and shall work under the supervision and guidance of the Director of the respective Regional Centre.
- (b) oversee and monitor academic programmes of the colleges and recognized institutions under the purview of the Sub-Centre;
- (c) oversee and monitor general administration of the Sub-Centre of the University and ensure efficiency and good order of the departments or schools or institutions on the Sub-Centre;
- (d) ensure that appropriate actions as needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Council of the University, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to Director, Regional Centre.
- (e) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the Sub-Centre;
- (f) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions under the purview of the Sub-Centre;
- (g) ensure that the decisions of the colleges or University departments, schools, institutions on the sub-Centre and their functioning are not inconsistent with the Act, Statutes and Regulations;

- (h) organize workshops and training programmes for the benefit of the teaching and support staff in the districts of the sub Centre;
 - (i) ensure that financial discipline is maintained and expenditures of the Sub-Centre are within the budgetary provisions
 - (j) ensure that the annual audited accounts related to the sub-Centres are prepared and sent to the respective Regional Centre of the University at the end of each financial year;
 - (k) undertake any other task that may be assigned to him by the University authorities to ensure that the objectives of the University are accomplished;
- (2) The Jt. Director shall exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the University authority from time to time.

S2.26 Powers and Duties of Jt. Directors at the Regional Centre

(under section 39(b),45(3) of the Act)

- (1) The Jt. Directors of Regional Centres shall work under the supervision and guidance of the Director of the Regional Centre
- (2) Jt. Directors of Regional Centres shall exercise powers and perform such other duties as prescribed by or under the Act or assigned to him by the University authority from time to time.

S2.27 Powers and Duties of Jt. Director, Administration and Finance, at the Regional Centre

(under section 45(3) of the Act)

- (1) The Jt. Director, Administration and Finance, at the Regional Centre shall be responsible for Administrative and Financial matters and shall work under the supervision and guidance of the Director of the respective Regional Centre.
- (2) The Jt. Director shall -
 - (a) look after administration of the staff at the Regional Centre and the facilities of the Centre,
 - (b) prepare plans of development of the Centre and estimates of the financial requirements of the Centre
 - (c) look after infrastructure development at the Regional Centre
 - (d) manage security and maintenance of facilities at the Regional Centre,
 - (e) look after administrative coordination with Sub-Centres under Regional Centre
 - (f) manage affiliation of colleges and their inspection, in the region
 - (g) assist in appointments of teachers, principal in affiliated colleges and their approval,

- (h) manage contracts for outsourced services for the Regional Centre
- (i) look after maintenance of administrative records and Financial Data, Monitoring funds utilization at the centre
- (j) execute any other Administrative and Financial matters pertaining to the Regional Centre

S2.28 Powers and Duties of Jt. Director, Examinations, at Regional Centre

(under section 45(3) of the Act)

- (1) The Jt. Director, Examination, at the Regional Centre shall work for examination related activities under the supervision and guidance of the respective Regional Centre's Director
- (2) The Jt. Director, Examination, shall be responsible for –
 - (a) Distribution Answer books & collection
 - (b) Conduct of the examinations in the affiliated colleges under Regional centre
 - (c) Coding and scanning of answer books from the colleges in the Region.
 - (d) Online evaluation of the answer books through examiners, and timely declaration of the results and compilation and analysis of examination results
 - (e) Online Remedial examination
 - (f) Digital revaluation of answer books
 - (g) Addressing student's grievances related to examinations and results

S2.29 Powers and Duties of Jt. Director, Information and Communication Technology, at Regional Centre

(under Section 45(3) of the Act)

- (1) The Jt. Director, Information and Communication Technology, at the Regional Centre shall work for Information Technology related activities under the direction and supervision of the Director of the Regional Centre.
- (2) The Jt. Director, Information Technology Services, shall be responsible for -
 - (a) establishment and maintenance of ICT infrastructure for smooth functioning of the Regional Centre,
 - (b) ensuring submission of data from the affiliated colleges in the State-wide MIS system of the University for the students, and staff from affiliated colleges.
 - (c) conduct of online courses at the Regional Centres,
 - (d) maintenance of the website of the Regional Centre of the University for the information related to the Regional Centre,
 - (e) maintenance of web related services for faculty, staff, students, alumni and industry in

- the respective region,
- (f) data management of the Centre for the University, data analysis of examination results in the Region,
 - (g) compilation of data from affiliated colleges required by the regulatory bodies such AICTE, UGC, NIRF, MHRD, AISHE etc. and its submission to the Director of the Regional Centre
 - (h) development and maintenance of network communication of the University with the Regional Centre and Sub-Centres under the Regional Centre,
 - (i) registration of graduates of the University for online degree verification at National Academic Depository (NAD).
 - (j) providing service for transcripts, duplicates certificates to students from the Region.
 - (k) any other matter requiring ICT expertise

S2.30 Powers and Duties of Jt. Director, Research and Development and Industry Relations, at the Regional Centre (*under section 45(3) of the Act*)

- (1) The Jt. Director, R&D and Industry Relations, at the Regional Centre shall be responsible for Research and Development and industry relations and shall work under the supervision and guidance of the Director of the respective Regional Centre.
- (2) The Jt. Director, shall manage:--
 - (a) industry coordination and collaboration between the colleges under the Regional Centre of the University, and with other research and academic organizations,
 - (b) development and transfer of technology at the Centre and affiliated colleges
 - (c) training of students/ faculty in industry
 - (d) training of industry personnel in University/ extensional centres
 - (e) promotion of research and technology development in the Institutions and Centres of the University & in affiliated colleges
 - (f) undergraduate and post-graduate research projects with industries,
 - (g) coordination of industrial and community resources for high quality research,
 - (h) patents and other intellectual property matters,
 - (i) extensional work of the University for society and industry benefits
 - (j) any other matter related to research and development and Industrial relationship.

S2.31 Powers and Duties of Jt. Director, Students' Grievances, at Regional Centre (*under section 45(3) of the Act*)

- (1) The Jt. Director, Students' Grievances, at the Regional Centre shall work to address students'

all grievances under the direction and supervision of the Director of the Regional Centre

- (2) The Jt. Director, Students Grievances, shall be responsible for addressing issues related to -
- (a) admissions and Internal examinations,
 - (b) results of students of affiliated colleges
 - (c) formation and functioning of students Councils in colleges
 - (d) students scholarships and fellowship from Government and other bodies, financial assistance
 - (e) training and placement of students from schools, centres of University and affiliated colleges in the Regional Centre.
 - (f) hostel accommodation, facilities of the students in hostels, interpersonal relationships, cultural activities in the affiliated colleges
 - (g) any issue related to students in affiliated colleges in the area of jurisdiction of the Regional Centre

S2.32 Appointment and duties of Deputy Directors at Sub-Centre

(under Sections 22 and 73 of Act)

- (1) The Deputy Director shall be appointed by Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council in the manner prescribed by the Act and the procedure of his appointment shall be as prescribed in the Ordinances;
- (2) The Dy. Director shall perform such functions assigned to him by the Jt. Director of the Sub-Centre from time to time and shall report to the Joint Director at the Sub-Centre;
- (3) The appointment of Dy. Director of a Sub-Centre shall be for a term of three years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on recommendation of the Selection Committee constituted for the purpose; Provided no member from Executive Council, other than the Vice-Chancellor, shall be the member of such a Selection Committee;
- (4) In the absence of regularly appointed Deputy Director, Vice-Chancellor may appoint, on recommendation of a Selection Committee constituted by Executive Council, a regular faculty member from University department or an affiliating college as in charge Dy. Director for a period not exceeding three years, or till regular appointment is made, or till the age of sixty years, whichever is early.

S2.33 Powers and Duties of Dy. Director Administration and Finance, at the Sub-Centre

(under Section 22(3) of the Act)

- (1) The Dy. Director, Administration and Finance, at the Sub-Centre shall be responsible for

Administrative and financial matters and shall work under the supervision and guidance of the Jt. Director of the Sub-Centre.

(2) The Dy. Director, shall manage--

- (a) administration of the staff at the Sub-Centre and the facilities of the Sub-Centre,
- (b) Preparation of plans of development of the Centre and estimates of the financial requirements of the Sub-Centre
- (c) infrastructure development at the Sub-Centre,
- (d) coordination with the Regional Centre for the development of the Sub-Centre's infrastructure
- (e) security and maintenance of facilities at the Sub-Centre,
- (f) affiliation of colleges and their inspection, in the sub-centre's Region
- (g) assist in approval of teachers and of principal in affiliated colleges in the Region
- (h) contracts for outsourced services for the Sub-Centre
- (i) maintenance of administrative records and Financial Data of the Sub-Centre, monitoring fund utilization at the sub-centre.
- (j) any other administrative and Financial matters pertaining Sub-Centre.
- (k) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2. 34 Powers and Duties of Dy. Director Examinations at Sub-Centre (*under Section 22(3) of the Act*)

- (1) The Dy. Director, Examination, at the Sub-Centre shall work towards examination related activities under the direction of the Jt. Director of Sub-Centre
- (2) The Dy. Director, Examination, shall be responsible for -
 - (a) Assist in assessment of answer papers,
 - (b) Printing and distribution of the question papers,
 - (c) Conduct of the examinations in the affiliated colleges under the Sub-Centre
 - (d) Coding and scanning of answer books,
 - (e) Online evaluation of the answer books through examiners, and Compilation and Analysis of examination results
 - (f) Online examinations
 - (g) Revaluation of the answer books
 - (h) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2.35 Powers and Duties of Dy. Director, Information and Communication Technology, at Sub-Centre *(under Section 22(3) of the Act)*

- (1) The Dy. Director, Information Technology Services, at the sub-Centre shall work for Information technology related activities under the supervision and guidance of the Jt. Director of the Sub-Centre.
- (2) The Dy. Director, Information Technology Services, shall be responsible for -
 - (a) establishment and maintenance of ICT infrastructure for the smooth functioning of the Sub-Centre,
 - (b) ensuring submission of data into the State wide MIS system of the University for the students, and staff from affiliated colleges,
 - (c) conduct of online courses at the Sub-Centres,
 - (d) maintenance of website of the University for the information of Sub-Centres,
 - (e) maintenance of web related services for faculty, staff, students, alumni and industry in the region,
 - (f) data management of the Sub-Centre for the University and data analysis of examination results in the Region
 - (g) compilation and submission of data required for regulatory bodies such AICTE, UGC, NIRF, MHRD, AISHE etc., to Regional Centre
 - (h) development and maintenance of network communication of the colleges in the region with Sub-Centre and Regional Centre,
 - (i) Development and maintenance of ICT systems for functioning of the Sub-Centre
 - (j) any other matter requiring ICT expertise.
 - (k) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2.36 Power and Duties of Dy. Director, Students' Grievances, at Sub-Centre

(under Section 22(3) of the Act)

- (1) The Dy. Director, Students' Grievances, at the Sub-Centre shall work to address all students grievances under the supervision and guidance of the Jt. Director of the Sub-Centre.
- (2) The Dy. Director, Students Grievances, shall be responsible for addressing issues related to -
 - (a) admissions and internal examinations, results of students of affiliated colleges
 - (b) Students Councils in colleges in the region of sub-centre
 - (c) students scholarships and Fellowship from Government and other bodies, financial

- assistance in colleges in the sub-centres region
- (d) training and placement of students in the region
 - (e) hostel accommodation, facilities of the students in hostels, interpersonal relationships, cultural activities in affiliated colleges
 - (f) any issue related to students in affiliated colleges in the areas of jurisdiction of the Sub-Centre
 - (g) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S2.37 Qualifications of Directors, Dean, Jt. Directors and Dy. Directors (*section 23(3) of the Act*)

The essential qualifications of the Directors, Deans, Joint Directors and Deputy Directors shall be as prescribed in Ordinances

S2.38 Selection Committees for the Officers of the University (*Sections 71,72,73,76,77 of the Act*)

- (1) Composition of the Selection Committee for the selection of Registrar shall be as per the Section 71 of the Act.
- (2) Composition of the Selection Committee for the selection of Director, shall be as per the Section 70 of the Act.
- (3) Composition of the Selection Committee for the selection of Jt. Directors, shall be as per the Section 72 of the Act.
- (4) Composition of the Selection Committee for the selection of Dy. Directors, shall be as per the Section 73 of the Act.
- (5) Composition of the Selection Committee for the selection of Finance Officer, shall be as per the Section 76 of the Act.
- (6) Composition of the Selection Committee for the selection of Librarian shall be as per the Section 77 of the Act.
- (7) Composition of the Selection Committees for the selection of Deans, Director, Board of Examination, Director, Students Development and Extensional Activities, and Director, Information Technology, shall be as follows
 - (i) The Vice Chancellor, Chairperson
 - (ii) The Nominee of Chancellor on the Executive Council;
 - (iii) Two members nominated by the Executive Council from amongst its members being persons not in service of the University;
 - (iv) Two Subject Experts from outside the University, one of them must be from industry and the other one should be academic in the subject;

- (v) Director of Technical Education, Government of Maharashtra, or his nominee not below the level of Jt. Director
 - (vi) The Registrar, Member Secretary.
- (8) The procedure of selection and appointment of University Officers shall be as prescribed in Ordinances. The essential quorum of the Selection Committee is the Vice-chancellor, one member nominated by the Executive Council and one subject expert.

S2.39 Resignation of an Officer of the University (*Section 13(8), 18(5)*)

Any officer of the University, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice, may resign from his office and shall cease to hold his office from the date of expiry of the said notice period, after the acceptance of his resignation by the Vice-Chancellor.

S2.40. Removal of an Officer of the University (*under Section 13(d), 139e), 139f), 14(17)*)

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

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

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

CHAPTER THREE

AUTHORITIES AND COMMITTEES OF THE UNIVERSITY

*(under Sections 27, 30, 32, 34, 39(a), 26 and 29(1), subClause (xliii) of the Act
and HTE GR 4B, MNS-2016/(347/16)/UE-3 dated 8th April 2017)*

S3.1 (1) The following shall be the Authorities of the University (*under section 26, 39(c) of the act*)

- (a) the Executive Council
- (b) the Academic Council;
- (c) the Planning and Evaluation (Monitoring) Board;
- (d) the Finance Committee;
- (e) the Faculty
- (f) the Boards of Studies
- (g) the Board of Examination
- (h) the Board of Deans
- (i) the Board of University Departments and Interdisciplinary Studies
- (j) the Regional Boards of the University
- (k) the Boards of Post-Graduate Education
- (l) the Board of Innovation, Incubation and Entrepreneurship
- (m) the Board of Research and Development
- (n) the Board of Students' Development and Extensional Activities
- (o) the Board of Information Technology
- (p) Teachers Training, Curriculum Development and Design Centre
- (q) Other Committees

S3.2 Nomination of Members by Vice-Chancellor on Executive Council

(As per Section 27, 29 of the Act)

- (1) The members nominated as per the *Section 27(g)* of the Act on the Executive Council shall be the Directors of four Regional Centres.
- (2) The nominated members as per the *Section 27(h)* of the Act on the Executive Council shall be the Jt. Directors of the Sub-Centres, by rotation as per seniority, provided that when a

sufficient number of Sub-Centres is not created, to have this rotation meaningful, the senior-most amongst the three shall be nominated for the second term, while remaining two shall vacate the office.

- (3) The Heads of University Departments/University Schools/Conducted Institutes, nominated under *Section 27(e)* of the Act on the Executive Council, shall be such that each
- (i) possesses PhD with at least *fifteen* years of teaching and research experience in aggregate,
 - (ii) is a recognized PhD guide under whose supervision *at least* two students have been awarded PhD degree,
 - (iii) has authored or co-authored at least two text books/ reference books or has published *at least* three research papers in peer reviewed journals as main or corresponding author, *after* PhD and
 - (iv) has undertaken University examination related work for *at least* five years in aggregate
- (4) The University teachers, nominated on the Executive Council under *Section 27(i)* of the Act, shall be such that
- (A) The Professor nominated on the Executive Council from the regular teachers of the University Departments, shall:-
 - (a) possess a PhD degree
 - (b) have at least fifteen years of aggregate teaching and research experience.
 - (c) be a recognized PhD guide under whose supervision at least two students have been awarded PhD degree
 - (d) have authored/co-authored at least two text books/ reference books or published at least *ten* research papers in peer reviewed journals as the first or corresponding author *after* PhD
 - (e) have undertaken University Examination related work for at least five years in aggregate.
 - (B) The Assistant Professor nominated on the Executive Council from the Regular Teachers of the University Departments shall :-
 - (a) possess a PhD degree
 - (b) have at least five years of aggregate teaching experience
 - (c) have authored/co-authored at least two text books/ reference books or published at least three research papers in peer reviewed journals as the first or corresponding author *after* PhD.
 - (e) have undertaken University Examination related work for at least three years in aggregate.

Provided that teachers nominated on the Executive Council under *Section 27(i)* of the Act shall not be from the departments whose Heads are nominated on the Executive Council under *Section 27(e)* of the Act

Provided further that the two teachers shall be from two different departments.

- (5) The nominated member as per the *Section 27(f)* of the Act on the Executive Council shall be from the Principals of the affiliated colleges such that each shall be :-
- (a) a Ph.D. degree holder
 - (b) a regular appointed Principal of the college which has valid certification of Accreditation by National Board of Accreditation or other Accrediting body in the Faculty for the courses run by the College as the case may be and the period of validity of such a certificate is unexpired and
 - (c) shall have undertaken University Examination related work for at least five years in aggregate.

Provided that there are Six representatives from Engineering, Two from Pharmacy, one from Architecture and one from Hotel Management and Catering Technology colleges.

- (6) The nominations of the members by the Vice-chancellor on the Executive Council shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.
- (7) All orders and decisions of the Executive Council shall be authenticated by the signature of the Registrar or any other person authorised by the Executive Council in this behalf.

S3.3 Self Appraisal of Executive Council

- (1) The functioning and performance of the Executive Council shall be self-appraised by a Committee comprising of Chancellor's Nominee as the chairperson and the Government's Nominees on the Council every year.
- (2) The Committee shall prepare the format of the key performance matrix for the Executive Council and submit the report to the Vice-Chancellor on the conclusion of the Academic year, on or before 30th June of the year.
- (3) The Vice-Chancellor shall submit the report to the Chancellor.

S3.4 Nomination of Members by Vice-chancellor on Academic Council (*under Section 30 of the act*)

- (1) The members nominated on the Academic Council as per the *Section 30(f)* of the Act shall be from the Principals of the affiliated colleges such that each shall:-
- (a) be a PhD degree holder
 - (b) be a regular appointed Principal of a college which has valid certification of Accreditation by National Board of Accreditation or other Accrediting body in the Faculty for the courses run by the College as the case may be and the Period of validity of such a certificate is unexpired and
 - (c) have undertaken University Examination related work for at least five years in aggregate.

Provided that there are Six representatives from Engineering, Two from Pharmacy, one from Architecture and one from Hotel Management and Catering Technology colleges.

- (2) The teacher nominated on the Academic Council as per the *Section 30(j)* of the Act shall be from the Teachers of the University Departments such that
- (A) The Professor nominated on the Academic Council as per the *Section 30(j)* of the Act shall be from the regular teachers of the University Departments and he shall:-
- (a) possess a PhD degree
 - (b) have at least fifteen years of aggregate teaching experience
 - (c) be a recognized PhD guide under whose supervision at least two students have been awarded PhD degree
 - (d) have authored/co-authored at least two text books/ reference books or published at least *ten* research papers in peer reviewed journals as the first or corresponding author *after* PhD.
 - (e) have undertaken University Examination related work for at least five years in aggregate.
- (B) The Associate Professor nominated on the Academic Council as per the *Section 30(j)* of the Act shall be from the regular teachers of the University Departments and he shall :-
- (a) possess a PhD degree
 - (b) have at least ten years of aggregate teaching experience
 - (c) be a recognized PhD guide under whose supervision at least two students have been awarded PhD degree

- (d) have authored/co-authored at least two text books/ reference books or published at least *five* research papers in peer reviewed journals as the first or corresponding author *after PhD*
 - (e) have undertaken University Examination related work for at least five years in aggregate.
- (C) The Assistant Professor nominated on the Academic Council as per the Section 30(j) of the Act shall be from the regular teachers of the University Departments and he shall :-
- (a) possess a PhD degree
 - (b) have at least five years of aggregate teaching experience
 - (c) have authored/co-authored at least two text books/ reference books or published at least three research papers in peer reviewed journals as the first or corresponding author *after PhD*.
 - (e) have undertaken University Examination related work for at least three years in aggregate.
- (3) The nominated teachers on Academic Council as per the *Section 30(j)* of the Act shall be such that no two teachers shall belong to the same department.
- (4) The experts nominated on the Academic Council as per the *Section 30(i)* of the Act shall be experts from the Institutes of National Repute or renowned experts from industry with technology expertise
- (5) The expert shall be either
- (a) a person holding a rank not lower than that of Assistant Director or departmental Head in National laboratories, having published at least one reference book in the subject or ten research papers in peer reviewed Journals as main or corresponding author
- OR
- (b) an eminent scholar having published at least one reference book in the subject or ten research papers in peer reviewed Journals as main or corresponding author, after his PhD
- OR
- (c) an eminent person from the subject related industries or professional body
- OR
- (d) a person having at least 10 years of working or ownership or advisory or consultancy experience in related years

- (6) The nominations of the members by the vice-chancellor on the Academic Council shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.5 Self-Appraisal of Academic Council

- (1) The functioning and performance of the Academic Council shall be reviewed by a Committee comprising of Government nominated experts on the Academic Council every year.
- (2) The Committee shall be chaired by a member elected by the expert members of the Committee.
- (3) The Committee shall prepare the format of the key performance matrix for the Academic Council and submit the self-appraisal report to the Vice-Chancellor in confidence on the conclusion of the Academic year on or before 30th June of the year.
- (4) The Vice-Chancellor shall submit the report to the Chancellor.

S3.6 Nomination of members on Planning and Evaluation, Monitoring Board (*under Section 32 of the Act*)

- (1) The members on the Board as per of *Section 32(2)(d)* of the Act shall be the Directors of the four Regional Centres or their nominees not below the level Jt. Director of the respective Regional Centre.
- (2) The members on the Board as per the *Section 32(2)(e)* of the Act, shall be five Jt. Directors of the Sub-Centres
- (3) The expert members nominated on the Board as per of *Section 32(2) (g) and (h)* of the Act, shall not be members of Academic Council and Executive Council, and should be highly renowned experts in the domains relevant to the University, such as professors and senior scientists of Institutes of National Eminence, such as IITs, IISc, CSIR laboratory, BARC, TIFR, and senior level managers from large scale industries with well established reputation for their achievements.
- (4) The nominations of the members by the Vice-chancellor on the Planning and Evaluation (Monitoring) Board shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.7 Nomination of members on Finance Committee (*under Section 34 of the Act*)

- (1) The members of the Finance Committee as per the *Section 34(2)(d)* of the Act shall be the Directors of the Four Regional Centres or their nominees not below the level of Jt. Director of respective Regional Centres.
- (2) The members of the Committee as per the *Section 34(2)(e)* of the Act shall be three Jt. Directors of the Sub-Centres by rotation as per seniority, provided that till a sufficient number of sub-centres is not created to have this rotation meaningful, the senior-most amongst the three shall be nominated for the second term, while remaining two shall vacate the office;
- (3) The member on the Committee as per the *Section 34(1)(h)* of the Act shall be a practising Chartered Accountant or Company Secretary of having at least 10 years of professional experience.
- (4) The nominations of the members by the vice-chancellor on the Finance Committee shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.8 Powers and Duties of the Finance Committee

- (1) The Finance Committee shall:-
 - (a) Examine the Accounts of the University
 - (b) Prepare the Budget of the University considering the funds available with the University
 - (c) Examine progress of the expenditure of budgeted funds
 - (d) Prepare proposals for expenditure during the year
 - (e) Prepare Financial estimates and present to Executive Council
 - (f) Scrutinize the annual accounts for proper disbursement of the funds
 - (g) Ensure expenditure was in accordance with the provisions of the Act
 - (h) Submit quarterly financial audit to the Executive Council
 - (i) Suggest remedial action for the proper utilization of the funds available to the University
 - (j) Suggest action in case of irregularities to the Executive Council
 - (k) Recommend to the Executive Council limits of recurring and non-recurring expenditures
 - (l) Conduct financial audit of the University
 - (m) Take necessary steps in getting audits of the accounts by auditors appointed by the Executive Council

- (n) Examine proposals relating to creation of posts, upgradation of pay-scales
- (o) Recommend purchase of equipment's, materials, construction of buildings, from the University's funds

S3.9 Faculty (*Under Section 36 and 39(e) of the Act*)

- (1) The Faculty shall be the academic coordinating authority of the University in respect of studies and research in relation to the subjects included in the respective Faculty and also in respect of studies and research in multi-faculties and shall report to the Academic Council.
- (2) The University shall have the following Faculties, namely:—
 - (a) Faculty of Engineering and Technology;
 - (b) Faculty of Pharmacy;
 - (c) Faculty of Architecture;
 - (d) Faculty of Hotel Management and Catering Technology.
 - (e) Faculty of Humanities and Sciences

(3) Subjects under the faculties

The subjects under the Faculties shall be as under

(a) Faculty of Engineering and Technology

- (i) Chemical Engineering, Petrochemical Engineering, Biochemical Engineering, Polymer Engineering, Bioprocess Engineering, Bioengineering
- (ii) Civil Engineering, Environmental Engineering,
- (iii) Mechanical Engineering, Automobile Engineering, Thermal Engineering, Production Engineering
- (iv) Electrical Engineering, Power Engineering, Instrumentation Engineering
- (v) Electronics Engineering, Electronics and Telecommunication Engineering, Biomedical Engineering
- (vi) Computer Engineering, Computer Science, Information Technology
- (vii) Sustainability Engineering, Product Design Engineering
- (viii) Vocational Courses in Engineering and Technology

(b) Faculty of Pharmacy

- (i) Pharmacy

(c) Faculty of Architecture

- (i) Architecture,
- (ii) Construction Management

(d) Faculty of Hotel Management and Catering Technology

- (i) Hotel Management and Catering Technology

(e) Faculty of Humanities and Sciences

- (i) English
- (ii) Basic Sciences- Chemistry, Physics, Mathematics
- (iii) Earth Sciences
- (iv) Marine Sciences

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

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

S3.10 Constitution of Faculty */(under Section 36 of the Act)*

- (1) A Faculty shall consist of the following members, namely :—
- (a) The Dean of the Faculty-Chairperson
 - (b) The Registrar- Secretary
 - (c) Chairperson of each Board of Studies for the subjects comprised in the faculty;
 - (d) One person, nominated by each Board of Studies, such that he shall-
 - (i) be an approved teacher of the University
 - (ii) possess a PhD degree
 - (iii) have at least 10 years of teaching experience in aggregate
 - (iv) have authored/co-authored at least two text books/ reference books or have published at least three research papers in peer reviewed journals as the First or corresponding author after PhD
 - (v) have undertaken University examination related work for the least five years in aggregate.
 - (vi) be from a University Department or College with courses affiliated by NBA or concerned Regulatory body of the Faculty.
 - (e) Five expert members, to be nominated by the Vice-Chancellor in consultation with the Dean of the Faculty, such that they are
 - (i) highly renowned scientists, technologists, architects or engineers in the domains relevant to the University, such as professors and senior scientists of Institutes of National Eminence, such as IITs, IISc, CSIR laboratory, BARC, TIFR
 - (ii) senior level managers from large scale industries, with proven professional achievements and industrial or professional exposure in the subjects within the Faculty
- (2) The nominations of the members by the vice-chancellor on the Faculty shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.
- (3) The Dean of the Faculty shall chair the meeting
- (4) The Faculty shall meet at least twice in an academic year.

S3.11 Powers and Duties of the Faculty *(under Section 36 of the Act)*

- (1) The faculty shall have the following Powers & Duties namely:—
- (a) to consider the reports on any matters referred to it by the Executive Council, Academic Council, Boards of Studies,

- (b) to create time bound operative mechanism for implementation of the academic policy decisions;
- (c) to consider and recommend with modifications, if any, the matters referred to it by the Boards of Studies to the Academic Council;
- (d) to review and recommend to the Academic Council the course syllabi, programme structures and evaluation schemes of various programme, as prepared and forwarded by the Boards of Studies;
- (e) to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions;
- (f) to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in University departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement;
- (g) to consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programmes referred to it by the Boards of Studies or the Board of University Departments and Interdisciplinary Studies;
- (h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;
- (i) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Inter-disciplinary Studies;
- (j) to recommend to the Teachers Training, Curriculum Development & Design Centre to conduct refresher and orientation programmes for teachers of affiliated colleges and University departments, especially for the revised or newly introduced or interdisciplinary courses of study, training and advance training, field exposure and deputation;
- (k) to recommend creation of a new post-graduate Centre or Research centre of the University at Main Centre, Regional Centres or SubCentres in a particular discipline or a new course in the existing post-graduate centre in an affiliated college;
- (l) to understand the requirements of industry and society and bring its relevance in the syllabi by continual updating of courses
- (m) to promote choice based credit systems in all the programs
- (n) to work out and promote use of technology in teaching and learning and assessment

(o) to undertake any other task in respect of studies and research in relation to the subjects included in the Faculty and also in multi-faculties, as may be assigned to it by the University authorities.

(2) The Dean of the Faculty shall submit a self-appraisal of the Faculty at the end of each academic year, but not later than 30th June, to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Academic Council for its information.

S3.12 Abolition of Faculty (*under Section 39(e) of the Act*)

(1) The Academic Council may decide abolition of a Faculty in the University in the following conditions

- (a) The Faculty is abolished from the functioning of the University by an Act by State or Central Government or by Regulatory bodies
- (b) There is no or poor scope of development in the said Faculty as evidenced by the past trend in the Faculty

S3.13 BOARDS OF STUDIES: (*under section 35 of the Act*)

(1) The University shall have Boards of Studies in the following Faculties (*as per the Section 35 of the Act*):

- (a) Faculty of Engineering and Technology
- (b) Faculty of Pharmacy
- (c) Faculty of Architecture
- (d) Faculty of Hotel Management and Catering Technology
- (e) Faculty of Humanities and Sciences

(2) There shall be following Boards of Studies in the subjects or groups of subjects under the respective faculties.

(A) Faculty of Engineering and Technology

- (i) Board of Studies in Chemical Engineering, Biochemical Engineering, Biotechnology, Bioengineering, Petrochemical Engineering and Polymer Engineering
- (ii) Board of Studies in Civil Engineering and Environmental Engineering
- (iii) Board of Studies in Mechanical Engineering, Production Engineering, and Automobile Engineering

- (iv) Board of Studies in Electrical Engineering, Instrumentation Engineering; Electrical and Instrumentation Engineering
- (v) Board of Studies in Electronics Engineering and Electronics and Telecommunication Engineering, Biomedical Engineering
- (vi) Board of Studies in Computer Science and Computer Engineering
- (vii) Board of Studies in Information Technology
- (viii) Board of Studies in Vocational Skill Development Courses

(B) Faculty of Pharmacy

- (i) Board of Studies in Pharmacy

(C) Faculty of Architecture

- (i) Board of Studies in Architecture

(D) Faculty of Hotel Management and Catering Technology

- (i) Board of Studies in Hotel Management and Catering Technology

(E) Faculty of Sciences and Humanities

- (i) Board of Studies in Chemistry
- (ii) Board of Studies in Mathematics
- (iii) Board of studies in Physics
- (iv) Board of Studies in English
- (v) Board of Studies in Earth Sciences
- (vi) Board of Studies in Marine Sciences

- (3) The Academic Council *suo motu* or on the recommendation of the Faculty/ Faculties concerned may constitute, divide, combine or abolish a Board of Studies or an *ad-hoc* Board of Studies and shall decide by consensus or majority of two-third votes of the members present and voting. Such constitution, division, combination or abolition shall be effective from the date decided by the Academic Council.
- (4) Notwithstanding anything contained in the foregoing Statutes, when there is no subject existing for being taught, when there is no Board of Studies incorporating the subject, the Academic Council *suo motu* shall constitute the new Board of Studies, by a resolution approved by two-third of the members present and voting.

S3.14 Nomination on Board of Studies (under section 35(1) of the Act)

- (a) The members nominated as per *Section 35(1)(c)* of the Act on the Board of Studies shall be such that they are
- (i) highly renowned experts in the subject domain such as professors and senior scientists of Institutes of National Eminence, such as IITs, IISc, CSIR laboratory, BARC, TIFR, other state Universities or higher educational or research organisations and
 - (ii) Senior level managers from large scale industries with proven professional achievements and experience.
- (b) The two technologists, to be co-opted by the Board from amongst the teachers of University Departments and affiliated colleges, as per *Section 35(1)(c)* of the Act, shall be such that the each :-
- (i) possesses PhD degree
 - (ii) has at least ten years of teaching experience in aggregate
 - (iii) has authored/ co-authored at least one reference book in the study set or at least three research papers in recognised international journals as the main or corresponding author *after* Ph.D
 - (iii) has undertaken University examination related work for the least five years in aggregate
 - (iv) is from a college with courses accredited by regulatory body of the Faculty or NBA.
- (3) If the University does not have the School or the Department in the Faculty or discipline, the Vice-Chancellor shall nominate as per *Section 35(1)(a)&(b)* of the Act, two members from the Principals or Heads of Concerned Departments of affiliated colleges, accredited by National Board of Accreditation or other National Accrediting Body in the respective Faculty or discipline and shall nominate one of them as Chairperson.
- (5) If there is no school of the University in a discipline as per *Section 35(3)* of the Act, the Head of the Department in the subject shall chair the Board of Studies, Provided he is a Professor in the subject :-
- (i) with minimum 10 years of teaching and research in aggregate,
 - (ii) has authored/co-authored at least one reference book or at least three papers in peer reviewed journals, after PhD, as main or corresponding author.
 - (iii) has undertaken University examination related work for the least five years in aggregate

Provided that if the Head of the University Department is not a Professor in the discipline concerned or is an Associate Professor but not eligible to be a Professor then the Vice-Chancellor shall nominate a Principal or a Head of the Department of an affiliated college not below the level of Professor in the respective discipline.

- (6) The nominations of the members by the vice-chancellor on the Board of Studies shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.15 Powers and Duties of Board of Studies *(as per the Section 35(4) of the Act)*

- (1) The Board of Studies shall be the follow power and duties
- (a) To recommend to Academic Council through Faculty the introduction of new degrees and diploma
 - (b) To recommend to the Academic Council through Faculty discontinuation of degrees and diplomas which have become irrelevant;
 - (c) To recommend to the Faculty the curricula and syllabi and evaluation scheme of the programs/ courses under its purview;
 - (d) To recommend to the Faculty modifications with respect of addition, deletion or upgradation of courses /programme;
 - (e) To suggest to the Faculty the organization of orientation, extensional programs and refresher courses in subjects concerned;
 - (f) To review the examination papers of the University in the subjects under its purview and suggest appropriate measures for quality improvement;
 - (g) To undertake any task assigned by the University Authorities with respect to subjects concerned.
- (a) No member of BoS shall be chairman, paper setter, examiner and moderator,
Provided further that in case of emergency the matter should be referred to the Vice-Chancellor.
- (2) The Board of Studies shall prepare the panels of chairpersons, paper setters, examiners, moderators for every subject of the discipline for the University Examinations and submit them to the Board of Examinations for consideration. For this the Board shall constitute a Committee of
- (a) Chairperson of the Board of Studies

- (b) Two members of the Board of Studies, nominated by the concerned Board of Studies, from among its members of whom at least one must be a post-graduate teacher with Research and Development experience of at least Five years *after* PhD.
- (3) The Committee shall ensure timely submission of Question papers and model answers by the chairpersons of each subject in their discipline, once approved by the Board of Examination.
- (4) Each Board of Studies, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean of the Faculty; and the Dean Faculty shall place the same before the Academic Council for its information.

S3.16 Board of Studies in Inter-disciplinary Programmes (*Sections 26(f), 31(2)(o) of the Act*)

- (1) A multi-Faculty Board of Studies in Inter-disciplinary Programmes shall be formed for programmes which are multidisciplinary or interdisciplinary. The Board of Studies in Inter-disciplinary Programmes shall have the following members
 - (a) Chairpersons of Boards of Studies from each Faculty, nominated by the Vice-Chancellor, taking into consideration the objectives of such a Multi Faculty Board of Inter-disciplinary Studies
 - (b) Three experts from subjects other than the subjects of the Chairman of Board of Studies nominated on such a Board as per Sub-clause (a) above, nominated by the Vice-Chancellor;
 - (c) One eminent person from Agriculture, Industry, academic Institutes and Services, nominated by the Vice-Chancellor
 - (d) Two Professors from the University Departments, nominated by the Vice-Chancellor

Provided that the experts in *Subclause(b)* above are highly renowned scientists, technologists, architects or engineers in the domains relevant to the University, such as professors and senior scientists with proven academic, industrial or professional achievements

Provided further that the eminent person in *subclause(c)* above is

(i) from Institutes of National Eminence, such as IITs, IISc, CSIR laboratory, BARC, TIFR, etc.

OR

(ii) from senior level managers from large scale industries, with proven academic or industrial or professional achievements in the subjects within the Faculty

Provided that the Two Professors in *subclause (d)* from the University Departments are such that each

- (i) has at least fifteen years of teaching experience in aggregate
 - (ii) has authored/ coauthored at least one reference book in the study set or at least three research papers in recognised international journals as the main or corresponding author, after PhD
 - (iii) has undertaken University examination related work for the least five years in aggregate
- (2) The nominations of the members by the Vice-Chancellor on the Board shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.
- (3) The Senior Chairman of Board of Studies of *(a) of (1)* above, shall be the Chairman of the Board.
- (4) The quorum of the meeting shall be five members. In case there is no quorum at the commencement of the meeting, the meeting shall be adjourned for half an hour, at the end of which Chairman shall continue the adjourned meeting.
- (5) The essential quorum of the Board is one BoS Chairman, one Teacher and at least one external expert. No meeting, regular or reconvened, shall be conducted without the essential quorum.
- (6) The Chairman of the meeting of the Board shall have a vote and in the case of an equality of votes, a second or casting vote.
- (7) The term of office of the members of the Board shall be co-terminus with the tenure of the respective Faculties of Boards of Studies.

S3.17 Powers and Duties of the Board of Studies in Inter-disciplinary program (*Section 26(f) of the Act*)

- (1) The Powers and Duties of the Inter-disciplinary Board shall be:
- (a) to recommend to the Academic Council, projects relating to the Inter-disciplinary subjects;
 - (b) to make proposals to the Academic Council, for the conduct of inter-disciplinary and area or regional studies;

- (c) to recommend to the Academic Council, under a reference to it by the Executive Council or by the Academic Council or by the Board of Studies or by the Faculty concerned or otherwise, the course of inter- disciplinary studies;
 - (d) to recommend to the Academic Council and to the Executive Council, projects relating to the inter-disciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic or such other development;
 - (e) to recommend to the Academic Council, programmes or Courses of studies, in the group of subjects within its purview;
 - (f) to recommend books, study materials, reference materials for the programmes.
 - (g) to draft the syllabi for the programmes and courses concerned and forward them to Academic Council for approval.
 - (h) to recommend to Academic Council, the introduction of new degrees and diploma programs
 - (i) to recommend to the Academic Council discontinuation of degrees and diplomas which have become irrelevant
 - (j) to recommend to the Faculty the curricula and syllabi and evaluation scheme of the programs/ courses under its purview
 - (k) to recommend to the faculty modification with respect of addition, deletion or upgradation of courses /programs
 - (l) to prepare the panels of paper setters, examiners, moderators for the Examination and submit them to the Board of Examinations
 - (m)to suggest to the Faculty the organization of orientation, extensional programs and refresher courses in subjects concerned
 - (n) to understand the requirements of industry and society and bring its relevance in the syllabi
 - (o) to review the examination papers of the University in the subjects under its purview
 - (p) any such other matters as may be referred to it and relevant to the subjects of the disciplines or the Board.
- (2) The Board, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean- Faculty; and the Dean-Faculty shall place the same before the Academic Council for its information.

S3.18. Ad-Hoc Board of Studies (*under Section 36,39 of the Act*)

- (1) There shall be an Ad-hoc Board of Studies in a subject or group of subjects where it is not possible to constitute a regular Board of Studies.

- (2) The Academic Council *suo motu* or on recommendation of the Faculty/Faculties concerned may constitute an *ad-hoc* Board of Studies and shall decide by majority of two-third votes of the members present and voting. Such constitution shall be effective from the date decided by the Academic council.
- (3) The Ad-hoc Board shall consist of not more than three persons. The Chairman of the Board shall be nominated by the Vice-Chancellor. Out of the other members one shall be an expert from outside the University.
- (4) The Ad-hoc Board shall function till such time as the regular Board of Studies in the particular subject is constituted under the Act.
- (5) The tenure of the office of all the members shall be of three years from the date of first meeting or formation of the Board of Studies, whichever is earlier.
- (6) The Ad-hoc Board shall exercise the same powers and perform the same duties as prescribed for a regular Board of Studies.
- (7) The Ad-hoc Board shall follow the same rules of Board of Studies for procedure and conduct of business at the meetings.

S3.19 Board of Examinations (*under Section 26(f), 36 of the Act*)

- (1) The Board of Examinations shall consist of the following members, namely:—
 - (a) the Vice-Chancellor or Senior-most Dean on his appointment by the Vice-Chancellor, Chairperson
 - (b) the Deans of Faculties
 - (c) Directors, Regional Centres of the University
 - (d) Jt. Directors, Sub-Centres of the University
 - (e) Two Principals of affiliated Colleges, nominated by the Executive Council
 - (f) One Professor of the University Departments, to be nominated by the Planning and Evaluation(Monitoring) Board
 - (g) One teacher from affiliated Colleges other than Heads of Departments or Principals of affiliated colleges, to be nominated by Academic Council
 - (h) One expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor
 - (i) The Director- Examination, Member-Secretary

Provided that Principals *under (e)* above are such that each:-

- (i) is of from affiliated Colleges with a valid Accreditation certificate from NBA or other Regulatory Body in the Faculty for its courses
- (ii) possesses a PhD Degree,
- (iii) is having 15 years of teaching and research experience in aggregate and
- (iv) has undertaken University Examination related work for at least five years

Provided further that the Professor from University Departments under (f) above:-

- (i) possesses PhD Degree,
- (ii) has 15 years of teaching experience in aggregate,
- (iii) is a recognized guide for PhD and has guided at least two students for PhD degree,
- (iv) authored/co-authored at least two text or reference books or three research papers as main or corresponding author after PhD in peer reviewed journals and
- (v) has undertaken University Examination related work at least for five years.

Provided further that the teacher under (g) above

- (i) is from an affiliated College with a valid Accreditation certificate from NBA or other Regulatory Body for its courses,
- (ii) must possess a PhD Degree,
- (iii) has 15 years of teaching experience in aggregate,
- (iv) is a recognized guide for PhD and guided two students for PhD degree,
- (v) authored/co-authored at least two text or reference books or three research papers as main or corresponding author after PhD in peer reviewed journals and
- (vi) has undertaken University Examination related work at least for five years in aggregate.

Provided further that expert in *Subclause (h)*

- (i) possesses PhD Degree,
- (ii) has 10 years of teaching experience in aggregate,
- (iii) has undertaken University Examination related work at least five years in aggregate.
- (iv) has proven expertise related to examination related work in computerised environment

Provided further that the nominations under *subclauses (e) and (g)* above are made from different Regional Centres and Sub-Centres

Provided further that the Nominations are from different disciplines.

- (3) The tenure of nominated members on the Board shall be for three years with no reappointment.
- (4) The nominations of the members by the vice-chancellor on the Board shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.20 Powers and duties of the Board of Examinations (*Under Section 26(f), 36 of the Act*)

- (1) The Board of Examinations shall have the following powers and duties, namely:—
 - (a) to ensure proper organization of examinations and tests of the University, including moderation, tabulation, evaluation and timely declaration of results:
Provided that, the Board for the purposes of this clause, may give considerations to the recommendations of the Board of Students' Development and Extensional Activities regarding alternative arrangements.
 - (b) to recommend appropriate examination fees, late fee, verification fee, remuneration of paper setters, examiners and moderators, conduct of examination, etc., to the Academic Council
 - (c) to prepare the financial estimates relating to examinations and evaluation and shall submit the same to the Finance Committee for incorporation in the annual financial estimates (budget) of the University
 - (d) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;
 - (e) to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use of computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;
 - (f) to ensure that the assessment of the answer books is done through central assessment system by following the system of masking and de-masking of answer books or any other alternative system for ensuring the objectively and confidentially.
 - (g) to undertake examinations and evaluation reforms in order to make examination and evaluation system more efficient;
 - (h) to appoint paper-setters, examiners and moderators from the panels prepared by the respective Boards of Studies.
 - (i) to appoint referees for evaluation of PhD Theses and Masters' dissertations
 - (j) to hear and address the complaints relating to the conduct of examinations and evaluation;

- (k) to remove and debar the paper-setters, examiners and moderators for malpractices
 - (l) to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under the Act and these Statutes.
- (5) (a) It shall be obligatory on every teacher and non-teaching employee of the University, affiliated colleges, or recognized institutions, to give the necessary assistance and service in respect of the examinations of the University and evaluation as prescribed by the Board of Examination. If any such person fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as a misconduct and he/she shall be liable for disciplinary action.
- (b) In order to investigate and take disciplinary action for failure to comply with the orders of the University for rendering assistance or service in respect of examinations by or on behalf of the University or evaluation of students or formal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board shall constitute a Committee of not more than three persons from the Board members of whom the senior-most shall be the Chairman;
- (c) Such Committee shall submit its report and recommendations to the Board, who may direct the Director, Examinations, the disciplinary action that is to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Examinations, shall proceed to implement the decisions of the Board.
- (3) In case of any emergency requiring immediate action to be taken, the Vice-chancellor or an officer authorized by him shall take action as he thinks fit and necessary and shall report the same to the Board at next meeting of the Board.
- (4) The Board, through Director-Examinations, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Academic Council and Executive Council for information.

S3.21 Committees for the appointment of paper-setters, examiners, and moderators

(under Section 85 of the Act)

- (1) The Board of Examination shall form Committee(s) for appointment of Paper setters, Examiners, Moderators in each discipline of the Faculty, as per the *Section 85* of the Act, of the following composition
- (a) The Vice-Chancellor, *ex officio* Chairman;

- (b) The Head of concerned University school;
 - (c) Two members, nominated by Executive Council;
 - (d) One member, nominated by Academic Council;
 - (e) One member, nominated by the Planning and Evaluation (Monitoring) Board;
 - (f) The Chairman of the Board of Studies in the particular subject.
- (2) If there is no school in the University, the Vice-chancellor shall appoint the Head of the Department from University at 1(b) above
 - (3) If there is no Department in the University, the Vice-chancellor shall appoint a Principal from an affiliated college in the discipline of respective Faculty such that he has an experience as Principal for at least five years and has been involved in conduct of University of examinations for five years.
 - (4) The members nominated in 1(c)-1(e) above are the members the Executive Council, Academic Council and Planning and Monitoring Board, nominated by the respective authorities.
 - (5) The Committees shall review the panels of Paper Setters, Examiners, and Moderators, suggested by the respective Board of Studies and recommend the final names to the Executive Council for approval.
 - (6) The Executive Council shall ordinarily approve the names recommended by the Committee for appointment as paper setters, examiners and moderators or make changes, only if necessary, but shall record the reasons for such changes when made.
 - (7) The Director- Examination shall issue the letters of the appointments to the concerned persons.
 - (8) No member of the Board of Examinations or of the Committees at (1) above shall be appointed as paper-setter, examiner, and moderator for any University examination or test. Provided that the Vice-Chancellor shall have the power to appoint a member of the Board of Examination or of the Committees as (1) above, as a paper-setter, examiner, and moderator for any University examination or test, where no eligible teacher is available relating to such subject or who is not a member of Board of Examination and Evaluation or of the committees at (1) above.

S3.22 Board of Deans (*Under Section 26(f),36 of the Act*)

- (1) There shall be a Board of Deans to co-ordinate, oversee, implement and supervise the academic activities of the University.
- (2) The Board of Deans shall consist of the following members, namely:—

- (a) The Vice-Chancellor or in his absence the Senior-most Dean as his nominee-Chairperson;
 - (b) Deans of Faculties
 - (c) Director, Students Development and Extensional Activities
 - (d) Associate Deans of faculties, if any.
 - (e) One Senior Professor of the University Departments, nominated by Vice-Chancellor
 - (f) Dean, Research and Development and Industrial relations, Member Secretary
- (3) The Board shall be responsible to plan the development of the University in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning.
- (4) The Board shall also plan, monitor, guide and coordinate under-graduate and post-graduate academic programmes and development of affiliated colleges.

S3.23 Powers and Duties of Board of Deans *(Under Section 26(f),36 of the Act)*

- (1) The Board of Deans shall have the following powers and duties, namely:—
- (a) review reports of Local Inspection Committees of colleges and recommend to the Academic Council, approval or denial of affiliation or withdrawal of affiliation
 - (b) to conduct all accreditation related activities of the University Departments and programmes conducted by the University Departments
 - (c) to monitor accreditation of programmes of the University and at affiliated Colleges/Institutes by the regulatory bodies
 - (d) to make recommendations to the Academic Council for the conduct of undergraduate and post-graduate programmes in the University departments, affiliated colleges and recognized institutions;
 - (e) to consider and recommend to the Academic Council, new course/programme, inter-disciplinary courses/programmes and short-term training programmes referred to it by the Faculties;
 - (f) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the University departments and post-graduate departments in colleges and recognized institutions;
 - (g) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;
 - (h) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committees in accordance with the norms prescribed by the Academic Council

- (i) to prepare a comprehensive perspective plan of five years for integrating therein the plan of development in a manner ensuring equitable distribution of facilities for technical education, as per the guidelines framed by the University Grants Commission, All India Council for Technical Education and the Government.
- (j) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;
- (k) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;
- (l) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories in the University;
- (m) to consider and make recommendations to the Academic Council for creation of posts of University teachers and non-vacational academic staff required by the University, from the funds of the University and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;
- (n) to make proposal to the Executive Council for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;
- (o) to recommend to the Executive Council through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies and establish common facilities, such as instrumentation centres, workshops, etc.;
- (p) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges;
- (q) to draft Ordinances and place them before the Academic Council, for approval
- (r) to draft Rules and Regulations and place them before the Academic Council for approval.

S3.24 Board of University Departments and Interdisciplinary Studies

(as per the Section 26(f), 36 of the Act)

- (1) There shall be a Board of University Departments and Interdisciplinary Studies of the University to organize the tasks and activities of the University Departments at the Main Centre.
- (2) The Board shall consist of the following members, namely:-
 - (a) The Vice-chancellor - Chairperson
 - (b) Heads of University Schools, if any

- (c) Each Head of University Departments or his nominee from the Department such that each has
 - (i) 15 years of teaching and research experience in aggregate
 - (ii) guided at least two PhDs
 - (iii) authored or co-authored at least two text or reference books or three research papers in peer reviewed journals as main or corresponding author.
- (d) Principal, Diploma Institute.
- (f) The Registrar
- (3) The Board shall meet at least four times in a year.
- (4) The Vice-chancellor may appoint a Senior Dean or Senior Professor from the University Department as Chairman of the Board.
- (5) The Chairman shall nominate one of the Heads of Departments as the Member-Secretary of the Board
- (6) The Board shall invite not more than three faculty members from University Departments as invitees by rotation for a period of two years, one each from Professor/ Associate Professor/ Assistant Professor levels by seniority.
- (7) The following shall be other invitees for the Board meetings as per the agenda items of the meeting, *only for the issues related to the Institute or the concerned Sections of the University*
 - (a) University Engineer, for infrastructure of University Departments and Institute
 - (b) Store Keeper or Verification Officer for Procurement related activities
 - (c) Accountant from Finance Section for Accounts related issues
 - (d) One representative each of Students and Establishment Sections.
- (8) The Board shall meet as frequently as possible but at least once every quarter. The essential quorum of the meeting shall be the Chairman, Three HoDs and Two Teachers, other than HoDs.
- (9) The Board shall take decisions by consensus or majority voting, which are as per the guidelines laid down by the Act and the Statutes.
- (10) The minutes of the meeting shall be prepared on the same day and signed by the members.
- (11) The minutes shall be sent to Vice-Chancellor for approval.

S3.25 Powers and Duties of the Board of University Departments and Interdisciplinary Studies (as per the Section 26(f) ,36 of the Act)

- (1) The Board of University Departments and Interdisciplinary Studies of the University shall have the following powers and duties, namely:—

(A) Academics and Professional Development

The Board shall :-

- (a) Assess the University departments to prepare perspective plans of the departments for ensuring academic excellence, research excellence, industry relationships, Innovation and Incubation activities, performance of students of the departments in the University Examinations and competitive examinations such as GATE/ GRE and their placement.
- (b) Develop quantifiable targets for each activity for all departments, addressing major weak points of each department for improvement. The format of Self-Appraisal of Faculty members as prescribed by the University may be used for the purpose.
- (c) review performance of each faculty member on quantitative basis and submit the reports with recommendations to the Vice-Chancellor
- (d) co-ordinate with the Students Section for admissions in the Departments and their Scholarships, Teaching and Learning activities of the UG and PG students in the Departments, including continuous assessment, e-Content generation, online courses, e-resources for students and other resources such as MOOCS and SWAYAM.
- (e) coordinate conduct of the examinations in the University Departments, and Institute and recommend measures for situations where no Statutes, Ordinance or Rule have been made and bring it to the notice of Academic Council and Executive Council
- (f) Recommend necessary measures to the Academic Council for academic matters and to the Executive Council, for other matters, whenever applicable and necessary. The Board shall keep the best interests of the students in mind but without compromising the quality of the graduates from the Departments.
- (g) Conduct the Training Need Analysis and organize training programmes for the benefit of University Departments and Institute teachers and non-teaching employees to improve their competence and participation to achieve the targets, review on quarterly basis the achievements of the targets by departments, correct course if necessary and to help departments lagging in the process.
- (h) Interact with industries in the region and elsewhere and other bodies for creating opportunities for the students of the Departments and the Institute for internships, placement and incubation and shall make provision from financial support for scholarships to students, if available, through industry donations, endowments and projects.
- (i) Review best practices of University Departments/colleges, other reputed institutions and adopt them suitably in Departmental functioning-

- (j) Ensure participation of all University departments in the Government supported and Government promoted schemes such as RUSA, RGSTC, UMA, UBA, etc.
- (k) be responsible for Academic Audit of the Departments and timely submission of AQAR to IQAC every year.
- (l) Suggest steps to overcome barriers in getting NBA accreditation of courses conducted in the Departments in stepwise manner.
- (m) Be responsible for meeting the norms of the regulatory bodies such as AICTE, MHRD, UGC and NBA through the resources available to the Board and submit necessary documents on regular basis to the said bodies.
- (n) Plan and supervise programs for Students' Development on the campus, training and placement of the students, provide essential facilities to the students, and address the students' grievances in time bound manner
- (o) Plan and supervise, cultural activities, and extracurricular activities of the students and staff in the Departments

(B) Financial Management

The Board shall :

- (a) Prepare annual financial estimates (budget) for the financial year after getting budget requirements from all departments, considering the funds available with the University and submit it to Budget Committee of the University.
- (b) Ensure that the budget requirements prepared by the Departments are realistic.
- (c) Prepare allocation of funds given to the University Departments to different headings.
- (d) Give administrative approval to the funds utilization once approved by the Finance Committee and Executive Council of the University.
- (e) Monitor utilization of the allocated funds by departments, recommend course corrections, if necessary, reallocate the funds among the departments by consensus or to different headings, as per the requirements and inform the same to Finance and Stores Sections with appropriate approvals from competent Authorities of the University.
- (f) Be responsible for generation of funds for the development of the departments by the way of project proposals and development grants and cooperation between different departments, by conducting activities such as training programmes, testing jobs and consultancy. The earnings of a department by the way of extensional activities shall be used for development of the same department, with involvement of the faculty who have generated the said funds

- (g) Be responsible for the audit of the funds allotted to the Departments and shall give full cooperation as and when the audit is conducted.
- (h) Collaborate with other funding agencies such as Rajiv Gandhi Science and Technology Commission, and Higher and Technical Education Department and Skill Development Ministry of Government of Maharashtra, for promotion of research and innovation activities in the University Departments.
- (i) Work with other Institutes for collaborative projects in order to strengthen the research activities and Incubation activities at the University Departments.
- (j) Develop relationships with the alumni and bring them to the University's activities
- (k) Actively participate in developing synergistic relationships with industry and industry organizations in phased manner
- (l) Put in efforts for placement of the students with the objective of minimum 50% campus placement.

(C) Administration Reforms

The Board shall:

- (a) Have administrative powers for the discipline and welfare of the faculty members, Students and Staff in the Departments and shall address all pertaining activities in the Departments. The Board will scrutinize all Departments related documents and recommend necessary action to the Authorities, if any.
- (b) Oversee the implementation of all decisions of the authorities of the University at the Departments and the Institute.
- (c) Be responsible for overall development of the University Departments and the conducted Institute at the Main Centre in administrative practices, and execution of the developmental projects at the Departments.
- (d) Take measures for simplification of administrative processes and their implementation at the Departments including approvals and e-Governance.
- (e) Facilitate inter-departmental information exchange to bring uniformity of the functioning within the Departments, upload and update regularly the data of the departments and Institute on Intranet/ Departmental website and to share e-resources
- (f) Prepare Annual Planning of activities of the University Departments at the beginning of the Academic year and monitor them for any deviation
- (g) Prepare research and development plans, Department's infrastructure development plans and increasing fundraising activities for the Departments and Institute,

- (h) Raise requisite funding from appropriate funding agencies or industries and implement various schemes in the departments.
 - (i) Ensure that all departments maintain and update relevant data of the departments, on intranet and University website and Government's and Regulating bodies' portals.
 - (j) Work with the Campus Development Committee to utilize the available space, reallocation and/or alteration of space, creation of new space and exchange of space, refurbishing space, and laboratory space, and up-gradation of Space and corresponding facilities.
 - (k) Maintain the Departments clean, and equipped with essential facilities for students, faculty and staff.
 - (l) Plan infrastructure development of the Departments to update it in all respects for ambience and working environment.
 - (m) Look into grievances of the faculty, students and staff members in the Departments and recommend requisite action to the University authorities.
 - (n) form appropriate Committees for guidance, and cooperation between the Departments
- (2) The Board shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.26 Regional Boards of the University

(as per the Sections, 26(f), 3(6), 3(7), 45 & 46 of the Act)

- (1) There shall be FOUR Regional Boards of the University, one for each Regional Centre with corresponding Sub-centres of the University to organize the tasks and activities of the respective Regional Centre and Sub-Centres
- (2) The Composition of a Regional Board of the University shall be as follows
 - (a) The Director of Regional Centre- Chairperson
 - (b) Jt. Directors, of the Regional Centre & Associated Sub-centres
 - (c) Jt. Director of the Regional Division of the Directorate of Technical Education
 - (d) Jt. Director(Admin & Finance) of the Regional Centre shall be the Member Secretary
 - (e) Two Representatives of Principals from the Regional Centre/ Sub-Centre to be nominated by Academic Council from the list of four names recommended by the Collegium of Principals from Regional Centre in the order of preference.

(f) Two representatives of Principals from Regional Centre/Sub-Centres nominated by the Executive Council from four names recommended by the Collegium of Principals from the Regional Centre to Executive Council

Provided the Principals nominated under (e) and (f) above are such that each:-

- (i) is from a college with valid accreditation certificate from NBA or regulatory body of the Faculty,
- (ii) possesses a PhD Degree,
- (ii) has 15 years of teaching and research experience in aggregate,
- (iv) has guided at least two PhD students, and
- (v) published at least two text or reference books or three research papers in peer reviewed journals as main or corresponding author, and
- (vi) has shown leadership qualities in implementation of vision of the University in his own college and shown substantial improvement in performance of his college.

Provided further that the members under clauses (e) and (f) are from different Faculties

- (3) The nominated members under clauses (e) and (f) shall have tenure of three years with no second term.
- (4) The Regional Board shall meet at least thrice in a year.
- (5) The Member Secretary, in consultation with the Chairperson shall issue the notice of meeting to all members at least one week in advance with the agenda.
- (6) The Essential Quorum of the meeting is the Chairman, One Jt. Director of the SubCentre, one Representative appointed by Academic Council and One representative appointed by the Executive Council.
- (7) The minutes of the meeting shall be prepared immediately at the end of the meeting and sent to the Planning and Evaluation (Monitoring) Board for information and approval, as the case may be.
- (8) The members may attend the meeting by Video-conferencing.

S3.27 Powers and Duties of the Regional Boards of the University

(as per the Section 26(f), 36 of the Act)

- (1) The Regional Board of a Regional Centre and associated Sub-centres of the University shall have the following powers and duties, namely:—

(A) Academics

The Board shall :

- (a) ensure implementation of various academic, administrative and governance mechanisms of the University at the affiliated colleges and recognized institutes under the Regional Centres & Sub-Centres
- (b) form Sub-Committees for review and monitoring the Regional Centres and Sub-Centres under its purview for quality improvement and suggest measures to address the limitations. The Sub-Committees shall give presentation to the Board with necessary details and propose remedial measures.
- (c) facilitate the conduct of the induction programme for students and fresh teachers. in affiliated colleges in collaboration with the colleges in the region on self-supporting basis
- (d) co-ordinate inter-institutional information and communication technology linkages among the affiliated colleges in Regional Centres and Sub-Centres and with the University
- (e) The Board should plan and conduct workshops and training programmes for the benefit of teachers and non-teaching employees in association with affiliated colleges for their capacity building. The Board may prepare an Annual calendar for such program and ensure participation of teachers from affiliated colleges.
- (f) be responsible for the examinations related activities in the Regional Centres and Sub-Centres for error-free conduct of examination and timely declaration of results of regular examination, revaluation and supplementary examinations
- (g) review and monitor submission of data of students admitted to colleges, appointment of teachers, academic audit of the colleges, time uploading of the continuous assessment marks and attendance record of the students.
- (h) co-ordinate teaching and learning activities at undergraduate and post-graduate levels in the affiliated colleges and institutions, and render necessary assistance, if required.
- (i) review the academic ranking of colleges in respective regions, their accreditation status and ensure accreditation of all colleges over a period.
- (j) monitor the submission of IQAC cell report from each college to the Regional centre, their review and analysis to identify the points of concern.

(B) Research and Development, Innovation and Incubation

The Board shall:-

- (a) compile data of expertise of faculty in affiliated colleges in the Regional Centres and Sub-Centres regions for mapping of skills for innovation and incubation.

- (b) coordinate research and development plans in affiliated colleges under the Regional Centres and Sub-Centres.
- (c) promote fundraising activities in the colleges and institutions including training programs, testing activities and industry linkages
- (d) plan and conduct placement fairs and incubation competitions for students and faculties in affiliated colleges in the Regional Centres and Sub-Centres.
- (e) analyse the industries in the different regions and prepare perspective plan on yearly basis for development in specific region and decide the addition or deletion or promotion of courses in the region.
- (f) interact with affiliated colleges to improve the innovation and entrepreneurship activities.
- (g) Interact through its Subcommittees shall with local population, and industries to understand the needs of the industry and society and prepare action plan to address those needs. The plans may be submitted to the University's Board of Innovation, Incubation and Entrepreneurship.

(C) Administrative and Financial Management

The Board shall :

- (a) prepare financial needs and annual financial estimates (budget) for the financial year by taking relevant budget requirements from each Regional Centre and SubCentre and submit it to the University.
- (b) form Sub-Committees(s) of its members and invitees to interact with local government bodies for development of the Regional Centre and Sub-Centres, including land acquisition, building infrastructure and generating other facilities, as and when necessary
- (c) ensure the Regional Centre and the sub-Centres are equipped with necessary infrastructure including furniture, office space, computers, servers for communications, scanning and examination centres, conference rooms and video-conferencing facilities.
- (d) monitor the utilization of funds allocated to each Centre and can recommend reallocation of the funds to the Finance Committee.
- (e) be responsible for financial audit of the funds released to the Centre, Sub-Centre and colleges under their respective jurisdiction and cooperate with the Audit team whenever it is conducted.
- (f) facilitate internal audit every quarter of the financial year at the Regional Centre and Sub-Centre

- (2) Each Board, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.28 Boards of Post-Graduate Education

(as per the Section 26(f),36 of the Act)

- (1) There shall be a Board of Post-graduate Education of the University in *each Faculty* to monitor the post-graduate education in the respective Faculty.
- (2) The Board of Post-Graduate Education shall meet four times in a year, two of which shall necessarily be in the month of September or October and December or January, each year.
- (3) The Board of Post-Graduate Education in each faculty shall consist of the following members, namely:—
 - (a) Dean (Faculty) or in his absence, the Senior Professor of the University Department in the concerned Faculty
 - (b) One Expert in the Faculty from other University, nominated by the Vice-Chancellor,
 - (c) One Head of University Departments in the Faculty-Member Secretary
 - (d) One Head of Department from affiliated colleges having PG programmes accredited by NBA or other accrediting body in the Faculty, nominated by the Vice-Chancellor

Provided that the Faculty-wise Expert from other University shall be

- (i) a teacher with at least five years of experience as Professor in the Faculty,
- (ii) has guided at least two PhDs and
- (iii) authored or co-authored at least two text or reference books or three research papers as main or corresponding author in peer reviewed journals *after* his PhD.

Provided that the Head of Department in the University or Department in an affiliated college has

- (i) a PhD degree in the subject
- (ii) 15 years of teaching and research experience in aggregate of which 5 years as recognised Post-graduate teacher from post graduate centres of college where the course in related subject is taught
- (iii) authored and published at least two text or reference books or five research papers in peer reviewed journals as First or corresponding author *after* PhD.
- (iv) undertaken University Examination related work for the last five years in aggregate

Provided further that for nomination as 3(b) above, the BoS Chairmen in each faculty shall suggest three names from respective Faculty to the Dean-Faculty with sufficient details of the nominees

Provided further that for nomination as 3(c) above, the Board of University Departments and Interdisciplinary Studies shall suggest three names to the Dean-Faculty with details of Nominees for nomination by the Vice-Chancellor

Provided further that for nomination as 3(d) the Regional Boards of the University shall recommend two names from each Regional Centre

Provided further that when a Faculty has no Department in the University, the BoS Chairman can provide a list and credentials of the Three Principals from affiliated colleges to the Dean-Faculty for 3(c), such that the Principal is from colleges with accreditation from regulatory body in the faculty, has 15 years of experience in teaching and research in aggregate with PhD Degree and has published at least five papers in peer reviewed journals.

(4) The Board shall invite BoS Chairman in the concerned discipline for the meeting.

S3.29 Powers and duties of the Board of Post-Graduate Education (*as per the Section 26(f), 36 of the Act*)

(1) The Board of Post-Graduate Education shall:—

- (a) develop policies of Post-graduation education and conduct of the projects and ensure their implementation in the University
- (b) form a Recognition Committee in the Faculty to review the applications of teachers for post-graduate teacher recognition and recommend names of the teachers for teaching and guiding post-graduate students.
- (c) review and monitor the quality of post-graduate programmes in the University departments and affiliated colleges and recognized PG centres and recommend appropriate means for quality improvement.
- (d) develop and conduct appropriate survey with the industry or other stakeholders to gauge baseline quality of PG education and identify weak points for improvement and suggest remedial measures for the same.
- (e) plan development of common facilities for PG research in Regional Centres and SubCentres.
- (f) develop and recommend means of attracting and nurturing promising candidates to post-graduate programs

- (g) monitor use of technology in a blended form in postgraduate education, including MOOCS, and SWAYAM courses in colleges and University Departments.
 - (h) suggest policies and frame rules and regulations and submit them to the Faculty
 - (i) prepare a list of the experts in the subject domain and submit it to the Faculty for appointment as examiner for evaluation of PG projects
- (2) The Board shall recommend the names of post-graduate teachers, research scientists in recognized research and other institutions, active in research and development, experts having of not less than ten years experience in research and development laboratories or centers in a variety of industries, for recognition as approved research guides for PG Projects.
 - (3) The Board shall prepare guidelines for PG projects undertaken outside the University Departments or the colleges having PG departments, and monitor the compliance of the regulations with respect to PG projects.
 - (4) The Board in each Faculty shall prepare panel of Referees for evaluation of Master's dissertations and submit the panel to the Board of Examination for appointment of the examiners for Post-graduate examinations and evaluation of projects
 - (5) The Board shall address complaints related to Masters' projects.
 - (6) The Board shall undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council.
 - (7) The Board in each Faculty, through its Chairman, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean-Faculty and the Dean-Faculty shall place the same before the Academic Council for its information.

S3.30 Board of Research and Development

(as per the Section 26(f),36 of the Act)

- (1) There shall be a Board of Research and Development to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in University departments, colleges and recognized institutions.
- (2) The Board of Research and Development shall consist of the following members, namely.
 - (a) The Vice Chancellor, Chairperson
 - (b) the Dean, R&D, Member Secretary
 - (c) the Deans of Faculties
 - (d) Four eminent researchers, of national or international repute nominated by the Vice-Chancellor, with proven experience and achievements.

- (e) Two teachers, nominated by the Vice-Chancellor from University departments who are actively engaged in Research
- (f) Two teachers, nominated by the Vice-Chancellor, from affiliated colleges with courses accredited by NBA or regulatory body in the Faculty, or recognized institutions having a strong base in research culture;
- (g) Six eminent persons to be nominated by Vice-Chancellor from different areas of Science, Agriculture, Finance, Intellectual Property Rights, Industry, etc., who are conversant with the global trends as well as regional issues

Provided the members nominated on the Board of Research and Development by the Vice chancellor shall be recommended by a Committee constituted by the Academic Council,

Provided further that the eminent researchers for (d) above are such that

- (i) one each is from Engineering and Technology, Pharmacy, Architecture and HMCT or Basic Sciences and interdisciplinary studies;
- (ii) are eminent researchers of National or International repute in their respective disciplines
- (ii) have PhD degree
- (iv) are recognized PhD guides under whose supervision at least five students have been awarded PhD degree
- (v) have authored or co-authored two text books or reference books or published ten research papers in peer reviewed journals as First or corresponding author *after* PhD
- (vi) shall have at least 15 years of teaching and research experience in aggregate

Provided further the teachers for (e) above from University departments shall be nominated by the Heads of the Departments to the Committee, such that each

- (i) possesses PhD degree
- (ii) is recognized PhD guide under whose supervision at least five PhDs have been awarded
- (iii) has authored or co-authored two text books or reference books or published ten research papers in peer reviewed journals as first or corresponding author *after* PhD.
- (iv) shall have at least 15 years of teaching and research experience in aggregate
- (v) is actively engaged in Research with at least One active sponsored Research Project under direct supervision

Provided further that the teachers nominated for (f) above from affiliated colleges with strong base in research culture, are such that each:-

- (i) possesses PhD degree
- (ii) is a recognized PhD guide under whose supervision at least five PhDs have been awarded
- (iii) has authored or co-authored two text books or reference books or published ten research papers in peer reviewed journals as First or corresponding author *after* PhD
- (iv) shall have at least 15 years of teaching and research experience in aggregate
- (v) is actively engaged in Research with at least one Active sponsored Research Project under direct supervision

The members (d) and (f) above shall be nominated by the Vice-Chancellor in consultation with the Committee appointed by Academic Council, from nominations received from respective Chairman of the Boards of Studies and Heads of the Departments of University.

(3) The Board of Research and Development shall meet at least four times in a year.

S3.31 Powers and duties of Board of Research and Development

(as per the Section 26(f) of the Act)

- (1) The Board of Research and Development shall have the following powers and duties, namely,
- (2) The Board shall:-
 - (a) analyse the data on research activities at the University Departments and affiliated colleges for identification of strong and weaker areas and develop a long term policy and strategy for promotion of research culture
 - (b) form Research and Recognition Committees in each Faculty/discipline to review the applications for recognition and recommend the names to the Committee formed for granting Recognition as Teacher of the University as per the *Section 74* of the Act.
 - (c) device policy to encourage the teachers to take up research in emerging areas at individual and group levels;
 - (d) to make policies for sharing of research and development infrastructure and to hold jointly research seminars in all disciplines, preferably in different regions of the State, in collaboration with affiliated colleges

- (e) review the quality of research done at the University Departments and affiliated colleges and decide upon the policy for maintenance of standards of research for Ph.D. degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;
 - (f) create a database of research and development work done in University departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;
 - (g) encourage research in delivery of education, pedagogy of face-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students.
 - (h) assist the teachers, University departments, colleges and recognized institutions to raise the funds for research activities;
 - (i) approve a budget for research activities of the University Departments and recommend to the Finance Committee and Executive Council;
 - (j) help the departments and colleges in mobilizing funding from the industry for enhancing research activities;
 - (k) identify problems and issues related to industry and Society in the region within the jurisdiction of the University and to take special initiative to address such issues through systematic research and development activities.
 - (l) develop policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research into useful technologies for benefit of the industry and society;
 - (m) plan establishing central research laboratories at Regional Centres and Sub-Centres with the help of participation of national and international industries and make the facilities available to the researchers in the region at affordable cost
 - (n) review monitor the progress of sponsored research projects in the University
 - (o) consider the cases of withdrawal of recognition granted to the teachers
 - (p) undertake any other task as may be assigned by the University authorities
- (3) The Board, through Dean, R&D, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.32 Research and Recognition Committee

(as per the Section 26(f), 36, 74(1) of the Act)

- (1) The Board of Research and Development shall appoint a Research and Recognition Committee for each Faculty as per the *Section 74(1)* of the Act, such that the two experts in the subject, are nominated by the Executive Council, and Two experts are nominated by Academic Council from its members.

Provided that the experts nominated by the Executive Council are such that they

- (a) are not from the University departments or affiliated colleges,
- (b) possess PhD degree,
- (c) have at least 15 years of teaching and research experience in aggregate,
- (d) have guided at least five PhDs,
- (e) authored/coauthored at least *ten* original papers in peer reviewed journals as main or corresponding author, and
- (f) have One research active research project under direct supervision as Principal investigator

Provided further that the experts nominated are not below the rank of Professor,

Provided further that the two experts nominated by Academic Council from its members are such that they:-

- (a) are PhD. Degree holders,
- (b) have at least 15 years of teaching and research experience in aggregate.
- (c) have guided at least five PhDs,
- (d) authored/coauthored at least ten original papers in peer reviewed journals as main or corresponding author,
- (e) and have at least One research active research project under direct supervision as Principal investigator

S3.33 Powers and duties of Research and Recognition Committee *(section 36 of the Act)*

(1) The Research and Recognition Committee shall have the following powers and duties, namely:—

- (a) to approve the Topics/Title of thesis or dissertation in the subject for awarding doctorate degrees,;
- (b) to recommend to the Board of Examination for approval, the panels of referees for theses or dissertations for awarding doctorate degrees
- (c) to recommend to the Academic Council the names of research scientists in recognized research and other institutions who are active in research and development, experts

having of not less than ten years experience in research and development laboratories or Centers in a variety of industries, for recognition as approved research guides;

- (d) To address complaints related to research degrees
- (e) To monitor the compliance of the guidelines issued by the regulatory bodies with respect to PhD. projects.
- (f) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council

- (2) The Research and Recognition Committee shall meet at least four times in academic year. The essential quorum for the meeting shall be the Dean, BoS Chairperson and One expert.

S3.34 Board of Innovation, Incubation and Entrepreneurship (IIE Board)

(as per the Section 26(f) of the Act)

- (1) There shall be a Board of Innovation, Incubation and Entrepreneurship for creation and cultivation of an enabling environment to propagate the concept of innovation and to convert the innovative ideas into working models through a process of incubation which shall finally lead to the creation of enterprise.
- (2) The IIE Board shall consist of the following members, namely:-
- (a) The Vice-chancellor, Chairperson
 - (b) The Dean, R&D, Member Secretary
 - (c) The Deans of Faculties
 - (d) Two Principals of affiliated colleges with courses accredited by NBA or other accrediting regulatory body in the Faculty such that each has
 - (i) PhD degree
 - (ii) at least 15 years of Teaching and Research experience in aggregate,
 - (iii) guided at least two PhDs,
 - (iv) authored/ co-authored at least two text books or reference books or Five research papers published in peer reviewed journals as main or corresponding author *after* PhD and
 - (v) experience in the field of linkages or collaborations with industries or research organizations.
 - (e) Five prominent industrialists, nominated by Vice-Chancellor, holding a position of prominence in manufacturing, information and communication technology, bio-sciences and technology, agro-industries and service industries, with proven expertise in the field of innovation and entrepreneurship

- (f) One senior manager from the lead bank at the headquarters of the University to be nominated by Vice-Chancellor;
 - (g) Two Teachers, nominated by the Vice-Chancellor, from University departments or University institutions, who are active in innovation, research and development, such that each-
 - (i) is having PhD degree
 - (ii) with at least 10 years of experience,
 - (iii) has supervised at least one sponsored research project
 - (iv) has at least One active Research Sponsored Project either from Industry or Government Bodies under supervision as Principal Investigator.
 - (v) has authored or co-authored two reference books or *ten* research papers in peer reviewed journals as main or corresponding author after PhD or developed at least one marketable product
 - (g) Two teachers, nominated by the Vice-Chancellor, from affiliated colleges with NBA or regulatory body Accredited courses who are active in innovation, research and development, such that each-
 - (i) is having PhD degree
 - (ii) with at least 10 years of experience,
 - (iii) has supervised at least one sponsored research project
 - (iv) has at least One active Research Sponsored Project either from Industry or Government Bodies under direct supervision as Principal investigator
 - (v) has authored or co-authored two reference books or ten research papers in peer reviewed journals as main or corresponding author after PhD or developed at least one marketable product
 - (h) Representative of Skill Development Department of GoM, not below the rank of the joint Secretary;
- (4) There shall be minimum four meetings of the Board in the academic year

S3.35 Powers and duties of Board of Innovation, Incubation and Entrepreneurship (*as per the Section 26(f),36 of the Act*)

- (1) The Board shall have the following powers and duties, namely:-
 - (a) to conceive a student-centric and student-driven innovation and entrepreneurship agenda so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support

- (b) analyse carefully strengths and weakness of the University and affiliated colleges in order to remove inertia hindering development of culture of Innovation and Entrepreneurship
- (c) conduct a diligent examination of the sources of research funding and applicable research agreements to ensure they are compatible with each other and that the university's interest is protected for start-up/ business development by faculty members and students.
- (d) devise and manage policy of intellectual property rights at National and global level for innovations made at the University Departments and affiliated colleges;
- (e) prepare an Annual action plan with various milestones and targets with some tangible outcomes and basic flow map to achieve them for start-ups incubated by the University.
- (f) approve annual budget of the Centre for Innovation, Incubation and entrepreneurship of the University;
- (g) facilitate the interaction of the innovators/ entrepreneurs with investors and other funding agencies for incubation.
- (h) form Sub-Committees for promotion of Innovation and Incubation Activities in the affiliated colleges in respective regions of Regional Centres and SubCentres.
- (i) devise an operative level mechanism for co-operation between university departments, affiliated colleges, industries and start-up Eco-systems
- (j) connect with Central policy and Schemes of AICTE, Atal Innovation Mission, NITI Aayog, DIPP, different central and State government agencies offering programs on Innovation and Start-up
- (k) create a structured outreach and awareness strategy to reach out to every possible stakeholder, primarily students and faculty members through university circulars, web portal, mailers, newsletters, social media and other frequent activities
- (l) facilitate of networking of innovation to Enterprise(*i2e*) cells of colleges with incubation facilities, industry mentors, and angel investors.
- (m) make a database of existing resources, infrastructure, and expertise in the University and affiliated colleges and engage them while deploying start-up mandate at the University departments. A pool of common resources may be shared through a common window for the benefit of students and innovators.
- (n) draw insights from other universities about start-up ecosystems from within and outside the country and for innovation and student start-ups and share them with all stake holders.
- (o) develop a mechanism for impact analysis of its start-up Policy of the University

- (p) determine whether granting rights to the start-up is the “best mode” for commercialization, as opposed to a licensing agreement with a third-party commercial sponsor;
 - (q) help to identify outside professional advisers and other resources to aid the faculty member in structuring, organizing and managing the start-up company and obtaining capital financing;
 - (r) define and negotiate the technology license with the start-up companies
 - (s) develop policy to incentivize faculty, Staff, experts, mentors, incubators, and other stakeholders so that they can meaningfully engage and contribute to the start-up
- (2) The Board through Dean, R&D, shall submit a self-appraisal report at the end of each academic year, but not later than 30th June, to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.36 Centre for Innovation, Incubation and Entrepreneurship

(as per the Section 26(f),36 of the Act)

- (1) The University shall establish a Centre for Innovation, Incubation and Entrepreneurship to carry out the Incubation, Start-up and Entrepreneurship activities of the University which shall function as an autonomous corporate body. The enabling policy of Department of the Skill Development of GoM of promoting the start-ups in the State shall be used by the University to establish the Centre.
- (2) The Centre shall be headed by a whole time Salaried Director, with independent charge, with corporate management background, and experience in business development, supported by administrative staff, which shall be entrusted with development and growth of the Centre to make the Centre self-supportive.
- (3) The Board of Directors of the Centre shall consist of the Industry expert members of the Board of Innovation, Incubation and Entrepreneurship, each with an industry or corporate background and experience in technology deployment, project management and finance, one of them shall be the Chairman while the Director of the Centre shall be the Member Secretary of the Committee. The Board shall function as a Corporate Board and review the functioning of the Centre as a Company.
- (4) The University shall conduct the Centre, as a *Section 8* Company with necessary infrastructure and human resources.
- (5) The Executive Committee of the Centre shall be headed by the Director of the Centre and shall have the following members

- (i) Director of the Centre- Chairman
 - (ii) Dean-R&D,
 - (iii) Three Senior faculty members from University Departments or colleges affiliated to the University, active in research and Development and Innovation activities, as evidenced by recent publications and patents
 - (iv) Three external experts having experience in Science and Technology, Management and Social Science and Finance and interested in mentoring the incubation activities of the University
- (6) The services of faculty members to the Centre shall be accounted for in their normal duties. The external experts may be provided with travelling allowances and sitting fees for their participation in the Centre.
- (7) The Executive Committee shall evaluate the incubation proposals received by the Centre and may invite independent experts for opinions, if necessary, and facilitate all operational issues of the Centre to support the incubation activities and mentor the entrepreneurs in the incubator.
- (8) The Centre shall:-
- (a) establish incubation space with necessary hardware(s) and software(s) to support the incubation activities, offices, lab space, meeting space, conference rooms, accounts, stores and legal cell for the students and faculty of University and colleges under the University and provide them to the Entrepreneurs at nominal cost or on the basis of deferred payment.
 - (b) provide support to entrepreneurs in technical, operational and legal matters
 - (c) facilitate identification of mentors and investors for the start-ups of the students and to maintain necessary database.
 - (d) conduct a campaign about start-up activities for freshly inducted students in the University at the beginning of every academic session
 - (e) conduct workshops to inculcate entrepreneurial skills i.e. risk taking, critical thinking, digital literacy etc. at University departments and affiliated colleges in association with organizations that specialize in the field.
 - (f) conduct competitions for Innovation ideas and business plan at the University at two levels; one for the students in the first two years of the UG programme and another for the final year, PG and PhD students.
 - (g) coordinate with different departments of the University and colleges to assess the availability of facilities for pre-incubation.
 - (h) work as platform to bring innovators and users together on a regular basis.

- (i) interact with incubation centres at the constituent colleges, State Level Start-up centres, or Skill Development department for any State level support
 - (j) develop action plan with time lines for a start-up that has crossed the pre-incubation stage with ready prototype and ready proof of the concept.
 - (k) prepare annual action plan to promote and support the student innovation and start-ups.
 - (l) undertake any other task as may be assigned by the University authorities to carry out the objectives of the Board
- (2) The Centre, through its Director, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Board of Innovation, Incubation and Entrepreneurship and Linkages. The Board shall put it up to the Executive Council.

S3.37 Board of Students' Development and Extensional Activities

(as per the Section 26(f),36 of the Act)

- (1) There shall be a Board of Students' Development, and Extensional Activities to plan and oversee various cultural and welfare activities of the students in affiliated colleges, institutions and University departments. The activities of the Board shall be carried out by the Director of Students' Development, and Extensional Activities.
- (2) The Board shall consist of the following members, namely:-
 - (a) Vice-Chancellor, or in his absence, a Senior Dean or Senior Professor from University Department nominated by the Vice-Chancellor-Chairman
 - (b) Director, Board of Students' Development and Extensional Activities, Member-Secretary
 - (c) Two professionals with HRD experience, active in Sports, performing arts, Fine Arts training and organization of events and competitions at national and international levels, nominated by the Vice-Chancellor.
 - (d) Two teachers nominated by the Vice-Chancellor from University departments and Two teachers from affiliated colleges, who have at least five years of experience in teaching and extensional activities and who are actively involved in NSS, NCC, Sports, cultural or welfare activities out of whom one shall be woman;
 - (e) President and Secretary of the University Students Council or in their absence one representative of NCC and NSS each from the University, nominated by corresponding Boards;
 - (f) One Jt. Director (student grievances) of a Regional Centre (on rotation by two years)

- (g) One Dy. Director (student grievances) of a Sub-centre (on rotation by two years)
- (h) Coordinator or Associate Dean, Culture Activities and Student Welfare, of the University
- (i) Coordinator or Associate Dean, National Service Scheme of the University;
- (j) Coordinator or Associate Dean, National Cadet Corps of the University
- (k) District Sports Officer
- (l) Two sports teachers, from affiliated, conducted or autonomous colleges, nominated by the Executive council;

S3.38 Powers and Duties of the Board of Students; Development and Extensional Activities (*as per the Section 26(f),36 of the Act*)

(1) The Board of Students Development and Extensional Activities shall have the following powers and duties, namely:-

- (a) to form committees for different activities under the purview of the Board
- (b) to take necessary steps for promotion of culture, sports, physical education and students' development activities in colleges and University departments;
- (c) to establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of Board
- (d) to establish links with regional and national bodies to promote various cultural activities jointly with them;
- (e) to take up activities in colleges and University departments to promote interest and skills in non-professional areas
- (f) to encourage participation in regional, national and international level activities and competitions through well trained teams in various sports;
- (g) to hold University level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and University;
- (h) to devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellor's Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.
- (i) to devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Executive Council for approval.
- (j) to devise a mechanism to implement recommendations of the Commission as regards students' development

- (k) to take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.
- (l) to devise, develop and implement schemes of career counselling, psychological counselling and rehabilitation and upliftment of differently-abled students.
- (m) to co-ordinate activities of National Service Scheme(NSS) and National Cadet Corps (NCC) in University and affiliated Colleges.
- (n) to recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-University or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances.
- (o) to take necessary steps for promotion of sports, culture, physical education and activities in the field of sports in colleges and University departments;
- (p) to establish rapport with groups, societies and other professional bodies so as to involve them in the activities of Sports and Physical Education;
- (q) to recommend to competent authority to make alternative arrangements regarding examinations of students participating in the inter-University or national or international sports tournaments or events during the relevant schedules of examinations as prescribed by Ordinances;
- (r) to undertake any other task as may be assigned by the University authorities so as to carry out the objectives of the Board

(2) The Board shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.39. Board of Information Technology *(as per the Section 26(f),36 of the Act)*

- (1) There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration to address the issues relating to use of the right kind of technology, software, hardware and connectivity, to deploy technology in all domains of activities and associated tasks of the University and to project the funds required for that purpose.
- (2) The Board of Information Technology shall meet at least three times in a year.

- (3) The Board of Information Technology shall consist of the following members, namely:—
- (a) The Director, Information Technology - Chairperson;
 - (b) The Jt. Directors (ICT) of Regional Centres;
 - (c) Two Jt. Directors of Sub-Centres, nominated by Vice-Chancellor, by rotation for a period of two years.
 - (d) A representative of the Deans of Faculties, nominated by the Vice-Chancellor
 - (e) The Director of Board of Examinations;
 - (f) The Finance Officer;
 - (g) one Professor nominated by the Vice-Chancellor, from University departments having at least 15 years of experience in aggregate with knowledge and expertise in the domain of software and hardware,
 - (h) two Experts in the field of Information and Communication Technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;
 - (i) the Registrar;
- (4) One of the Jt. Directors of Regional Centre shall act as the Member Secretary.

S3.40 Powers and Duties of the Board of Information Technology

(as per the Section 26(f),36 of the Act)

- (1) Powers and Duties of the Board of Information Technology Services shall have the following powers and duties, namely: —
- (a) to plan information technology services through information technology infrastructure;
 - (b) to decide the annual budget of the University for creating technology related infrastructure;
 - (c) to devise strategy for creation of virtual classrooms and laboratory infrastructure;
 - (d) to lay down the policy for networking in the various campuses of the University;
 - (e) to develop and recommend means of generating financial resources through IT based products and Service.
 - (f) to advise and assist the University to create intra-University networks for connecting University administration, departments and colleges;
 - (g) to assist the University to be part of the National Knowledge Grid;
 - (h) to connect the University network, with other Universities in the State;
 - (i) to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the University;

- (j) to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;
 - (k) to monitor use of technology in administration, finance, examination and other activities of the University;
 - (l) to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;
 - (m) to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;
 - (n) to advise on purchase of software, hardware and networking for University departments and University system as a whole;
 - (o) to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;
 - (p) to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;
 - (q) to undertake any other task as may be assigned by the University authorities so as to carry out objectives of the Board.
- (2) The Board, through Director, Information Technology Services, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.41 Teachers Training, Curriculum Development and Design Centre *(Under Section 44 of the Act)*

- (1) The University shall establish the Teacher's Training, Curriculum Development and Design Centre at the Main Centre, for promoting excellence in Engineering and Technology Education by planning, designing, developing, implementing and evaluating quality training programmes, learning resources, research studies and extension services for technical educational institutions, industry and community.
- (2) The Centre may establish Extensional Centres at the Regional Centres and sub-centres of the University.
- (3) Any other Centre established by the University for a specific objective at the Main Centre or at Regional Centres or SubCentres shall have similar administration structure as the Teacher's Training, Curriculum Development and Design Centre

- (4) The following shall be an Advisory Board of the Centre
- (a) The Vice-chancellor, Chairperson
 - (b) The Deans of Faculties
 - (c) Dean, R&D
 - (d) Director, Students Development and Extensional Activities
 - (e) The Senior most Professor of the University with PhD and minimum 15 years of teaching and research experience in aggregate
 - (f) Three eminent Experts from Industry with proven record of professional achievements, nominated by the Vice-Chancellor
 - (g) Director of Technical Education, or his nominee not below the level of Jt. Director.
 - (h) The Registrar Jt. Director, Curriculum Development and Teachers Training Centre, Member-Secretary
- (5) The Advisory Committee shall meet at least twice in a year to monitor the functioning of and guidance to the Centre
- (6) It shall be the duty of the Centre: -
- (a) to develop the curriculum of various subjects in the sphere of technological education, keeping in view the overall priorities, perspectives and needs of the society and expectations from industry;
 - (b) To develop a database of technical teachers and resource persons for training in different domains
 - (c) to develop e-Learning Resources for the University under SWAYAM platform
 - (d) to take steps to identify the demands of society and expectations from industry and design the curriculum and training of students and teachers accordingly;
 - (e) to develop methodology for training of teachers and to create training materials for the same;
 - (f) to coordinate with and empower Regional Centres and Subcenters for conducting Teacher's Training and such other training as directed by the University.
 - (g) to offer training programs covering entire gamut of technical education
 - (a) improve quality of teachers in Technical Education by conducting appropriate training programs, certificate courses, Workshops in subject domain, leadership and managements.
 - (b) build professional capacity in teachers of the University and colleges
 - (c) provide certificate for professional skills of the faculty members

- (d) provide opportunities to the teachers to receive training from industrial experts
- (e) develop well equipped specialized training cells or extensional centres for teachers

S3.42 Functions of Teachers Training, Curriculum Development and Design Centre

- (1) The main function of the Centre shall be to improve the quality of teachers who impart technical education in the University departments, Schools, recognized Institutes and affiliated colleges by imparting training in pedagogy, subject domains, emerging technologies, assessment methods, Research methodology, Time management, personal management, leadership and interpersonal communications.
- (2) The Centre shall play a vital role in bringing in the desired improvement in quality of higher education.
- (3) There shall be an Executive Committee of the Teacher's Training, Curriculum Development and Design Centre of the following members
 - (a) Jt. Director, Teachers Training, Curriculum Development and Design Centre, Chairman
 - (b) Jt. Directors- R&D and Industry Relations of Regional Centres
 - (c) Jt. Directors of Sub-Centres
 - (d) One senior Professor of University Departments
- (4) The Jt. Director members of the Committee shall be coordinators of Extensional Centres of the Centre in their respective regions.
- (5) The Executive Committee shall plan and execute as per the available resources training programs for the teachers in the Technical Education
- (6) The Executive Committee may form subcommittees for support to the Centre's Activities.
- (7) The Executive Committee shall meet four times in a year
- (8) One of the Jt. Directors from Regional Centres shall be Member Secretary of the Executive Committee.

S3.43 Planning and Conduct of Training Programmes

- (1) The Centre shall conduct survey of the teachers in the University departments and affiliated colleges for Training Need Analysis(TNA) in the State
- (2) The Centre shall conduct consultative meetings with industry to identify the opportunities in the industry and prepare the list of resource persons who can be tapped for training programs for teachers in respective disciplines
- (3) The Centre shall plan training programs in view of the needs identified in the training need analysis

- (4) The Centre shall prepare a time Table of Training programs and give wider publicity for the same
- (5) The Centre shall conduct the training program at the Centre premises, Extensional centres or at colleges depending on the availability of resources
- (6) The Centre shall evaluate and assess the performance of the teachers undergoing training in the Centre and provide proficiency certificates in specified skills.

S3.44 Nomination of Members on Authorities, Boards and Committees by the Vice-Chancellor

(under Sections 27,30, 32, 35 of the Act)

- (1) When any post is to be filled by nomination by the Vice-Chancellor at the time of constitution of any or body or when any such vacancy occurs on any authority before the expiry of its term by reasons of illness or absence or any other cause or when the person so nominated is unable to perform the duties of his office, the vacancy shall be filled in by the Vice-Chancellor through nominations made by the Nomination Committee, provided the Nominees are otherwise eligible to be on the said authorities or bodies from the same category.
- (2) The Nomination Committee shall be constituted by Vice-Chancellor of the following composition, namely :-
 - (a) Chancellor's nominee on Executive Council; – Chairperson
 - (b) The Directors of Regional Centres- Members
 - (c) The Senior-most Dean -Member
 - (d) Registrar –Member Secretary

3.45 Meetings of the Nomination Committee

- (1) The Committee shall meet as and when required on the instructions of the Vice-chancellor.
- (2) The essential quorum of the meeting shall be the Nominee of the Chancellor, Two Directors of the Regional Centres and the Registrar.

3.46 Procedure of the Meeting of the Nomination Committee

- (1) The Registrar shall invite nominations on different bodies of the University with necessary details in a standard format
- (2) The Registrar shall appoint a Scrutiny Committee of minimum three Professors from the University Departments and affiliated colleges to scrutinize the nominations and prepare a list of eligible nominations

- (3) The list of eligible nominations shall be provided along with necessary details to the Nomination Committee
- (4) The Nomination Committee after appropriate deliberations against the criteria as specified in these Statutes or in the Act, shall recommend names in the order of preference to the Vice-Chancellor
- (5) The Vice-Chancellor shall select the names for appointments as his nominations on different authorities and bodies of the University.
- (6) The Registrar shall send the letters of invitations to the Nominated members for acceptance
- (7) The members, after accepting the membership of the Authorities or bodies, shall be invited to the forthcoming meeting where they shall be formally inducted in the body.
- (8) The newly inducted members of the Authorities and bodies shall undergo an orientation with the Chairman of the authority or body to understand the functioning of the authority and body.
- (9) The members shall go through the Manual of the authority of which they are members and shall to abide by the regulations of the University

S3.47 Resignation by members of University authorities, Boards and Committees (*under Section 38 of the Act*)

- (1) A member, other than an *ex-officio* member, may resign by writing under his/her signature.
- (2) A nominee of Chancellor may resign by addressing to the Chancellor
- (3) A member other than the Chancellor's Nominee may resign by addressing to the Vice-Chancellor. The person shall cease to be a member upon his resignation being accepted by the Chancellor or the Vice-Chancellor, as the case may be.

S3.48 Disqualification of members of Authorities, Boards and Committees.(*under Section 37 of the Act*)

- (1) If a person nominated or co-opted to any authority or body remains absent without *prior* permission of the authority or body for three consecutive meetings, he shall cease to be a member from the date of the third such meeting for which he had remained absent
- (2) A member shall be disqualified from being a member of any of the authorities, Boards and Committees of the University, if he/she-
 - (a) is of unsound mind and stands so declared by a competent court
 - (b) is an undercharged insolvent;
 - (c) has been convicted for any offence involving moral turpitude;
 - (d) has been punished for indulging in or promoting unfair practices in the conduct of any

examination in any form anywhere;

- (e) discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to examination, the knowledge of which he has come to be in possession, due to his official position.

S3.49 Eligibility for the Second consecutive term

No person shall be member of Executive Council, Academic Council, Planning and Evaluation (Monitoring) Board, Faculty, Board of Studies, Board of Post-graduate Education, Board of Research and Development, and Board of Innovation, Incubation and Entrepreneurship for the second consecutive term, except *ex-officio* members.

S3.50 Appointment of Executive Council and Academic Council members on the University Committees (*Section 86 of the Act*)

A member of any Authority or body shall not become a member of a body or Committee of the University constituted by the same Authority of body of which he/she is a member, unless provided for in the Act or Statutes.

S3.51 OTHER COMMITTEES OF THE UNIVERSITY

- (1) Following shall be the Committees of the University
- (a) Library Committee
 - (b) Budget Committee
 - (c) Purchase and Sales Committee
 - (d) Standing Committee for Administration
 - (e) Building and Works Committee
 - (f) Equivalence Committee

S3.52 Composition and Powers and Responsibilities of the Library Committee

(*as per the Section 78(3) of the Act*)

- (1) The Composition of the Library Committee shall be as per the *Section 78* of the Act
- (2) The Library Committee shall-
- (a) provide for proper organization and support for the functioning of the Library, documentation services and maintenance of records in analogue and digital forms ;
 - (b) provide the approach and operational plan for modernization and improvement of the Library and documentation services in both analogue and digital format ;

- (c) recommend Library fees and other charges for the services and use of the Library by others ;
 - (d) prepare the annual budget and proposal for development of the Library for approval of the Executive council ;
 - (e) establish a network with regional, national and international libraries and information centres ;
 - (f) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, University departments or institutions and administrative offices of the University and related to assessment and accreditation of colleges, recognized institutions and the University ;
 - (g) undertake any other task as may be assigned by the University authorities so as to carry out objectives of the Library
- (3) The Librarian shall submit a self-appraisal of the Library Committee at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.53 Budget Committee *(as per the Section 26(f) of the Act)*

- (1) The Budget Committee shall consist of the following members
- (a) Senior-most Dean -Chairperson
 - (b) One Director of Regional Centres, nominated by the Vice-Chancellor, by rotation for a period of one year
 - (c) One Jt. Director of Sub-centres, nominated by the Vice-Chancellor, by rotation for a period of one year
 - (d) The Registrar
 - (e) One Senior Professor of University Departments, nominated by the Vice-Chancellor, by rotation, for period of one year
 - (f) The University Engineer
 - (g) Director, Examination
 - (h) Chairman, Campus Development Committee
 - (i) Director, Information Technology Services.
 - (j) Jt. Director of Teacher's Training Centre as Co-ordinator, IQAC
 - (k) Finance Officer- Member Secretary
- (2) The Vice-Chancellor shall form the Budget Committee by 15th October every year.

S3.54 Power and Responsibilities of the Budget Committee-

(as per the Section 26(f) of the Act)

- (1) The Budget Committee shall invite online budgetary requirements from different departments/Sections/ divisions of the University, Regional Centres and SubCenters, and Board of Examination
- (2) The Committee shall compile the requisitions from all concerned centres and prepare the budget of the University every year considering the finance available with the University and expected income from all sources and grant-in-aid due from the Government in the concerned financial year.
- (3) The Finance Officer shall submit the budget to Finance Committee.

S3.55 Purchase and Sales Committee

(as per the Section 26(f) of the Act)

- (1) There shall be a Purchase and Sales Committee for dealing with all matters relating to all purchases and sales of the University.
- (2) The Committee shall consist of the following members, namely:-
 - (a) The Vice-Chancellor or Senior-most Dean appointed by vice-chancellor; Chairperson
 - (b) Two Heads of the University Departments nominated by the Vice-Chancellor;
 - (c) Two members of Executive Council nominated by the Vice-Chancellor;
 - (d) One Director of Regional Centre (on rotation by one year) to be nominated by Vice-Chancellor
 - (e) One Jt. Director of Sub-Centre (on rotation by one year) to be nominated by Vice-Chancellor
 - (f) The Registrar;
 - (g) The Finance Officer- Member Secretary
- (3) The Committee shall invite the Head of the Department and Principal Investigator for whom the purchase is to be made, provided the Head of Department is not member of the Committee.

S3.56 Powers and Duties of the Purchase and Sales Committee *(as per the Section 26(f) of the Act)*

The Purchase and Sales Committee shall have the following powers and duties, namely:-

- (1) to approve the purchase and sale of items where the individual cost of each item exceeds Rs. 10,00,000/- at a time;
- (2) to inspect the items to be purchased or to be sold and approve the same;
- (3) to negotiate with the lowest tenderer in the case of purchases of items, if necessary and for the reasons to be recorded in writing;
- (4) to waive the tendering process in the case of purchase/ sales of scientific equipment, if necessary, with the reasons to be recorded in writing;
- (5) to suggest the names of the technical experts for appointment to scrutinise the purchase/sales of technical nature;
- (6) to develop norms and procedure for unspent amounts budgeted for purchase or recovered from sales
- (6) to constitute sub-committees for different activities of purchase and sales by the University:
Provided that, the decision of the sub-committee shall be placed before the Purchase Committee for its approval;
- (7) to deal with the matters relating to purchases and sales of the University as per the procedure and general principles as mentioned in the Regulations, prescribed by the Government of Maharashtra.

S3.57 Procedure for purchase

The University shall follow the Purchase and Sales procedure as per the respective Ordinance.

S3.58 Standing Committee of Administration (SCA)

(as per the Section 26(f),36 of the Act)

- (1) There shall be a Standing Committee for Administration constituted by the Executive Council to advice and recommend various administrative reforms.
- (2) The Committee shall have the following members:
 - (a) An Ex-VC or Ex-Registrar of a State University or a retired Principal of a Government College of Engineering, nominated by the Vice-Chancellor-Chairperson
 - (b) Director of Technical Education or his nominee not below level of Joint Director
 - (c) Two persons with expertise in HRD, one of them shall be from industry while the other one shall be from Dy. Registrars of other State University, nominated by the Vice-Chancellor
 - (d) A Senior Professor of the University *(by rotation of Two years)*

- (e) One Dean (*by rotation every two years*)
- (f) One Director of Regional Centre (*by rotation every two years*)
- (g) One Jt. Director of Sub-regional Centre (*by rotation every two years*)
- (h) The Registrar – Member Secretary

S3.59 Powers and functions of Standing Committee for Administration

(as per the Section 26(f),36 of the Act)

- (1) The Standing Committee of Administration shall :-
 - (a) recommend policies to be adopted by the University with a view to have effective and efficient utilization of available man power.
 - (b) lay down guidelines, policies ensuring healthy and harmonious employee relations.
 - (c) consider representations from the association of employees concerning common issues.
 - (d) recommend appropriate measures for providing cordial and peaceful working environment.
 - (e) suggest appropriate remedies and make efforts for resolution of disputes related to service conditions of the employees of the University,
 - (f) recommend about career progression and improvements in service conditions of employees.
- (2) The Standing Administration Committee may refer matter to Legal and Compliance Committee of the University, if it thinks so, for advice and recommendations of specific queries.

S3.60 Equivalence Committee (*under 31(2)(j) of the Act*)

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

- (a) the syllabus of the courses concerned.
 - (b) duration of the courses and course structure.
 - (c) percentage of marks required for passing.
 - (d) bodies conducting examinations Government/Private/Autonomous, etc.
 - (e) any other requirements/factors specified by the University, from time to time.
- (4) The report of the Equivalence Committee shall be placed before the Academic Council for its approval.
- (5) The University shall give equivalence to the examination/Degree of other University only on reciprocating basis.

S3.61 Building and Works Committee *(as per the Section 26(f) of the Act)*

- (1) There shall be a Building and Works Committee consisting of the following members
- (a) The Vice-Chancellor - Chairperson
 - (b) One Nominee of the Executive Council
 - (c) Superintending Engineer of the Public Works Department or in-Charge of the territorial circle of PWD at the Main Centre
 - (d) Executive Engineer of the Public Works Department or In-Charge of the territorial circle of PWD at the Main Centre
 - (e) Head, Civil Engineering Department of the University
 - (f) One Regional Centre Director, nominated by the Vice-Chancellor, by rotation for a period of one year
 - (g) One eminent Architect or Civil Engineer nominated by the Vice-Chancellor;
 - (h) The Registrar;
 - (i) The Finance Officer;
 - (j) University Engineer, Member Secretary.

S3.62 Powers and Duties of the Building and Works Committee

(as per the Section 26(f) of the Act)

- (1) The Building and Works Committee shall have the following powers and duties, namely:-
- (a) to appoint sub-committees to open tenders and for technical evaluation of the tenders;
 - (b) to extend the contract period, if necessary, on the recommendation of the University Engineer of the University;

- (c) to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works.
- (d) review the estimates prepared by the University Engineer of the works on the basis of the prevailing rates or the rates adopted by Public Works Department of the State Government
- (e) review of detailed plans and estimates for the works prepared by University Engineer, after taking the administrative sanction to the work, in the forms used in the Public Works Department of the State Government.
- (f) review and approve the plans and estimates for maintenance and minor works, prepared by the University Engineer
- (g) review and approve the plans and estimates of major works prepared by the University Engineer with the help of the Architect chosen from the panel of architects
- (h) review and approve the plans and estimates for major works costing more than 500 lakh, prepared through an architect from a panel of consulting architects, approved by the Chancellor:
 Provided that, having regard to the magnitude, complexity and importance of the project, the University may appoint an eminent architect not borne on the approved panel of consulting architects, with prior approval of the Chancellor to the appointment of such an architect.
- (i) provide a detailed estimate of works with rate analysis to the Finance and Accounts Section of the University.
- (j) review and approve a revised estimate prepared by the University Engineer when the original estimate is likely to be exceeded, for any reason, by more than 10% or when a change of design or plan is necessary, as soon as the necessity arises and before the completion of the work.
- (k) approve minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate with the sanction of the Vice-Chancellor.
- (l) manage the budget provisions when a work is spread over more than one financial year

S3.63 Classification of Works

- (1) Works at the University shall be classified as follows:

- (a) Maintenance and Repairs Works**

- These shall include annual regular works involving routine annual and other maintenance and repairs regardless of the total cost incurred

- (b) Minor Works**

These shall include original works, and works involving additions and alterations with an estimated cost up to and including Rs. 2 Cr.

(c) Major Works

These shall include original works, and works involving additions and alterations with an estimated cost exceeding Rs. 2 Cr

(d) Urgent/Emergency Work

These shall include urgent maintenance and repairs regardless of the total cost incurred

S3.64 Limits for Execution of Works:

- (1) The University Engineer and other officers of the rank of Class 'A' working in the Estate Section of the University are permitted to undertake all urgent minor works and maintenance and repairs works up to Rs. 50,000/- without calling quotations for maximum three times in a single week.
- (2) For the minor works costing Rs. 50,000/- to Rs. 5,00,000/-, quotations should be called by issuing a notice on the University website. Selection of the contractor for such works shall be made by the University Engineer
- (3) For all the works costing more than Rs. 5,00,000/-, the e-tendering procedure should be adopted by issuing a brief advertisement in newspapers and a detail tender notice is displayed on the University website.
- (4) The final selection of the contractor for works costing Rs. 5 lakh to Rs. 500 lakh, shall be made by the Building and Works Committee. The Committee may appoint a Subcommittee to negotiate with the lowest contractor, if required.
- (5) If the major work is estimated to cost more than Rs. 500 Lakh, it shall be entrusted to the State Public Works on payment of agency charges as may be fixed between the Government and the University.
- (6) If the major work is estimated to cost less than Rs. 500 Lakh, it shall be carried out by the Building and Works and Committee through the Civil Engineering Department of the University
- (7) All repairs and maintenance works of urgent nature shall be handled by the University irrespective of the cost, as per the approved rates of the Public Works Department
- (8) The University Engineer shall be responsible for execution of all types of works under the guidance and supervision of the Buildings and Works Committee.

S3.65 Competent Authority to Accord Administrative Approval and Expenditure Sanction

(1) The authority competent to accord administrative approval and expenditure sanction for the maintenance, minor and major works shall be as follows:

- (a) Building and Works Committee for ALL maintenance works, irrespective of cost.
- (b) Executive Council for All minor and major works, irrespective of cost

Sr. No	Type and limits of Works	Administrative Approval Authority	Financial Approval Authority
1	Maintenance and Repairs Work (i) up to Rs. 1.0 lakh (ii) Above 1.0 lakh but below 5 lakh (iii) Above 5 lakh	Registrar Vice-Chancellor Building and Works Committee & Vice-chancellor	Finance Officer Vice Chancellor Finance Committee & Vice-Chancellor
2	Minor Work (i) up to Rs. 1.0 lakh (ii) Above 1.0 lakh but below 5 lakh (iii) Above 5 lakh to 200 lakh	Registrar Vice-Chancellor Building and Works Committee and Finance Committee	Financial Officer Vice-Chancellor Executive Council
3	Major Work (i) Above 25 lakh	Building and Works Committee and Finance Committee	Executive Council
4	Urgent Work	Vice-Chancellor	Executive Council

S3.66 Procedure for Execution of Works in the University

The Procedure of execution of works in the university shall be as per the norms paid down by the Government

S3.67 Tender/Quotation Opening Committee

- (1) The Buildings and Works Committee shall constitute a sub-committee of 3 of its Members to open the tenders.
- (2) The Sub-committee, in presence of all contractors, shall open the sealed tenders. Each member of the sub-committee shall sign the tender papers.
- (3) The University Engineer shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions, if any, quoted by the contractor. The comparative chart so prepared and signed by the members, shall, then be placed before the competent authority for acceptance of tender and award of the work.

S3.68 Measurement Book

- (1) The University Engineer of the University shall be responsible for maintenance of the measurement books.
- (2) Payments for all work done otherwise than by daily labour and for all supplies required for specific work shall be made on the basis of measurements recorded in measurement books. These books shall be numbered serially and their account shall be maintained by the University Engineer showing the serial number of each book, the date of issue and date of its return.
- (3) Full particulars and the name of the work measured shall be given in the measurement book, along with a certificate of the measurements being checked.
- (4) A stock register of measurement books shall be maintained by the University Engineer showing the printed number on each book, the name of the person to whom issued, the date of issue and the date of return.
- (5) Before recording the measurements, it shall be ensured that the work done or supplies made are fully in accordance with the prescribed specifications. If any item of a work is measured before it is completed according to the specifications, the fact shall be clearly recorded in the measurement indicating the deficiencies in the part of the work and the reduced rate at which payment for the item is recommended.
- (6) The pages of the books shall be machine numbered. Entries shall be recorded continuously and no blank pages shall be left torn or torn out. If any pages are left blank inadvertently, they shall be cancelled by diagonal line and attested and dated by the University Engineer. The entries shall be made in ink. No entry may be erased or overwritten. If a mistake is made, it shall be corrected by crossing out the incorrect words and figures and inserting the corrections which shall be initialled and dated by the University Engineer.

- (7) Payments for unmeasured works shall not be made. In the case of petty miscellaneous works with regard to which measurements are not feasible, the University Engineer shall certify on the bill that the work done is worth the amount claimed for it.

S3.69 Contracts

- (1) In the case of works to be given out on regular contract, the University Engineer shall prepare the contract documents which shall include,-
- (a) a complete set drawing showing the required details;
 - (b) specifications of various items of work and the material to be used;
 - (c) a schedule of quantities of the various items of work;
 - (d) a set of conditions of contract to be complied with by the person, whose tender is accepted; and
 - (e) Any other relevant particulars.
- (2) The following particulars shall invariably be furnished in the tender notice, namely:-
- (a) name of work;
 - (b) amount of estimate;
 - (c) time that would be allowed for the completion of work;
 - (d) place where and the date and time up to which the tender forms will be issued;
 - (e) when and where the tender forms shall be submitted;
 - (f) when, where and by whom the tenders will be opened;
 - (g) the amount of earnest money to be deposited along with the tender;
 - (h) any other relevant particulars
- (3) The authority to reject any or all the tenders so received, shall always be reserved with the University.
- (4) Normally, the lowest tender shall be accepted after ascertaining the capacity of the contractor.
- (5) The amount of earnest money to be deposited with the tender shall be fixed at one per cent of the estimated cost of the work. The amount shall be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security or to enter into agreement within the appointed time, after acceptance of the tender, as the case may be.
- (6) The demand drafts for earnest money received with the tenders shall be refunded, to the party whose tender is not accepted, **within fifteen days** from the date of decision of acceptance of tenders, without interest. If the tender is accepted, the earnest money of accepted tenderer shall be taken to form a part of the initial security deposit and transferred to the **deposit register**.

- (7) For every work given out on contract, an agreement on a stamped paper shall be executed. As soon as an agreement is entered into with the contractor, it shall be entered in a register and given a number and date. Payments made to the contractors from time to time shall be noted in a **Register of Works**.
- (8) **Security** shall in all cases be taken as **5 per cent** of tendered cost for the due fulfilment of a contract.
- (9) Security deposit may be refunded, without interest, after a period of six months after the completion of the work.
- (10) Work shall be executed strictly in accordance with specifications given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate the agreement.
- (11) A contractor shall not be allowed higher rates than those agreed upon in consideration of any peculiar or unforeseen circumstances. If in any case higher rates are considered necessary, specific orders of the Vice-Chancellor shall be obtained there for.
- (12) If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item shall be prepared and got approved by the competent authority. The estimate shall be accompanied by a statement giving complete analysis showing how the rate has been worked out.

S3.70 Register of Works

- (1) A register of works shall be maintained for watching progress of expenditure on each work undertaken by the University. The register of works shall show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive expenditure on the work. In the case of repairs, the works in accounts shall be closed with the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.
- (2) The register shall be provided with an index, which shall be subdivided under the several heads and shall be kept for ready reference. At the commencement of the year, incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be noted and each entry shall be initialled by the University Engineer in token of correctness. Any changes in the allotments subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.

- (3) As soon as the work bills are passed for payment, the amount of each bill shall be posted in the register in the account of the work concerned and progressive total shall be taken in the column provided for the same.
- (4) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remark column together with the amount of the certificate. Incomplete works at the close of the year shall be carried forward to the register of the succeeding year with the total expenditure up to the end of the year.
- (5) In addition to the register of works, a **detailed work ledger** shall be maintained for all building projects. The quantity and cost under each head or sub-head of work as shown in the estimate, shall be entered in the top columns. As soon as bills are passed for payments the items and amounts billed for, shall be entered in appropriate columns and the total expenditure shall be shown at the end.
- (6) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year with the authority therefore. If supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.
- (7) It shall be the duty of the University Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the sanctioned estimate. If the expenditure is likely to exceed the estimate or the budget provision, the Engineer shall bring this to the notice of the competent authority and propose revised estimates and additional provision for the work.
- (8) At the end of every financial year, all documents connected with each work shall be filed in the following chronological order, namely:-
 - (i) true copies of the original estimate and revised estimate, if any;
 - (ii) deviation statements, if any;
 - (iii) contract;
 - (iv) duplicate copies of vouchers (Works bills or Musters or Hand Receipts);
 - (v) remarks of the Executive Engineer, if any;
 - (vi) completion certificate, if any.

S3.71 Completion of Works

When the work is completed, the University Engineer shall take prompt action to settle the accounts of it. If there is any excess over the estimated amount, he shall get it regularised by the competent authority after following the due procedure. On completion of every work, a completion certificate shall be obtained and recorded in the work file concerned.

S3.72 Payment of Bills

- (1) The Chairperson of the Buildings and Works Committee shall have the power to sanction the payment of the monthly Running Accounts Bills in respect of maintenance and minor works, after the same are certified as 'fit for payment' by the University Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.
- (2) The Buildings and Works Committee shall have the power to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works, and after the same are certified as 'fit for payment' by the University Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him.
- (3) Bills shall be prepared in duplicate in the prescribed forms. Every bill shall bear reference to the number and page of the measurement book in which the measurements of the work are recorded. The name of the contractor or supplier, name of work or purpose of supply, serial number of the bill, reference to the agreement and sanction, shall invariably be recorded by the University Engineer before certifying the bill for payment. The original bill shall form a payment voucher and shall be filed in the voucher file in the Finance and Accounts Section.
- (4) The duplicate copy shall be returned by the Finance and Accounts Section to the University Engineer, after making an endorsement specifying the voucher number and date and the amount for which it is passed.
- (5) When the authorized rate has not been fully earned, a suitable reduction shall be made therein and the reasons thereof shall be recorded briefly by the University Engineer.
- (6) An advance payment for work actually executed may be recommended by the University Engineer, who shall certify to the effect that the quantity of work actually done is not less than the quantity for which payment is recommended.
- (7) In the case of contract for finished work, the University Engineer may recommend payment of secured advance not exceeding 75 per cent of the assessed value of material brought to site, provided such material, is imperishable and is actually required to be used on the work, and the agreement drawn up with the contractor provides that the University secures a *lien* on such material and that it is safeguarded against losses due to postponement of the work, or shortage or misuse and against expenses for their proper watch and safe custody. The University Engineer shall be responsible for any over

payment and for watching the recovery or adjustment of the advances as and when the material is used for the work.

- (8) All works bills, including those in respect of works entrusted to Architects, shall be thoroughly checked by the Estate Section of the University which shall ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the sanctions of the competent authorities is obtained for the excesses or extra items. These bills shall also be further scrutinized by the Finance and Accounts Section.
- (9) The Finance and Accounts Section after sanction of the competent authority, shall make payments directly to the contractor or supplier by NEFT/ RTGS and shall intimate to the University Engineer about the payment along with the duplicate copy of the bill. As soon as the payments are made, the vouchers shall be filed chronologically and pasted in the ledger.
- (10) When the payment of the bill is likely to be delayed, advance payment up to 75 per cent of the net amount certified for payment in the bill may be made by the Finance and Accounts Section, under the specific orders of the Vice-Chancellor which shall be obtained after recording the reasons for the delay. A note of such payment shall be taken on the bill in the contractor's ledger account and other relevant books of account. The contractor shall also be immediately informed that the payment so made is an advance payment and is liable to be recovered from the final bill.

S3.73 Legal and Compliance Committee

- (1) The Legal and Compliance Committee shall consist of five (5) members appointed by the Vice-Chancellor on recommendation of the Executive Council and shall be headed by a retired district judge.
- (2) The Registrar shall be Member Secretary of the Committee.
- (3) The Committee shall oversee adherence to laws, regulations, and policies that pertain to University operations.
- (4) The Committee shall consider and report or recommend to the Executive Council on matters pertaining to compliance, oversight and legal issues
- (5) The Committee shall provide oversight for the legal functions of the University and for the Offices of the Vice Chancellor and the Registrar.

- (6) The Committee will develop a set of guidelines and criteria for deciding when legal and compliance matters are sufficiently significant to warrant or require that they be brought to the Committee for discussion.
- (7) Within the Committee's authority and responsibility, the following is a partial but not exclusive list of legal and compliance subject matter areas which shall be considered by the Committee for discussion and oversight and/or which the Committee may ask to review.
- (a) Threatened or pending litigation involving the University
 - (b) Legal aspects of compliance issues, Mandatory reporting, State legislative and regulatory issues, Government inquiries and investigations
 - (c) Finance and Investments, Taxes, Auditing and monitoring, Financial aid
 - (d) Health, safety and environment
 - (e) International activities and foreign laws, Export and import controls
 - (f) Employment disputes,
 - (g) Governance, Policy development, administrative agency complaints, Delegation of authority.
 - (h) Academic freedom, Conflicts of interest,
 - (i) Act Amendment issues, Statutes Modifications, Ordinances
 - (j) Discrimination, including harassment
 - (k) Student conduct and other legal issues affecting students, Campus safety and security,
 - (l) Employee misconduct, Employee discipline and demonstrations issues
 - (m) Faculty disputes and investigations
 - (n) Contract matters, including purchasing and services
 - (o) Employment contracts and Employee benefits, Labour matters, Unusual or significant severance or termination arrangements and payments
 - (p) Research grants and contracts, Intellectual property (patents, copyright, trademark) ,Technology transfer
 - (q) RTI issues, Records management, Privacy, Information technology
 - (r) Risk management issues
 - (s) Vigilance and Whistleblower complaints
 - (t) Real property, facilities, leases, construction
 - (u) Ethics and compliance (E&C) standards, policies and procedures
 - (v) Anonymous reporting mechanisms including the University website

(w) Misconduct responses, remediation, Athletic Integrity matters, Institutional Ethics programs and education and ethics investigations protocols

S3.74 Legal Cell

- (1) The Legal Cell of the University shall be appointed by the Executive Council to centralize all the disputes related to the University and ensure timely action before the concerned courts to safeguard the legal interests of the University.
- (2) The Legal Cell shall be headed by the Deputy Registrar of the University and assisted by an Assistant Law Officer.
- (3) The Legal Cell shall report status of all legal cases to the Legal and Compliance Committee of the University on regular basis and seek advice from the Legal and Compliance Committee.
- (4) The following shall be functions of the Legal Cell of the University
 - (a) To safeguard the legal interests of the University.
 - (b) To act upon the notices received from various courts.
 - (c) To collect the copies of complaints, petitions, from concerned courts.
 - (d) To obtain necessary details in the form of para-wise comments with relevant documents from the concerned department of the University.
 - (e) To obtain the approval of Vice-Chancellor for engagement of Advocate from University Panel for pleading the case before concerned courts.
 - (f) To prepare written statements, counter affidavits on the complaints and petitioners with the help of University Advocate and ensure its timely submission; before the courts.
 - (g) To prepare and file the petitions, appeal before Appellate Courts on behalf of the University with the help of Advocate against of orders of the lower court.
 - (h) To ensure proper and effective plea of all the case pending before various courts viz. District Courts, Labour courts, Consumer Courts, Public Service Tribunals, High Courts and Supreme Court, etc.
 - (i) To help in preparation of replies of Legal Notices received by the University.
 - (j) To examine and vet the administrative orders, drafts of contracts, Memorandum of Understanding, Agreements for execution.
 - (k) To provide legal assistance to the Competent Authority as and when required and to assist University administration for maintaining discipline, law and order.
 - (l) Assistant Law Officer of the Committee shall be also the Public Information Officer for Right to Information Act 2005 and also shall keep all the records of RTI's coming to the University for Information.

- (m) Processing of various fee bills of advocate rendering advice to the University and recommend formulating new panels of advocate for the University, as and when necessary.

S3.75 Removal of Difficulties

If any difficulty arises in application of the Statutes under this Chapter, the Vice-Chancellor shall be competent authority to take the decision and his decision shall be final and binding.

CHAPTER FOUR

CONDUCT OF BUSINESS OF UNIVERSITY

AUTHORITIES AND COMMITTEES

(under Sections 28, 30, 32, 34, 36 and 78 of the Act)

EXECUTIVE COUNCIL

S4.1 Meetings of Executive Council

- (1) The Executive Council shall meet at least seven times a year including one meeting for discussing and approving the financial estimates (budget) of the University and at other times, when convened by the Vice-Chancellor.
- (2) The Vice-Chancellor may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than five members of the Executive Council, convene a special meeting of the Executive Council, within twenty one days of the receipt of such requisition.

S4.2 Notice of the Meeting of Executive Council

- (5) The Registrar shall issue a notice of meeting of the Executive Council at least ten clear days before the date of the meeting with prior approval the Vice-Chancellor.
- (6) He shall issue an agenda of the meeting to all the members at least seven clear days prior to the date of the meeting:

Provided that the Chairperson shall waive the period of notice in the case of an emergent meeting:

Provided further that in the case of emergent meeting, the proposals not included in the agenda of the meeting, may be taken up for consideration, with the consent of the Chairperson.

S4.3 Quorum

- (1) The quorum for the meeting of the Executive Council shall be 13 members. If there is no quorum, the meeting shall be adjourned by minimum 30 minutes by the Chairperson and reconvened on the same day or on the following day.

Provided that for any regular or reconvened or continued meeting of the Executive Council the essential quorum shall be such that it consists of Vice-Chancellor, One Dean, one Government Nominee, One Head of University Department, one representative each of Regional Centre and Sub-Centre and one principal of affiliated college/recognized Institute. If the essential quorum is not met, the meeting will be deferred.

- (2) For the Special Meeting, the quorum of the meeting shall be the same as General Meeting as given in Clause (1)

S4.4 Conduct of Business

- (1) The Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The business at the meeting shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.
- (4) All proposals on the agenda shall be decided by consensus or by a majority of votes of the members present.
- (5) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (6) The Registrar, as the Secretary of the Council, shall have the right to participate in the deliberations but shall not have the right to vote.
- (7) The permanent invitees, if any, shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.
- (8) The Council may refer any item of the agenda within its purview back to the relevant authority of the University.
- (9) The decisions of the Council shall be recorded in the form of resolutions. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S4.5 Minutes of the Meeting of Executive Council

- (1) The Registrar shall draft the minutes of the meeting and take approval of the Vice-Chancellor.
- (2) The minutes of the meeting shall be circulated to the members of the Council along with the agenda of the subsequent meeting within seven days of the meeting.
- (3) The comments received from the members within stipulated time shall be recorded and shall be discussed in the subsequent meeting before finalization of the minutes.
- (4) The Registrar shall ensure that the action taken on every resolution of the Council is duly reported to the Council in the succeeding meeting of the Council

ACADEMIC COUNCIL

S4.6 Meetings of Academic Council

- (1) The Academic Council shall meet at least four times a year and at other times, when convened by the Vice-Chancellor.
- (2) The Director, Examinations, and Jt. Directors- Examinations of Regional Centres shall be permanent invitees of the Academic Council.
- (3) The Registrar shall be the Secretary of the Academic Council

S4.7 Notice of the Meeting of Academic Council

The Registrar shall issue a notice of the meeting of the Academic Council at least fourteen clear days prior to the day of meeting with prior approval of the Vice-Chancellor. He shall send the agenda for the meeting to all the members seven clear days before the meeting.

S4.8 Quorum of the Academic Council

- (1) The quorum for the meeting of the Academic Council, as per the *Section 30(4)*, shall be 50% of total membership.
- (2) If there is no quorum, the meeting shall be adjourned by the Chairperson for minimum 30 min and no quorum shall be necessary for the meeting when reconvened.
Provided that the essential quorum for the regular, reconvened or continued meeting of the Academic Council, shall consist of Vice-Chancellor, Two Directors of Regional Centres and Two Jt. Directors of SubCenters of the University, Four Heads of University Departments and Schools, Four Principals of affiliated colleges, Two Deans and Two experts.
- (3) If the essential quorum is not met, the meeting will be deferred.

S4.9 Conduct of Business of Academic Council

- (1) The Vice-Chancellor shall preside over the meeting
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose
- (4) The various proposals placed on the agenda shall be considered in series, unless otherwise decided at the meeting.
- (5) All items on the agenda shall be decided by consensus or by a majority of votes of the members present.

- (6) The Chairperson shall have a vote. In case of equality of vote the Chairperson shall have the casting vote.
- (7) The Registrar, being the Secretary of the Council, and other permanent invitees, shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.
- (8) The decisions of the Academic Council shall be recorded in the form of resolutions. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S4.10 Minutes of the Meeting of Academic Council

- (1) The Registrar shall draft the minutes of the meeting and take approval of the Vice-Chancellor.
- (2) The minutes of the meeting shall be circulated to the members of the Council along with the agenda of the subsequent meeting seven days before the said meeting.
- (3) The comments received from the members within stipulated time shall be recorded and shall discuss in the subsequent meeting before finalization of the minutes.
- (4) The Registrar shall ensure that the action taken on every resolution of the Council is duly reported to the Council in the succeeding meeting of the Council.

PLANNING AND EVALUATION (MONITORING) BOARD

S4.11 Meetings of Planning and Evaluation Board

- (1) The Planning and Evaluation (Monitoring) Board shall meet at least three times a year and at other times, when convened by the Vice-Chancellor.
- (2) The Registrar shall be Secretary of the Board.

S4.12 Notice of the Meeting of Planning and Evaluation (Monitoring) Board

The Registrar shall issue a notice of the meeting of the Planning and Evaluation(Monitoring) Board at least fourteen clear days prior to the day of meeting with prior approval of the Vice-Chancellor. He shall send the agenda for the meeting to all the members seven clear days before the meeting.

S4.13 Quorum of the Planning and Evaluation Board

- (1) The quorum for the meeting of the Planning and Evaluation(Monitoring) Board shall be half of the number of the sitting members. If there is no quorum, the meeting shall be

adjourned by the Chairperson for at least 30 minutes and reconvened on the same day or the following day and no quorum shall be necessary for the reconvened meeting.

Provided that the essential quorum of for the regular/reconvened/continued meeting shall be such that it consists of Vice-Chancellor, one Dean, Two directors of Regional Centres and Two Jt. Directors of SubCenters.

S4.14 Conduct of Business of Planning and Evaluation (Monitoring) Board

- (3) The Vice-Chancellor shall preside over the meeting.
- (4) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (5) The business at the meeting of the Planning and Evaluation(Monitoring) Board shall be transacted in accordance with the agenda issued for the purpose.
- (6) The proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.
- (7) All Items on the agenda shall be decided by consensus or by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of vote the Chairperson shall have the casting vote.
- (8) The Registrar, being the secretary of the Board, and other permanent invitees, shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.
- (9) The decisions of the Planning and Evaluation(Monitoring) Board shall be recorded in the form of resolutions. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S4.15 Minutes of the Meeting of Planning and Evaluation(Monitoring) Board

- (1) The Secretary shall draft the minutes of the meeting and take approval of the Vice-chancellor.
- (2) The minutes of the meeting shall be circulated to the members of the Council along with the agenda of the subsequent meeting within seven days of the meeting.
- (3) The comments received from the members within stipulated time shall be recorded and shall discuss in the subsequent meeting before finalization of the minutes.
- (4) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.
- (5) The Minutes of the meeting shall be sent to the Executive Council for further consideration

BOARD OF DEANS

S4.16 Meetings

The Board of Deans shall meet at least four times a year or on requisition of one-third of its sitting members.

S4.17 Notice of the Meeting

The notice of at least **seven** clear days along with the agenda for the meeting shall be given to the members by the Secretary in consultation with the Chairperson.

S4.18 Quorum

- (1) The quorum for the meeting of the Board of Deans shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

Provided further that no quorum shall be necessary on the following day of the continued meeting.

Provided further the essential quorum of the regular, or reconvened or continued meeting shall be the Vice-chancellor and Two Deans.

S4.19 Conduct of Business

- (1) The Vice-Chancellor or in his absence, the senior-most Dean on his appointment by the Vice-Chancellor, shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The business at the meeting of the Board of Deans shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed in the agenda shall be considered serially, unless otherwise decided at the meeting.
- (4) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (4) The decisions of the Board of Deans shall be recorded in the form of resolutions.

S4.20 Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Deans shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Deans.
- (3) The actions taken on the resolutions shall be reported to the Board of Deans in the succeeding meeting.
- (4) The Minutes shall be sent to the Academic Council for further consideration

REGIONAL BOARDS OF THE UNIVERSITY

S4.21 Meetings

The Regional Board of a Regional Centre and associated Sub-Centre shall meet at least three times a year and at other times, when convened by the Chairperson.

S4.22 Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.23 Quorum

The quorum for the meeting of the Board shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Director of Regional Centre, Two Joint Directors and Two principals.

S4.24 Conduct of Business

- (1) The Director of the Regional Centre shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The business at the meeting of the Regional Board shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.
- (4) All items on the agenda shall be decided by a consensus or majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.25 Minutes of the Meeting

- (1) The minutes of the meeting of the Regional Board shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Regional Board
- (3) The actions taken on the resolutions shall be reported to the Regional Board in its succeeding meeting.
- (4) The confirmed minutes shall be sent to the Executive Council of the University.

FACULTY MEETING

S4.26 Meetings of Faculty

The Faculty shall meet at least twice a year or on requisition of one-third of its sitting members.

S4.27 Notice of the meeting

The Registrar shall issue a notice of at least eight clear days along with the agenda of the meeting to all the members of the faculty.

S4.28 Quorum for the meeting

The quorum for the meeting of the Faculty shall be one-third of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for minimum thirty minutes and again held

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Dean, Three Chairmen of the Boards of Studies and Two experts.

S4.29 Conduct of Business

- (1) The Dean of the Faculty shall preside over the meeting.
- (2) The business at the meeting of the Faculty shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.30 Minutes of the Meeting

- (1) The minutes of the meeting of the Faculty shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval
- (2) On approval of the minutes by the Vice-chancellor, the officers concerned may proceed with the implementation of the resolutions passed by the Faculty.
- (3) The action taken on the resolutions shall be reported to the Faculty in the succeeding meeting.
- (4) The minutes of the meeting shall be sent to Academic council for further consideration

BOARDS OF STUDIES

S4.31 Meetings

- (1) The Registrar shall issue the notice of meeting of the Board of the Studies.
- (2) The Board of Studies shall meet at least three times a year and or on requisition of one-third of its sitting members.

S4.32 Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.33 Quorum

- (1) The quorum for the meeting of the Board of Studies shall be the essential quorum for regular and recommend meeting of the project shall be the head of the school/Department, one teacher and the expert member. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and no quorum shall be necessary for reconvened meeting.

Provided for regular, reconvened, continued meeting, the essential quorum is Head of University Department/ School and one expert.

- (2) For the Board of Studies in Interdisciplinary Programme, the essential quorum shall be Dean, one BoS Chairman, one teacher and one external expert.

S4.34 Conduct of Business

- (1) The Head of School or Head of Department concerned in the University or the Chairperson appointed by the Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The business at the meeting shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.
- (4) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (5) Any two or more Boards may, and at the directions of the Academic Council or the Executive Council, may meet and act in concurrence and render a joint report upon any matter which lies within the purview of the Boards. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect one of the Chairpersons of the Boards of Studies to act as the Chairperson.

S4.36 Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions passed by the Board of Studies.
- (3) The action taken on the resolutions shall be reported to the Board of Studies in the succeeding meeting.
- (4) The Minutes of the meeting shall be sent to the Faculty concerned for further consideration

BOARD OF UNIVERSITY DEPARTMENTS AND INTER-DISCIPLINARY STUDIES

S4.37: Meeting of the Board

The Board of University Departments and Inter-Disciplinary Studies shall meet at least once in a quarter and at other times, when convened by the Chairperson and one meeting must be held at the beginning of the Academic year

S4.38 Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S4.39: Quorum

- (1) The quorum for the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Chairperson, Three Heads of University Departments or their nominees and Two teachers other than HoDs.

S4.40: Conduct of Business

- (1) The Vice-Chancellor or the Senior-most Dean or a senior Professor from the University Departments on his appointment by the Vice-Chancellor, shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The business at the meeting shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.
- (4) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.41: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Vice-chancellor for his approval.
- (2) On approval of the minutes by the Vice-chancellor, the officers concerned may proceed with the implementation of the resolutions of the Board of University Departments and Inter-Disciplinary Studies.
- (3) The actions taken on the resolutions shall be reported to the Board in the succeeding meeting.

BOARD OF POST-GRADUATE EDUCATION

S4.42: Meetings

The Board of Post-Graduate Education shall meet at least four times a year, two of which shall necessarily be in the month of September or October and December or January of the year.

S4.43: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S4.44: Quorum

The quorum for the meeting of the Board of Post-Graduate Education shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Dean-Faculty, HoD of the university department and HoD of the affiliated college.

S4.45: Conduct of Business

- (1) The Chairperson or the Senior-most Professor from the University department in the concerned Faculty on his appointment by the Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.46: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Post-Graduate Education shall be prepared immediately after the meeting is concluded and shall be submitted to the Vice-chancellor for his approval.
- (2) On approval of the minutes by the Vice-Chancellor, the officers concerned may proceed with the implementation of the resolutions of the Board of Post-Graduate Education.

- (3) The actions taken on the resolutions shall be reported to the Board in the succeeding meeting.
- (4) The Minutes of the meeting shall be sent to concerned Faculty for consideration

BOARD OF EXAMINATIONS

S4.47: Meetings

The Board of Examinations and Evaluation shall meet at least twice in an academic year.

S4.48: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S4.49: Quorum

- (1) The quorum for the meeting of the Board of Examinations shall be one-third of the number of the sitting members
- (2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.
- (3) No quorum shall be necessary on the following day of the continued meeting
Provided that the essential quorum for the regular or reconvened or continued meeting shall consist of Vice-Chancellor, Director- Examination, one Dean, One Director of Regional Centre and One Jt. Director of SubCentre of the University and One Principal or Teacher of an Affiliated college.

S4.50: Conduct of Business

- (1) The Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (4) The decision of the Board shall be recorded in the form of a resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S4.51: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Examinations shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.
- (3) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.
- (4) The Minutes of the meeting and action taken report shall be sent to Academic Council for further consideration

BOARD OF INFORMATION TECHNOLOGY**S4.52: Meetings**

The Board of Information Technology shall meet at least twice a year.

S4.53 : Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S4.54: Quorum

- (1) The quorum for the meeting of the Board of Information Technology shall be one third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.
- (2) No quorum shall be necessary on the following day of the continued meeting.
Provided that the essential quorum for the regular/reconvened/continued meeting shall consist of Director-IT, Director- Examinations, two Jt. Directors of Regional Centre and Sub-Centres of the University.

S4.55: Conduct of Business

- (1) The Vice-Chancellor, or senior most Dean on his appointment by the Vice-Chancellor, shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

- (3) All items of the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.56: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Information Technology shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Information Technology.
- (3) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.
- (4) The Minutes of the meeting shall be communicated to the Executive Council for further consideration

BOARD FOR INNOVATION, INCUBATION AND ENTREPRENEURSHIP

S4.57: Meetings of the Board of Innovation, Incubation and Entrepreneurship

The Board shall meet at least four times a year.

S4.58: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.59: Quorum

- (1) The quorum for the meeting of the Board shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.
- (2) No quorum shall be necessary on the following day of the continued meeting.
- (3) The essential quorum shall be Vice-Chancellor, one Dean, one industry expert, one teacher each from University department and affiliated college.

S4.60: Conduct of Business

- (1) The Vice-Chancellor or the Senior-most Dean on his appointment by the Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.61 Minutes of the Meeting

- (1) The minutes of the meeting of the Board shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.
- (3) The action taken on the resolutions shall be reported to the Board in its succeeding meeting.
- (4) The Minutes of the meeting shall be communicated to the Executive Council

BOARD OF STUDENTS' DEVELOPMENT AND EXTENSIONAL ACTIVITIES**S4.62: Meetings**

The Board of Students' Development and Extensional Activities shall meet at least twice a year or at such other times as may be convened by the Chairperson.

S4.63: Notice of the Meeting

The Director of Students' Development and Extensional Activities shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

S4.64: Quorum

The quorum for the meeting of the Board of Students' Development shall be one-third of the number of the sitting members.

If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting. No quorum shall be necessary on the following day of the continued meeting.

Provided that the essential quorum for the regular/reconvened/continued meeting shall consist of Chairperson, Director-Students development, One Jt. Director of Regional Centre and One Dy. Director of SubCentre of the University and One Teacher, and Associate Dean of either NSS or NCC.

S4.65: Conduct of Business

- (1) The Vice-Chancellor, or the senior most Dean on his appointment by the Vice-Chancellor, shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.66: Minutes of the Meeting

- (1) The Secretary shall prepare the minutes of the meeting immediately after the meeting is concluded and submit to the approval of the Chairperson
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.
- (3) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.
- (4) The Minutes shall be communicated to the Executive Council for further consideration

BOARD OF RESEARCH AND DEVELOPMENT

S4.67: Meetings

The Board of Research and Development shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S4.68: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.69: Quorum

The quorum for the meeting of the Board of Research s and development shall be one-third of the number of the sitting members.

If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

No quorum shall be necessary on the following day of the continued meeting

Provided that the essential quorum for the regular/reconvened/continued meeting shall consist of Vice-Chancellor, Dean-R&D, one Dean-Faculty, Two researchers, Two eminent Experts, One Teacher.

S4.70: Conduct of Business

- (1) The Vice-chancellor or Senior most Dean on his appointment by the Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.

The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.71: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Research shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Research.
- (3) The actions take on the resolutions shall be reported to the Board of Research in its succeeding meeting

RESEARCH AND RECOGNITION COMMITTEE**S4.72: Meetings**

The **Research and Recognition Committee** shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S4.73: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.74: Quorum

The quorum for the meeting of the **Research and Recognition Committee** shall be one-third of the number of the sitting members.

If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

No quorum shall be necessary on the following day of the continued meeting

S4.75: Conduct of Business

- (1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (2) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.
- (3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.76: Minutes of the Meeting

- (1) The minutes of the meeting of the **Research and Recognition Committee** shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the minutes shall be reported to the Board of Research and Development.
- (3) The actions take on the resolutions shall be reported to the Board of Research and Development in its succeeding meeting

BUILDING AND WORKS COMMITTEE**S4.77 Procedure for Conduct of Business at the Meetings of Buildings and Works Committee****S4.78 Meeting :**

The Committee shall meet as often as necessary and as and when convened by the Chairperson of the Committee.

S4.79. Notice of the meeting:

The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

The University Engineer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

S4.80. Quorum

- (1) The quorum for a meeting of the Committee shall be one half of the total number of members.
- (2) If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour and reconvened on the same day and no quorum shall be necessary for such adjourned meeting when reconvened

Provided further that no quorum shall be necessary on the following day of the continued meeting

Provided further that for regular/reconvened/continued meeting the essential quorum consists of Vice-Chancellor and two more members of whom *at least* one shall be executive Engineer of the Public Works Department in-charge of the region in which the University is situated or Superintendent Engineer of the Public Works Department from that region, or the Head of the Civil Engineering Department., and the University Engineer.

S4.81. Conduct of Business

- (1) The Vice-Chancellor shall preside over the meeting of the Committee and in his absence, the Senior-most Dean on his appointment by Vice-chancellor, shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.82 Minutes of the meeting

- (1) The Executive Engineer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days

from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

- (2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.
- (3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting.

PURCHASE AND SALES COMMITTEE

S4.83 Meeting :

The Committee shall meet as often as necessary and as and when convened by the Chairperson of the Committee.

S4.84 Notice of Meeting :

- (1) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
- (2) An emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.
- (3) The Finance Officer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee

S4.85 Quorum :

The quorum for a meeting of the Committee shall be one half of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting when reconvened.

Provided that the essential quorum of for the regular/reconvened/continued meeting shall consist of Chairperson, One Head of university department, One member Nominated by Executive Council, One Director or One Jt. Director and Finance officer.

S4.86 Conduct of Meeting :

- (1) The Vice-Chancellor, when present shall preside over the meeting of the Committee and in his absence, the Senior Most Dean on his nomination by the Vice-chancellor, shall chair the meeting.

- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.
- (4) The Finance Officer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

S4.87 Minutes of the Meeting

- (1) The Finance Officer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.
- (2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.
- (3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting

FINANCE COMMITTEE

S4.88 Meeting :

- (1) The Committee shall meet at least thrice and as often as necessary
- (2) An emergent meeting may be convened by the Chairperson of the Committee

S4.89 Notice of the Meeting :

- (1) The finance Officer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.
- (2) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

S4.90 Quorum

- (1) The essential quorum for a meeting of the Committee shall be four members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day. No quorum shall be necessary for such adjourned meeting when reconvened. Provided no quorum shall be necessary on the following day of the continued meeting. Provided further that the essential quorum for regular as well as reconvened meetings of the Committee shall consist of Vice-Chancellor, Finance Officer, One expert and one Director of Regional centres or his Nominee.

S4.91 Conduct the Meeting

- (1) The Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

S4.92 Minutes of the meeting

- (1) The Finance officer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.
- (2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.
- (3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting
- (4) The Minutes of the meeting shall be communicated to the Executive Council for further consideration

LIBRARY COMMITTEE

S4.93 Meeting :

- (1) The Committee shall as often as necessary and when convened by the Chairperson but at least twice in year.
- (2) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

S4.94 Notice of the Meeting :

- (1) The Librarian of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

S4. 95 Quorum of the meeting

- (1) The quorum for a meeting of the Committee shall be one half of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting when reconvened.
- (2) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

S4.96 Conduct the Meeting

- (1) The Chairperson, when present shall preside over the meeting of the Committee and in his absence, the Senior Most Dean, shall chair the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

S4.97 Minutes of the Meeting

- (1) The Librarian of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.
- (2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.

- (3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting

STANDING COMMITTEE FOR ADMINISTRATION

S4.98: Meetings

The **Standing Committee for Administration** shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S4.99: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.100: Quorum

- (1) The quorum for the meeting of the **Standing Committee for Administration** shall be one-third of the number of the sitting members.
- (2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.
- (3) No quorum shall be necessary on the following day of the continued meeting

S4.101: Conduct of Business

- (1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (2) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.
- (3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.102: Minutes of the Meeting

- (1) The minutes of the meeting of the **Standing Committee for Administration** shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the minutes shall be reported to the Executive council
- (3) The actions take on the resolutions shall be reported to the Executive Council in its succeeding meeting

EQUIVALANCE COMMITTEE

S4.103: Meetings

The **Equivalence Committee** shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S4.104: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S4.105: Quorum

- (1) The quorum for the meeting of the **Equivalence Committee** shall be one-third of the number of the sitting members.
- (2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.
- (3) No quorum shall be necessary on the following day of the continued meeting

S4.106: Conduct of Business

- (1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (2) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.
- (3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.107: Minutes of the Meeting

- (1) The minutes of the meeting of the **Equivalence Committee** shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the minutes shall be reported to the Academic Council
- (3) The actions take on the resolutions shall be reported to the Academic Council in its succeeding meeting

INTERNAL QUALITY ASSURANCE COUNCIL

S4.108: Meetings of the Council

The Internal Quality Assurance Council shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S4.109: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Coordinator after approval of the Vice-Chancellor

S4.110: Quorum

The quorum for the meeting of the IQAC shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

No quorum shall be necessary on the following day of the continued meeting.

The essential quorum of the regular or reconvened or continued meeting shall be the Vice-Chancellor, four University Teachers and One external expert.

S4.111: Conduct of Business

- (1) The Vice-Chancellor shall preside over the meeting.
- (2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S4.112: Minutes of the Meeting

- (1) The minutes of the meeting of the IQAC shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Internal Quality Assurance Council.
- (3) The action take on the resolutions shall be reported to the IQAC in its succeeding meeting
- (4) The Minutes of the meeting shall be placed on the website of the University

S4.113 Travelling Allowances to attend the Meetings of the University

- (1) Members of the Executive Council and other authorities of the University and members of the Committees constituted under the Act or these Statutes or appointed by the Executive Council, University employees appointed on the University Bodies, Committees, and other authorities shall be entitled to travelling allowance and daily allowance for attending the meetings of the authorities, bodies and their Committees as laid down by the Executive Council from time to time.
- (2) Members of the Councils, Boards, other authorities of the University and the Committees, who are Government employees shall receive travelling allowance and daily allowance as per the rules laid down by the Executive Council from time to time, on declaration that they shall not claim TA /DA from other source.

CHAPTER FIVE

REGIONAL CENTRES AND SUBCENTRES OF THE UNIVERSITY

(Under Sections 3(6), 3(7), 8(18), 8(19), 45, 46 of the Act)

S5.1: Establishment of Regional Centres and Sub-Centres of University

- (1) The purpose of the Regional Centres and sub-centres is to decentralize academic, administrative, research and extensional activities of the University in order to improve efficiency and effectiveness.
- (2) They are the constituent units of the University having University's complement of facilities and staff for a predetermined geographical jurisdiction

S5.2. Regional Centres of the University

- (1) There shall be FOUR Regional Centres of University at Aurangabad, Mumbai, Pune and Nagpur.
- (2) The University may establish other Regional Centres at such other places as may be determined by the University, from time to time, in the manner laid down by these Statutes.
- (3) Each Regional Centre shall have the following Director and Jt. Directors
 - (a) Director- Head of the Centre
 - (b) Jt. Director-Examination
 - (c) Jt. Director- ICT
 - (d) Jt. Director- R&D and Industry coordination
 - (e) Jt. Director- Administration and Finance
- (4) The Regional Centre shall be operated and maintained as University's autonomous constituent units, having University's complement of facilities, faculty and staff.
- (5) The Regional Centre shall establish, within its campus, the following divisions and such other facilities as it may deem fit:
 - (a) Examination cell;
 - (b) Research and Development and Industry Co-ordination cell;
 - (c) Administration and Finance cell;
 - (d) Information and Communications Technology cell;
 - (e) Students Grievances Centre.
- (6) Each of the divisions specified in sub-section (5) shall be headed by a Joint Director

S5.3 Sub-Centres of the University

- (1) There shall be five sub-regional Centres, one each at Amravati, Jalgaon, Kolhapur Nanded and Solapur. The University may establish additional Sub-centres at other places in the State, if required.
- (2) The University may establish other Sub-centres at such other places as may be determined by the University, from time to time, in the manner laid down by the Statutes.
- (3) Each Sub-Centre shall have the following Directors
 - (a) Jt. Director- Head of the Centre
 - (b) Dy. Director -Examination
 - (c) Dy. Director- ICT
 - (d) Dy. Director-Administration and Finance
 - (e) Dy. Director- Students Grievances
- (4) The Sub-centres shall be operated and maintained as University's constituent units, having University's complement of facilities, faculty and staff.
- (5) The Sub-centre shall establish, within its campus, all or any of the following divisions or cells and such other facilities as it may deem fit:
 - (a) Examination Cell;
 - (b) Administration and Finance Cell;
 - (c) Information and Communications Technology Cell;
 - (d) Students Grievances Cell.
- (6) Each of the divisions or cells specified in sub-section (5) shall headed by a Deputy Director.

S5.4 Establishment of additional Regional Centres and sub-Centres:

- (1) The University shall submit an application with a detailed proposal to the Department of Higher and Technical Education for establishment of additional Regional Centre or SubCentre
- (2) The proposal shall contain the following particulars along with the relevant documents in support thereof, with respect to the proposed Regional Centre or sub-centre, namely
 - (i) justification regarding the necessity of establishment of the Regional/Sub- centre;
 - (ii) details of the land proposed for the Regional/Sub-centre;
 - (iii) detailed requisition for the financial aid from the State Government for land procurement and infrastructural development, with detailed item-wise description along with the estimated recurring and non-recurring expenditure;

- (iv) In the case of a Regional Centre, the nature and types of programmes of study, training and research proposed to be undertaken by means of conventional/distance/open/vocational and any other mode, by the campus and phasing of such programmes with programme-wise enrolment targets;
 - (v) the availability of academic, research and training facilities including teaching and non-teaching staff at the disposal of the University;
 - (vi) requirement of teaching and non-teaching staff to be sanctioned by the State Government;
 - (vii) details of plans for campus development such as construction of buildings, details of structural amenities and infrastructure facilities including academic buildings, laboratories, auditorium, library, equipment, etc. already available and also plans for further expansion;
 - (viii) details of play grounds and other facilities proposed to be created for games and sports and extra-curricular activities like NCC, NSS, Scouts and Guides., etc;
 - (ix) funds available and plans and schemes for the generation of funds internally through the fees from students, revenues anticipated from consultancy services, industry collaborated projects and other activities relating to the objects of the University, and other anticipated incomes;
 - (x) all such details as the University may like to give;
 - (xi) such other details as may be prescribed by the State Government.
- (3) The Scrutiny Committee constituted by the Director of Technical Education shall scrutinize the proposal submitted by the University and shall inform the University, of the discrepancies, if any, in the proposal or documents submitted, and shall ask the University to comply with the requirements.
 - (4) The Scrutiny Committee shall scrutinize the proposal submitted by the University after complying with the discrepancies and submit a report thereon with specific recommendations as to its eligibility, to the Director of Technical Education.
 - (5) The Director of Technical Education shall constitute an Inspection Committee consisting of senior Government Officials, not below the rank of Joint Director, and renowned academicians for physical verification of all the documents and to examine the suitability of location and viability of the centre proposed.
 - (6) The Inspection Committee, while considering the proposal, may call for such other information from the University as it deems fit for the purpose.
 - (7) The Inspection Committee on and upon consideration of the proposal, physical verification of documents, and examining the suitability of location and viability of the centre, shall

- submit its report with specific recommendations as to the establishment of the centre, or the deficiencies, if any, observed by it, to the Director of Technical Education.
- (8) The Department of Higher and Technical Education shall communicate to the University, the deficiencies, if any, observed by the Inspection Committee, for removal thereof.
 - (9) The University shall submit the report regarding removal of deficiencies to the Director of Technical Education. The Inspection Committee, after considering the said report submitted by the University, shall submit its final report to the Director of Technical Education with specific recommendations as to the establishment of the Centre.
 - (10) After the receipt of the report of the Inspection Committee, if the State Government considers it right and proper, it may grant permission to establish the Centre. The said decision of the State Government shall be communicated to the University Grants Commission and Ministry of Human Resource Development for information.
 - (11) If the University desires to establish an Extensional Centre in any foreign country, on its own or in collaboration with any Indian or foreign University or institution, it shall also have to obtain the prior sanction of the Central Government.
 - (12) The State Government shall carry out test audit or full audit of the accounts of the Centre, at such intervals as it may deem fit.
 - (13) Purchases of items, procurement of services and construction of buildings/development of infrastructure for the Regional Centre/Sub-Centre shall be carried out by the University strictly in accordance with the policies/directives of the State Government.

S5.5 Functioning of the Regional Centre of the University *(Under Sections 3(6) and 45 of the Act)*

- (1) A Regional Centre shall be operated and maintained as a constituent unit of the University having University's complement of facilities, faculty, and staff.
- (2) Each Regional Centre and associates Sub-Centre(s) shall be governed by a Regional Board established as prescribed in these Statutes.
- (3) Each Regional Board shall be advised by an Advisory Board of not more than Five eminent industry experts/ Researchers/ Scientists from the region, nominated by the Vice-Chancellor, with at least 15 years of Professional experience and with proven record of professional achievements.
- (4) The Director of the Regional Centre shall be member secretary of the Advisory Board and Board members shall elect a senior member as the Chairman in the meeting.
- (5) District-wise jurisdiction of each Regional Centre shall be as prescribed in these Statutes.

- (6) Joint Directors at the Regional Centres and at the associated Sub-Centres shall assist the Director of the Regional Centre as Heads of specific divisions/cells and other activities as assigned by the Director.
- (7) Each Regional centre shall have the following powers and duties:
- (a) to provide for post-graduate teaching, research and development, and consultancy services in consonance with the objectives of the University.
 - (b) to carry out examination and evaluation related activities in the departments on the campus and in affiliated colleges and recognized institutions in the area specified with the help of the sub-centres under its jurisdiction.
 - (c) to manage the administration and finances of the Centre as per the university guidelines.
 - (d) to provide for academic training or seminars, quality measurements and other academic, administrative, financial and related activities in the departments on the campus and in affiliated colleges and recognized institutions under its jurisdiction.
 - (e) to organize workshops and training programmes for the benefit of the teaching and support staff in the departments on the campus and in affiliated colleges and recognized institutions under its jurisdiction.
 - (f) to implement various academic, administrative, and governance mechanisms of the University.
 - (g) to monitor the administration of the academic programmes of the affiliated colleges and recognized institutions under its jurisdiction.
 - (h) to implement effectively the communication technology and networking in the area of jurisdiction.
 - (i) to issue transcripts, statements of marks, transference certificate, migration certificate, rank certificates, passing certificates, degree certificates and other certificates and documents as may be directed by the University authorities, from time to time, to the students in the departments on the campus and in affiliated colleges and recognized institutions under its jurisdiction.
 - (j) to address the grievances of the students on the campus and in affiliated colleges and recognized institutions under its jurisdiction, in the prescribed manner.
 - (k) to provide for educational, research, technology development, Incubation and entrepreneurship activities in the Regional Centre and in the affiliated colleges and recognized institutions under its jurisdiction;
 - (l) to perform such other functions as may be assigned to it by the University
- (8) The Regional Centre or Sub-Centre shall not be authorized to award degrees to the students.

- (9) The Regional Centre, or Sub-Centres, may award certificates for the Workshops, refresher courses, skill development programs conducted by it or in collaboration with affiliated colleges, other organizations, Industries, Industry Associations or skill development partners for students, faculty, staff and industry personnel.

S5.6 Functioning of the sub-Centres of the University (*Under Sections 3(7) and 46 of the Act*)

- (1) A sub-centre shall be operated and maintained as a constituent and supportive unit of the University having University's complement of facilities and staff.
- (2) District-wise jurisdiction of each Sub-centre shall be as prescribed in these Statutes.
- (3) A Sub-centre shall be a constituent supportive unit of the University to look after the relevant administrative and examination related work pertaining to the area specified.
- (4) Each Sub-centre shall be headed by a Joint Director, appointed in the manner prescribed.
- (5) The Joint Director shall work under and report to the Director of the respective Regional Centre of the University.
- (6) Deputy Directors at the Sub-Centres shall assist the Joint Director heading the Sub-centre as in-charge of the Cells as assigned by the Joint Director.
- (7) Each Sub-centre shall have the following powers and duties:
 - (a) to carry out examination and evaluation related activities in the affiliated colleges and recognized institutions in the area under its jurisdiction, under the supervision of the respective Regional Director.
 - (b) to implement various academic, administrative, and governance mechanisms of the University.
 - (c) to manage the administration and finances of the centre as per the university guidelines.
 - (d) to implement effectively the communication technology and networking in the area of jurisdiction.
 - (e) to address the grievances of the students on the campus and in affiliated colleges and recognized institutions under its jurisdiction, in the prescribed manner.
 - (f) to perform all such functions as may be assigned to it by the Director of the respective Regional Centre and the University authorities.

S5.7 Jurisdiction of the Regional Centres and Sub-Centres for Administrative and Academic work

District	Attached to Sub-Centre for Administration	Attached to Regional centre for Administration	Attached to Regional Centre for Academics
Mumbai		Mumbai	Mumbai
Raigad		Mumbai	Mumbai
Thane		Mumbai	Mumbai
Ratnagiri		Mumbai	Mumbai
Sindhudurg		Mumbai	Mumbai
Pune		Pune	Pune
Nashik		Pune	Pune
Ahmednagar		Pune	Pune
Kolhapur	Kolhapur		Pune
Sangli	Kolhapur		Pune
Satara	Kolhapur		Pune
Solapur	Solapur		Pune
Osmanabad	Solapur		Pune
Aurangabad		Aurangabad	Aurangabad
Beed		Aurangabad	Aurangabad
Jalna		Aurangabad	Aurangabad
Latur	Nanded		Aurangabad
Parbhani	Nanded		Aurangabad
Hingoli	Nanded		Aurangabad
Nanded	Nanded		Aurangabad
Dhule	Jalgaon		Aurangabad
Jalgaon	Jalgaon		Aurangabad
Nandurbar	Jalgaon		Aurangabad
Nagpur		Nagpur	Nagpur
Wardha		Nagpur	Nagpur
Bhandara		Nagpur	Nagpur
Chandrapur		Nagpur	Nagpur
Gadchiroli		Nagpur	Nagpur
Gondia		Nagpur	Nagpur
Akola	Amravati		Nagpur
Amravati	Amravati		Nagpur
Buldhana	Amravati		Nagpur
Washim	Amravati		Nagpur
Yavatmal	Amravati		Nagpur
Sub-centre		Reporting to Regional centre	
Jalgaon, Nanded		Aurangabad	
Kolhapur, Solapur		Pune	
Amravati		Nagpur	

CHAPTER SIX

UNIVERSITY DEPARTMENTS AND INSTITUTIONS

(under Sections 2(12), 8(10), 29(1)(viii), 31(2)(d), 39(f), 59(1) & 59(2) of the Act)

S6.1. UNIVERSITY DEPARTMENTS

- (1) On the recommendation of Planning and Evaluation Board or Academic Council through the former, the Executive Council shall consider the need of establishing a new Department.
- (2) A Department of the University shall be created for a single or a closely related group of subjects being taught at the undergraduate or post-graduate levels.
- (3) The Executive Council shall in consultation with the Planning and Evaluation Board provides or raises funds for the maintenance of the Department.
- (4) The University or a College or an Institution may establish a Centre or School in specialized area for Advanced Research and Technology Development. The Head of such Centre or school with at least 50 faculty members shall be called 'Director' of the Centre or School.
- (5) The following University Departments/ Schools shall be established and maintained by the University:

I) Departments under the Faculty of Engineering and Technology

- a) Department of Chemical Engineering
- b) Department of Civil Engineering
- c) Department of Computer Engineering
- d) Department of Electrical Engineering
- e) Department of Electronics and Telecommunication Engineering
- f) Department of Information Technology
- g) Department of Mechanical Engineering
- h) Department of Petrochemical Engineering
- l) School of Interdisciplinary Technology Development
- m) Centre for Product Design, Innovation and Entrepreneurship
- n) School of Engineering and Technology

II) Under the Faculty of Hotel Management and Catering Technology

- a) School of Hotel Management and Catering Technology
- b) School of Management Studies

III) Under the Faculty of Sciences and Humanities:

- a) School of Interdisciplinary Sciences
- b) Department of Physics
- c) Department of Chemistry
- d) Department of Mathematics
- e) Department of English
- f) School of Earth Science
- g) School of Marine Science
- h) School of Applied Social Sciences

IV) Under of Faculty of Architecture

- a) School of Architecture

V) Under Faculty of Pharmacy

- a) School of Health Sciences and Technology

S 6.2 Head of the University Department

- (1) Each University Department shall be headed by the Head of Department.
- (2) The term of the Head of the Department shall be of three years.
- (3) The Vice-Chancellor shall appoint one of the teachers as the Head of the Department in University Schools, or University Departments, or conducted Institutes in the following manner by rotation based on seniority-cum-merit of the teachers:
- (4) (a) If there is more than one Professor in the Department, the Vice-Chancellor shall appoint one of them as the Head of the Department, and on expiry of his term, the post of Head of the Department shall be assigned to other professors by rotation.

Provided that, if in the Department, there is only one Professor, Vice- Chancellor shall appoint him/her as the Head of the department and on expiry of his term, he/she may be granted one more term and there after the post shall be assigned to the Associate professors in the department, if any, by rotation till another professor is appointed. And if such sole professor is not granted another term the post shall be assigned to the Associate professors by rotation till another professor is appointed.

(b) If there is no Professor in the Department in the University, Conducted Colleges and University Institutions, but there is more than one Associate Professor, the Vice-Chancellor shall appoint one of them as the Head of the Department.

Provided that, if there is only one Associate Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, the Vice-Chancellor shall appoint him/her as the Head of the Department, On expiry of his term granting of another term or otherwise shall be governed by the rule laid down in (a) above *mutatis mutandis*.

(c) If there is no Professor or Associate Professor in the Department, the charge of such department shall be assigned by Vice-Chancellor to Head of Department of the allied subject.

- (5) The Head of the University Department shall be working directly under superintendence, direction and the control of the Vice- Chancellor.
- (6) The person appointed as the Head of the Department may be replaced during his tenure by Vice-Chancellor if the Vice-chancellor is not satisfied about the performance of the Head by giving appropriate opportunity to be heard by the aggrieved, report the matter to the Executive Council
The decision of the Vice-Chancellor regarding appointment and removal of the Head of the Department shall be final and binding.
- (7) In case of any difficulty in appointing the Head of Department of any Department, the Vice-Chancellor shall have power to appoint suitable teacher from the Department concerned or appoint any other Head of Department to function as in-charge Head of Department. In such a case the Vice-Chancellor shall report the case to the Executive Council in its next meeting get the approval of the Council.
- (8) Provisions (1) to (5) above shall be applicable for appointment of Director of the School provided the appointment is not made by selection. However, when the Director is appointed

by selection, the tenure of the appointment shall be for Five years. The Director may be reappointed for another term only on the basis of his performance.

S6.3 The powers and duties of the Head of University Department

The Head of the University Department shall be the Principal academic and executive Head of the Department. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

- (1) He shall be ex-officio Chairman of the Departmental Committee.
- (2) He shall supervise and control the working of the teachers and the employees working in the Department.
- (3) He shall review the Self Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice- Chancellor.
- (4) He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
- (5) He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
- (6) He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
- (7) He shall be the ex-officio Chairman of Admission Committee for various programs of the Department
- (8) He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.
- (9) He shall monitor the purchase of equipment's, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.
- (10) He shall be responsible for the smooth conduct of examination at department level and shall assist the University in the smooth conduct of the University Examinations.
- (11) He shall perform such other duties and responsibilities as may be assigned to him/her by the Vice-Chancellor, from time to time.

- (12) Points (1) to (11) above shall be applicable for Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions, wherever applicable.

S6.4 Director of a School of the University (*under Section 59 of the Act*)

- (1) The University may establish a School in a specific area of research at the Main Centre *under Section 59 of the Act*.
- (2) The School shall mainly conduct research for technology development, technology transfer and innovation, in its specific area.
- (3) The School shall be headed by a Director, if the School has more than 50 faculty members in different disciplines under the selected area.
- (4) The Director of a School shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted by Executive Council as a whole time salaried officer and shall work directly under the direction and control of the Vice-Chancellor
- (5) The Director of the School shall be an academic in the Faculty of the School, having qualifications required for the post of a Principal of a degree college in the same Faculty of the University or equivalent position in any University or Institute of National repute and engaged in teaching, research and development activities, with teaching or research or administrative experience as prescribed in Ordinances
- (6) The emoluments, terms and conditions of service of the Director, shall be as prescribed by the Executive Council as per the guidelines laid down by the State Government and accepted by the University, from time to time, in this regard and shall not be varied to his disadvantage without his consent.
- (7) The appointment of the Director shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a Selection Committee constituted for the purpose as prescribed by the Act
Provided no member of Executive Council, other than the Vice-chancellor, shall be member of the Selection Committee.
- (8) In the absence of a duly appointed Director, the Vice-chancellor may appoint on recommendation of a Selection Committee constituted by Executive Council, a regular faculty member from eligible teachers from University departments or affiliated colleges as In-charge Director, for period of three years or till regular appointment is made, or till the age of Sixty, whichever is earlier.

S6.5 Powers and Duties of Director of a School of the University

(1) Director of the School shall,—

- (a) be the principal academic, administrative, and planning officer of the School for research programmes and collaborative programmes of the University.
- (b) ensure excellence in quality in research in the specified area
- (c) ensure that appropriate actions as are needed for maintenance of quality of research and development, technology development and Innovation, as specified by the Internal Quality Assurance Council and the University authorities, are initiated, records thereof are maintained, appraisal research at the School is carried out and reports thereof are sent to University authorities;
- (d) co-ordinate workshops or seminars and related activities in the School;
- (e) ensure establishment of linkages with the other Universities, colleges and recognized institutions;
- (f) ensure that the decisions and actions of the school are not inconsistent with the Act, Statutes and Regulations;
- (g) ensure that financial discipline is maintained and expenditures of the School are within the budgetary provisions as recommended and sanctioned by the Finance Committee of the University;
- (h) ensure that the annual audited accounts related to the School are prepared and sent to the University at the end of each financial year;
- (i) be responsible for fostering intellectual interaction across the area of the University and for ensuring that there are industry linkages established for research and development
- (j) ensure that the long-term and short-term development plans of the School are duly processed through relevant authorities, bodies, committees and officers and implemented
- (k) recommend proposals to the Executive Council for creation of the posts of administrative, technical and non-technical staff, from the funds of the School and from the funds received from other funding agencies, at the School.
- (l) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the school and monitor their proper utilization;
- (m) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field surveys in the area of School
- (n) be responsible for establishing liaison for fostering and promoting collaboration of the University with national and international institutions and scientific and commercial organizations in the specified area.

- (o) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice- Chancellor who shall place the same before the Executive Council;
- (p) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S6.6: Departmental Committee of University Department

- (1) There shall be a separate Departmental Committee for each University Department consisting of all the faculty members of the Department.
- (2) Head of the Department shall be the Chairman of the Committee.
- (3) The Head of the Department shall nominate one of the members of the Committee as its Member Secretary.
- (4) The Committee shall co-opt members of non-teaching staff and student representative on the Committee
- (5) The Powers and duties of the Departmental Committee shall be as per the Ordinances.

S6.7 Establishment and maintenance of New University Departments or Institutions, Conducted Colleges, Research Centres for Specialized studies.

- (1) Considering the international, national, and local dynamics of the Industry and the societal needs, the Executive Council may establish New Departments, or Institutions or Schools or Centres.
- (2) The Executive Council may also establish Units and Laboratories to assist the main activities, as per the provisions made in the Ordinances.

(A) Schools

- (a) The University may have Schools. Each school will be dedicated to a group of subjects, activities, Departments, or Centres; or combinations thereof.
- (b) Each School shall be headed by the Director, who shall be appointed by the Vice-Chancellor.
- (c) The functioning of the Schools shall be as per the Ordinance.

(B) Centres

- (a) The Centres may be created to cater to specific research needs.

- (b) The functioning of a Centre shall be governed by the respective Ordinance.
- (c) Each Centre shall be headed by a Director, to be appointed by the Vice-Chancellor.

(C) Units and Laboratories

- (a) The Executive Council may set up units and laboratories as per the requirements of the University.
 - (b) Each Unit or Laboratory may be headed by a Head, to be appointed by the Vice-Chancellor.
 - (c) The functioning of the units and laboratories shall be governed by the respective Rules.
- (3) The respective Faculty of the discipline shall decide the necessity of establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research Centre for Specialized studies, for any particular subject or a group of subjects.
 - (4) The Faculty shall submit a proposal to the Academic Council recommending the establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research Centres for Specialized studies, for any particular subject or a group of subjects.
 - (5) The proposal shall consist of the following, namely-
 - (a) justification regarding the necessity of establishment of such as establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research or Specialized studies, for any particular subject or a group of subjects;
 - (b) the nature and the type of programmes of study, mode of imparting training and research, and phasing of such programmes with programme-wise enrolment targets;
 - (c) the requirements of teaching and non-teaching staff;
 - (d) details of financial resources and physical infrastructure required;
 - (e) subjects to be included in the Faculty/Faculties, if any;
 - (f) details of Board of Studies, if any, needed to be constituted for any subject or a group of subjects.
 - (6) The Academic Council shall consider the proposal, and if deemed fit, shall recommend to the Executive Council, establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research Centres for Specialized studies,

for any particular subject or a group of subjects; with due framing of/amendments to Statutes, Ordinances and Regulations.

S6.8 Abolition of University Department, University Institution, Conducted college; Institution of higher learning, Research or Specialized studies.

- (1) The Head of the respective University Department, University Institution, Conducted college; Institution of higher learning, Research or Specialized studies, for any particular subject or a group of subjects, shall submit a proposal regarding the abolition to the Dean of the faculty concerned on or before the first day of November of the academic year preceding the academic year from which it is proposed to be abolished.
- (2) The proposal must clearly state the grounds for the abolition and the assets in the form of buildings, equipment, with their original costs, and the grants received so far from Governments and other funding agencies.
- (3) The Faculty concerned shall assess and determine whether it is desirable to abolish the said unit, and forward the proposal to the academic council with specific recommendations with reasons there for.
- (4) The Academic Council shall examine whether the abolition can be avoided and if the Academic council decides to recommend the abolition, it shall prepare and submit a detailed report to the Executive Council. The report should suggest a modus operandi to transfer the assets created and for the transfer/retrenchment of the staff concerned.
- (5) The Executive Council shall consider the report and take appropriate decision; the decision of the Executive Council in this regards shall be final.
- (6) The procedure to effect the abolition shall be in phases, to ensure that the students already admitted are not affected.

CHAPTER SEVEN

INTERNAL QUALITY ASSURANCE COUNCIL (IQAC)

S7.1 Establishment, powers and duties of the Internal Quality Assurance Council (IQAC)

The University shall have Internal Quality Assurance Cell (IQAC) under the chairmanship of the Vice-Chancellor. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.

S7.2 The Composition of the IQAC of the University

(1) The Following shall be composition of the IQAC

- (i) The Vice-Chancellor – Chairperson
- (ii) Eight senior teachers from different departments of the University, nominated by the Vice-Chancellor
- (iii) One senior administrative officer, nominated by the Vice-Chancellor
- (iv) Three external experts on quality/management/industry/local community nominated by the Vice-Chancellor
- (v) Jt. Director Curriculum Development & Teachers Training Centre shall be the – and Member secretary of the University

(2) The members at (ii), (iii), and (iv) shall be nominated by the Vice-Chancellor in consultation with the Academic Council.

(3) The membership of the nominated members shall be for a period of two years from the date of their appointment.

(4) The IQAC should meet at least once in a quarter.

S7.3 Powers and Duties of IQAC of the University

The IQAC shall have the following powers and duties.

- (a) Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution;
- (b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (d) Dissemination of information on various quality parameters of higher education;

- (e) Organization of inter- and intra- institutional workshops, seminars on quality related themes and promotion of quality circles;
- (f) Documentation of the various programmes/activities leading to quality improvement;
- (g) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices;
- (h) Development and maintenance of database through information management system for the purpose of maintaining /enhancing the institutional quality;
- (i) Development of Quality Culture in the University;
- (j) Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format, and their submission to the Executive Council.

S7.4 The composition and Duties of Internal Quality Assurance Cell of College:

- (1) The following shall be composition of the IQA Cell of a College
 - (i) The Principal – Chairperson
 - (ii) Representatives of all departments of the College
 - (iii) One senior administrative officer, nominated by the Principal
 - (iv) Three external experts on quality/ management/ industry/ local community nominated by the Principal
 - (v) One student representative, nominated by the Principal
 - (vi) One of the senior teachers shall be as coordinator of IQA Cell and Member secretary
- (2) The membership of the nominated members shall be for a period of two years from the date of their appointment.
- (3) The IQA Cell should meet at least once in a quarter.
- (4) The minutes of the meeting of the IQA Cell shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (5) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Internal Quality Assurance Cell.
- (6) The action take on the resolutions shall be reported to the IQAC in its succeeding meeting
- (7) The IQA Cell's report and minutes of the meetings shall be available on the website of the college.

CHAPTER EIGHT

BOARDS OF NATIONAL SERVICE SCHEME AND NATIONAL CADET CORPS

(under Section 29(1)(xxii) of the Act)

S8.1 The University shall establish Boards of National Service Scheme (N.S.S) and National Cadet Corps (N.C.C) for the students in University Departments and affiliated colleges

S8.2 Advisory Board of National Service Scheme (N.S.S.)

- (1) There shall be an Advisory Board of National Social Service of the entire University of the following members for NSS activities of the University and affiliated colleges
- (a) Vice-chancellor- Chairperson
 - (b) Registrar,
 - (c) Commissioner of Administrative Division or his representative
 - (d) Secretary, Technical Education/ Youth Services, GoM.
 - (e) Regional Director of NSS, (Maharashtra and Goa)
 - (f) TOC/ TO Regional Centre, (Maharashtra and Goa)
 - (g) Director, Students Development and Extensional Activities or One senior Professor of the University
 - (h) 2 Faculty members from University Departments, nominated by Vice-Chancellor, having experience in handling NSS activities, one of them shall be a woman.
 - (i) 2 Faculty Members of Affiliated Colleges with experience in NSS activities, one of them shall be a woman
 - (j) 4 Principals of affiliated colleges with active NSS cells, one each from four Regional Centres and corresponding sub-centres, by rotation nominated by Vice-Chancellor.
 - (k) Two Students representatives, by rotation of one year from University Departments and colleges, nominated by NSS coordinator of the University
 - (l) Two NSS program officers from affiliated Colleges
 - (m) State Liaison Officer, NSS programme
 - (n) Five Representatives of concerned Government/non-Government Organizations (NCC, NGOs)
 - (o) Finance Officer
 - (p) University Program Coordinator (Associate Dean), NSS, Member Secretary

- (2) The Board shall be the apex body for implementation of NSS program at the University
- (3) The Board shall meet at least twice in a year to review, plan and monitor the NSS activities.
- (4) The Board shall not take any decisions against the directives of the Government of India
- (5) The Board may invite State/District administrators who are concerned with Community Development and other development agencies as invitees or co-opted members of the Board.
- (6) Duties and Powers of the Board of NSS shall be to:-
 - (a) consider the Financial and Establishment proposals as per the administrative and policy directives issued by the GoI and contained in NSS Manual
 - (b) approve NSS budget covering NSS activities for the Academic year
 - (c) approve Establishment expenditure on NSS cell
 - (d) approve Program activities to be undertaken during the year
 - (e) to advise on the program, planning and development

S8.3 College NSS Advisory Committee

- (1) Each College affiliated to the University shall establish an NSS cell.
- (2) The NSS Cell shall have an NSS Advisory Committee of the following members
 - (a) Principal
 - (b) Two Staff Members having social Work Background
 - (c) One Representative of Student development Cell of the College
 - (d) One Representative from adopted village/ slum/ welfare agency
 - (e) Two NSS student representatives of college
 - (f) NSS Program officer
- (3) The College NSS Advisory Committee shall meet at least four times in a year, once every quarter.
- (4) The College NSS Advisory Committee shall consider the proposals submitted by the Program Officer according to administrative and directives.

S8.4 NSS Cell of University Departments.

- (1) The University shall establish an NSS Cell for the students in the University departments
- (2) The NSS Cell shall have an Advisory Committee of the following members for NSS activities of the students in the University Departments:-
 - (a) Director, Students development and Extensional Activities or a Senior Professor from the University departments, Chairman
 - (b) Two Staff Members having Social Work Background from the University departments and conducted institutes

- (c) One Representative of Student Development Cell of the University Departments
- (d) One Representative from adopted village/ slum/ welfare agency
- (e) Two NSS student representatives of University Departments
- (f) NSS Program officer or Associate Dean (NSS) - Member Secretary.

S8.5 Functions of NSS Advisory Committees in University Departments and affiliated colleges

- (1) The NSS Advisory Committee shall meet at least four times in a year, once every quarter.
- (2) The NSS Advisory Committee shall assess the development of NSS programme in the college/University department and promote a sense of participation among the members of the Staff, public and students for community work.
- (3) The NSS Advisory Committee shall assess the development of NSS programme in the college/ Department and promote a sense of participation among the members of the Staff, public and students for community work.
- (4) The College NSS Advisory Committee shall consider the proposals submitted by the Program Officer according to administrative and directives.
- (5) No administrative and Financial changes can be made in the pattern of Financial Expenditure by the College/ Department NSS Advisory Committee
- (6) The Committee shall select the programs suitable for their area and people amongst the activities suggested in NSS manual and added at the State Level.

S8.6 Board of National Cadet Corps (NCC)

- (1) The University Board of National Cadet Corps shall consist of:
 - (a) Director, Board of Students Development and Extensional Activities or a Senior Professor from the University departments - Chairman
 - (b) Two faculty members from University Departments nominated by the Vice-Chancellor, having experience of NCC activities
 - (c) Two faculty members from affiliated colleges by rotation, nominated by the Vice-Chancellor, having experience of NCC activities
 - (d) One External Expert on N.C.C.
 - (e) Associate Dean, N.C.C.– Member Secretary
- (2) Members of the Board of NCC other than *Ex-officio* members shall hold office for three years. Any casual vacancy caused by death, resignation or member ceasing to hold a particular designation, by virtue of which he became a member shall be filled up by the Vice-chancellor on recommendation of Committee appointed by the Executive Council by nomination. A

member so nominated shall hold office for the unexpired part of the term of office of the original member whose place he occupies.

- (3) The Board shall meet ordinarily once in six months and at other times whenever convened by the Chairman.
- (4) Four members shall form the quorum of a meeting of the Board. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the member secretary, under the signature of the Chairman and the adjourned meeting shall be held after half an hour. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

(2) Duties and Powers of the Board of NCC shall

- (a) to plan and prepare programme under NCC Cell and circulate them to the students;
- (b) to supervise, guide and control the various schemes undertaken;
- (c) to evaluate the work done under these schemes and to submit a report to the Executive Council for its consideration;
- (d) to prepare budget and to finalize the disbursement of the amount received as grants to the NCC scheme;
- (e) to organize various types of camps at the University level;
- (f) to select teachers and senior students for training for the implementation of various activities under NCC;
- (g) to make available Government experts in various schemes undertaken; and
- (h) any other matter referred to it by the Executive Council.

CHAPTER NINE

STUDENTS COUNCILS

(under Section 29(1)(xxii) of the Act)

S9.1 College Students Committee

- (1) Each affiliated college/recognized institution/conducted college shall have a College Students' Committee, constituted by the Principal/ Head of Institution.
- (2) The Committee shall consist of not less than four teachers, one of them shall be appointed as the Convener.
- (3) The Principal shall be the *ex-officio* Chairperson of the Committee and in his/her absence; the Principal shall nominate any Senior teacher as the Chairperson.
- (4) The Committee shall –
 - (a) advise the College Students' Council from time to time;
 - (b) make the necessary budgetary provisions and monitor the expenses done;
 - (c) ensure proper participation of the faculty in such programmes.
 - (d) monitor the various activities done by the students

S9.2 College Students' Council

- (1) Each affiliated college/recognized institution/ conducted college shall have a College Students' Council, constituted by the Principal/ Head of Institution.
- (2) The University shall issue a notice to all the affiliated colleges/ recognized institutions/ conducted colleges at the beginning of the academic year to constitute the College Students' Councils.
- (3) The College Students' Council shall consist of the following members, namely -
 - (a) President, elected by the Divisional Representatives (DRs), in the first meeting of the Council.
 - (b) Secretary, elected by the Divisional Representatives (DRs), in the first meeting of the Council.
 - (c) One student from each Class/Division as DR, nominated by the Principal based on merit,
 - (d) One Lady representative nominated by the Principal based on merit, if DRs in (c) do not have any lady representative and who is otherwise eligible to be nominated
 - (e) One representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, nominated by

- the Principal based on merit, if the DRs in (c) do not have any representative from the group and who is otherwise eligible to be nominated
- (f) One student each from
 - (i) National Service Scheme,
 - (ii) National Cadet Corps,
 - (iii) Sports and
 - (iv) Cultural activities,
 nominated by the Principal from the students who are engaged in the respective activities, in consultation with the teachers concerned.
 - (g) One senior teacher as coordinator of the Students' Council, appointed by the Principal.
 - (h) In-Charge, Sports and Physical Education, NSS Programme Officer; and NCC Officer - as permanent invitees.
- (4) The Council shall be constituted at the beginning of the academic year, preferably before 15th August.
 - (5) The first meeting of the Council shall be presided over by the Principal of the college and shall be attended by such other officers as he/she may deem fit.
 - (6) The term of the Council shall be ONE academic year.
 - (7) The Council in its first meeting shall elect one of the members as the University Representative (UR) of the college.
 - (8) The Council shall be responsible for –
 - (a) Looking after general welfare of the students;
 - (b) Promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students' for better corporate life;
 - (c) organizing functions like college day, annual day, cultural festivals, degree distribution function etc.
 - (d) receive and use the funds for such activities in a judicious and economical ways;
 - (e) encourage and monitor the participation of students in sports, cultural activities, NSS and NCC;
 - (f) identify suitable opportunities at district, state, national and international levels for the students to display their talents, and help them to participate;
 - (9) The Council shall NOT engage in political activities.

S9.3 University Departments/ Institutes Undergraduate Students' Council

- (1) There shall be a University Undergraduate Students' Council for the students enrolled in the University departments for undergraduate programmes.
- (2) The Council shall consist of the following members, namely -
 - (a) President, elected by the Class/Divisional Representatives (DRs), in the first meeting of the Council.
 - (b) Secretary, elected by the Class/Divisional Representatives (DRs), in the first meeting of the Council.
 - (c) One student from each Undergraduate Class/Division, nominated by the Head of the Department, based on academic merit in the class
 - (d) One lady representative, nominated by the Vice-Chancellor in consultation with Heads of Departments if DRs in (c) do not have any lady representative and who is otherwise eligible to be nominated
 - (e) One representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, nominated by the Vice-Chancellor in consultation with Heads of the Departments, if there is no representative of these classes in DR in (c) and who is otherwise eligible to be nominated
 - (f) One student each from (i) National Service Scheme, (ii) Sports and (iii) Cultural activities, if any, nominated by the Vice-Chancellor in consultation with Director, Student Development and Extensional Activities based on merit.
 - (g) One senior teacher as coordinator of the Students' Council, nominated by the Vice-Chancellor in consultation with Director, Students Development and Extensional Activities based on merit.
 - (h) Director, Students Development and Extensional Activities - as permanent invitee.
- (3) The Council shall be constituted at the beginning of the academic year, preferably before 15th August.
- (4) The first meeting of the Council shall be presided over by the Senior-most Dean and shall be attended by such other officers as he/she may deem fit.
- (5) The term of the Council shall be one academic year.
- (6) The Council in its first meeting shall elect one of the members as the University Representative (UR).
- (7) The Council shall be responsible for –
 - (a) Looking after general welfare of the students;

- (b) Promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students' for better corporate life;
- (c) organizing functions within the Departments.
- (d) receive and use the funds for such activities in a judicious and economical ways;
- (e) encourage and monitor the participation of students in sports, cultural activities, NSS, etc
- (f) identify suitable opportunities ad district, state, national and international level for the students to display their talents, and help them to participate;

S9.4 University Departments/Institutes Post-graduate and Research Students' Council

- (1) There shall be a University Post-Graduate Students' Council for the students enrolled full time in the University departments for Post-Graduate and Research programmes and working in the University Departments
- (2) The Council shall consist of the following members, namely -
 - (a) President, elected by the Class Representatives (CRs), in the first meeting of the Council.
 - (b) Secretary, elected by the Class Representatives (CRs), in the first meeting of the Council.
 - (c) One student from each Post-graduate Class, nominated by the Vice-Chancellor in consultation with Heads of the Departments and Director, Students Development and Extensional Activities, based on Academic merit.
 - (d) One lady representative, nominated by the Vice-Chancellor in consultation with Heads of the Departments and Director, Students Development and Extensional Activities, based on merit.
 - (e) One representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes, nominated by the Vice-Chancellor in consultation with Heads of the Departments and Director, Students Development and Extensional Activities based on academic merit.
 - (f) One PG student each from (i)National Service Scheme, (ii)Sports and (iii) Cultural activities, if any, nominated by the Vice-Chancellor in consultation with coordinators of concerned programmes, based on merit.
 - (g) One senior teacher as coordinator of the Students' Council, nominated by the Vice-Chancellor in consultation with Director, Students Welfare based on merit.
 - (h) Director, Students Development and Extensional Activities - *as permanent invitee*.
- (3) The Council shall be constituted at the beginning of the academic year, preferably before 15th August.

- (4) The first meeting of the Council shall be presided over by the Senior-most Dean and shall be attended by such other officers as he/she may deem fit.
- (5) The term of the Council shall be one academic year.
- (6) The Council in its first meeting shall elect one of the members as the University Representative (UR).
- (7) The Council shall be responsible for –
 - (a) Looking after general welfare of the students;
 - (b) Promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students' for better corporate life;
 - (c) organizing functions within the Departments.
 - (d) receive and use the funds for such activities in a judicious and economical ways;
 - (e) encourage and monitor the participation of students in sports, cultural activities, NSS, etc
 - (f) identify suitable opportunities at district, state, national and international levels for the students to display their talents, and help them to participate;

S9.5 University Students' Council

- (1) There shall be a University Students' Council for the University.
- (2) The University Students' Council shall consist of the following members, namely :
 - (a) President, elected by the members of Council from amongst themselves, in the first meeting of the Council;
 - (b) Secretary, elected by the members of Council from amongst themselves, in the first meeting of the Council;
 - (c) All the University Representatives:
 Provided if no member at (c) is a lady member, the Vice-Chancellor shall nominate a lady representative from any University Department, who is otherwise eligible to be nominated;
 Provided further that if no member from (c) is belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (Vimukta-Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, the Vice-Chancellor shall nominate a student from any University Department, belonging to such a category, who is otherwise eligible to be nominated;
 - (d) One representative each from (i) National Service Scheme, (ii) National Cadet Corps (iii) Sports and (iv) Cultural activities, from among those in the Councils of affiliated colleges, university departments, recognized institutions, to be nominated by the

Vice-Chancellor in consultation with the Director, Students Development and Extensional Activities

- (e) Director Board of Student Development and Extensional Activities - permanent invitee.

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

- (3) The Council shall be constituted at the beginning of the academic year, preferably before 30th August.
- (4) The first meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as he/she may deem fit.
- (5) The term of the Council shall be one academic year.
- (6) The University Students' Council shall be responsible for –
- (a) Looking after general welfare of the students;
 - (b) Promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students' for better corporate life;
 - (c) organizing functions like college day, annual day, cultural festivals, degree distribution function etc.
 - (d) receive and use the funds for such activities in a judicious and economical ways;
 - (e) encourage and monitor the participation of students in sports, cultural activities, NSS and NCC;
 - (f) identify suitable opportunities at district, state, national and international levels for the students to display their talents, and help them to participate;

S9.6 Nomination of Students on the Students Councils

- (1) A student to be nominated on any Council shall have to be enrolled as a “Student” of any “full time programme” of any faculty and he should have clearly passed in all previous years examinations.
- (2) A student shall be eligible to be, or continue to be, a member of any of the Students' Councils, only if he is enrolled as a full time student in the college or University Department
- (3) That student shall not have secured admission simultaneously in more than one college/institution of the University in an academic year.
- (4) The maximum age limit of a candidate for getting nominated shall be not more than **26** years as on 31st August of the year of nomination.

- (5) Any student violating conditions stipulated for the nomination and for the proceedings of the Councils shall be liable for disciplinary action in addition to the revocation of his candidature.
- (6) In the University, the Vice-Chancellor, and in the college, the Principal, shall nominate four students members from each of the four activities namely (a) National Service Scheme (b) National Cadet Corps (c) Sports & (d) Cultural Activities on the basis of outstanding performance shown by them in the respective activities in the preceding year in the manner given below:

(i) **National Service Scheme :**

The student must have participated at least for one year in the National Service Scheme Programmes organized by a college and must have attended minimum 120 hours of work in the year, and also attended at least one NSS camp of 7 days duration.

(ii) **National Cadet Corps:**

The student must have undergone NCC training in Sr. Division at least for one year and attended 75 % of the NCC parades and must have attended one NCC annual training camp. Preference shall be given to the students who has passed NCC 'B' / 'C' certificate and participated in Republic Day Parade, where higher weightage shall be given to higher level achievements.

(iii) **Sports:**

The students in a Team or an individual item must have secured first / second / third position at least once in either Inter-Collegiate or Inter–University sports / tournaments sponsored by the University or Association of Indian Universities or by the State / Central Government authorities where higher weightage be given to higher level achievements.

(iv) **Cultural Activities:**

A student must have secured first / second / third position at least once in competitions such as Dance, Dramatics, Music, Literary Activities and Fine Arts held either in the Inter-Collegiate or Inter – University Youth Festivals sponsored by the University / Association of Indian Universities or by the State / Central Government authorities, higher level achievements shall carry higher weightage.

- (7) The names of nominated candidates from N.S.S., N.C.C., Sports and Cultural Activities from all the Councils of the colleges and the University Departments, shall be communicated to the Director, Students Development and Extensional Activities, within four days of constitution of Councils.
- (8) The Director, Students Development and Extensional Activities, shall compile the list of the University Representatives from colleges, university Departments / Schools and Institutes after constitution of the Councils and help the Vice-Chancellor to constitute the University Students' Council.
- (9) At least two meetings of the Council shall be held within an academic year.
- (10) The members of the councils shall not be associated with any political party/organization directly or indirectly, and should not be backed up by any political party. If such an association is found, the candidature of the student shall be cancelled.
- (11) The member shall not have any previous criminal record and has not been subjected to any disciplinary action by the University / College.
- (12) The member should not have in any pending paper in the preceding academic year and / or re-admitted in the current year.

S9.7 Functioning of the Students Councils

- (1) The frequency of meeting, quorum of the meetings, procedure for conduct of business of the meetings and such other matters of the Students' Councils shall be as may be prescribed.
- (2) The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed.
- (3) The term of office of the elected student members shall begin with effect from the date of appointment and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified, and shall then expire.
- (4) The Council shall meet at least once in every three months.

S9.8 Students' Development Cell In The University *(as per the Section 26(f) of the Act)*

- (1) There shall be a Students' Development Cell to assist students on the issues and difficulties in various facets related to their day to day life and other aspects connected with their academic world, personality development and healthy campus life.
- (2) The Students' Development cell in the University shall consist of

- (a) Director, Students' Development and Extensional Activities or a Senior Professor from the University
- (b) Five members nominated by Vice-Chancellor from amongst the teachers on the Campus, of which one must be a woman and one shall be from the reserved category
- (c) President and Secretary of the Students Council to be the ex-officio members. In their absence, representatives of NSS and NCC groups of the University shall be members on the Cell.
- (d) a counsellor with appropriate qualifications and experience on the cell for counselling the students on regular basis.

S9.9 Students' Development Cell in Colleges

- (1) There shall be a Students' Development Cell in each college and recognized institution which shall be headed by Vice-Principal or a Senior Teacher Nominated by the Principal
- (2) Students' Development Cell in the college shall have seven members
 - (a) Three Teachers, of whom one shall be female Teacher, and one should be from Reserved category
 - (b) One Social Worker,
 - (c) One Counsellor
 - (d) Two office bearers of College Students Council to be nominated by the Principal

CHAPTER TEN

GRIEVANCE REDRESSAL

(under section 45(3)(e), 46(3)(d), Section 86 of the act)

S10.1 Mandatory Publication of Prospectus on the Website

- (1) Every affiliated college or institution and University shall publish, prior to the date of the commencement of the admission process for admission to any of the courses or programmes of study in the University, the following information on the website of the College/ Institute/ University, viz.:—
- (a) all components of fees, deposits and other charges payable by the students seeking admission and rules of refund of fees against cancellation of admission
 - (b) the sanctioned intake of each course/ programme of study for the academic year
 - (c) the eligibility conditions for the admission;
 - (d) documents to be submitted at the time of admission;
 - (e) admission procedure and schedule;
 - (f) details of the teaching faculty, and also indicating therein whether such members are on regular basis or as visiting member;
 - (g) details of administrative staff and their responsibilities;
 - (h) Library details such as books, working hours, e-access, e-resources;
 - (i) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
 - (j) programme details and academic schedule
 - (k) all relevant instructions with regard to discipline of students
 - (l) clear demarcation of aided and un-aided programmes
 - (m) any such information as the college/ University may deem fit
 - (n) names and designation of members of college grievance cell
- (2) The College/ University Department shall provide a reference/link to University's Website and its contents

S10.2 Students' Grievance Redressal at University and Colleges and Recognized Institutes

- (1) There shall be Students Grievance Redressal Committee at the University for University departments and conducted Institutes to resolve the Grievance of Students at the University's Main Centre.
- (2) There shall be a Students Grievance Redressal Committee at each college and recognized Institution to resolve the Grievance of Students at the College/institute
- (3) The Students Grievance Redressal Committee each college and recognized Institution shall submit a report to the University authorities as and when required.
- (4) The functional mechanism of Students Grievance Redressal Cell at the University and each college shall be as prepared in accordance with the provision of University Grants Commission (Grievance Redressal) regulations, 2012 or any other regulation for the time being in force.

S10.3 Classification of Grievances:

- (1) Grievances of students may include, but not limited for the following complaints, namely:-
 - (a) making admission contrary to the declared admission policy of the University/college/State
 - (b) refusing admission against the declared admission policy as declared in the Prospectus,
 - (c) publishing any information in the prospectus, which is false or misleading, and not based on facts;
 - (d) withholding of or refusing to return any document in the form of certificates of degree/diploma//award deposited with the college/University while seeking the admission, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue
 - (e) demand of money in excess of that specified in the declared admission policy or approved by the competent authority
 - (f) breach of the policy for reservations in admission as may be applicable,
 - (g) complaints of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Differently abled categories ,
 - (h) non-payment or delay in payment of scholarships to any student after receiving the same from the agencies concerned,
 - (i) Non-remittance and Non-refund of fees in case of cancellation of admission or such similar issues;

- (j) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (k) non provision of student amenities as may have been promised or required to be provided
- (l) non-transparent or unfair evaluation practices;
- (m)harassment and victimization of students, including sexual harassment;

S10.4 Constitution of the Students Grievance Redressal Committee

(1) There shall be Grievance Redressal Mechanisms as mentioned below:

(A) Students Grievance Redressal Committee at College level :

- (a) Every affiliated college shall have its Students Grievance Redressal Committee.
- (b) Principal of the college shall constitute the Grievance Redressal Committee consisting of the following members
 - (i) The Principal of the college or a Senior-most Faculty member-Chairman
 - (ii) Three Senior teachers from the college of whom One shall be Woman and one shall be from SC/ST/DT/NT/OBC categories by rotation of two years
 - (iii)President or in his absence Secretary of the Students' Council of the college
 - (iv)Registrar / Superintendent / Head Clerk of the college-Member Secretary

Provided -

In case the grievance is against any member of the Students Grievance Redressal Committee, the concerned member shall not participate in the meeting having the issue on the agenda;

- (i) The Grievance Committee of the college will settle the grievance within 15 days
- (ii) If the student is not satisfied with the decision given by the College Students Grievance Redressal Committee, or have the grievance against the Principal or the college administration, he/she may file a grievance to the Sub-Centre or the Regional Centre of the University, as the case may be, having jurisdiction over the college area.

(B) Students' Grievance Redressal Committee at Sub-Centre level

The Vice-Chancellor shall constitute a Grievance Redressal Committee at each Sub-Centre level under its Jurisdiction of following members:

- (i) Jt. Director of the sub-Centre-Chairman
- (ii) One Principal nominated by the Vice-Chancellor
- (iii) One Teacher nominated by the Vice-Chancellor

- (iv) One lady teacher nominated by the Vice-Chancellor
- (v) Deputy Director, Students' Grievance of the Sub-Centre-Member Secretary

- (i) The Grievance Committee of the SubCentre will settle the grievance within 15 days
- (ii) If the student is not satisfied with the decision given by the Grievance Redressal Committee at the SubCentre, he/she may file a grievance to the Regional Centre of the University, as the case may be, having jurisdiction over the college area.

(C)Students' Grievance Redressal Committee at Regional-Centre level

The Vice-Chancellor shall constitute a Grievance Redressal Committee at each Regional Centre level under its Jurisdiction of following members:

- (a) Regional Director of the Centre-Chairman
 - (b) A Principal nominated by the Vice-Chancellor
 - (c) One Teacher nominated by the Vice-Chancellor
 - (d) One lady teacher nominated by the Vice-Chancellor
 - (e) Joint Director, Students' Grievances, Member Secretary
- (i) The Grievance Committee of the Regional Centre will settle the grievance within 15 days.
 - (ii) If the student is not satisfied with the decision given by the Grievance Redressal Committee at the Regional centre, he/she may file a grievance to the University,

(D)Students' Grievance Redressal Committee at University level

The Vice-Chancellor shall constitute a Grievance Redressal Committee at University level of following members:

- (a) Director, Students Development and Extensional activities, at University Chairman
 - (b) One Head of University Department of the University nominated by the Vice-Chancellor
 - (c) One University Teacher nominated by the Vice-Chancellor
 - (d) One lady teacher nominated by the Vice-Chancellor
 - (e) Deputy Registrar nominated by the Vice-Chancellor
- (i) The Grievance Committee of the University will settle the grievance within 21 days.

S10.5 Grievance Redressal Committee for Employees of University Departments/ Conducted colleges, affiliated colleges and recognized Institutes

- (1) There shall be a Grievance Redressal Committee to deal with grievances of the teaching and non-teaching employees of the University departments, affiliated colleges, recognized Institutes and conducted Institutes and to hear and settle grievances.
- (2) The Grievance Redressal Committee shall consist of the following members :
 - (a) One retired judge not below the rank of District Judge, nominated by the Executive Council- Chairman
 - (b) A Chancellor's nominee on the Executive Council
 - (c) One person who is renowned advocate nominated by the Vice-Chancellor;
 - (d) The Registrar shall be Secretary but shall have no voting right.
- (3) The Grievance Redressal Committee shall hear the grievances or complaints of the teachers and other employees working in the University, affiliated colleges and conducted Institute.
- (4) The Grievance Redressal Committee shall consider the grievances only from individuals which are not within the jurisdiction of the University and College Tribunal, and no collective complaints shall be entertained.
- (5) The Grievance Redressal Committee shall settle the grievances of the employees as far as may be practicable within six months from the date of receipt of the complaint and make a report to the Executive Council.
- (6) Executive Council shall take a decision as it deems fit in the given situation and decision of the Executive Council shall be final.

S10.6 Membership of the Grievance Redressal Committee

- (1) The Grievance Redressal Committee shall have a term of Three years.
- (2) If any member, without valid reason, could not attend three consecutive meetings of the Committee, he shall cease to be the member of the Committee.
- (3) A member, elected, nominated or co-opted, or appointed on a Grievance Redressal Committee by virtue of his being member of any other body or holds the position as an officer under any other category of members; he shall cease to be a member of the Committee as soon as he ceases to belong to such category.
- (4) A member other than an *ex-officio* member may at any time resign his office by submitting his resignation signed and addressed to the Vice-Chancellor / Principal. No such resignation shall take effect until it is accepted by the Vice-Chancellor / Principal.

- (5) If any member ceases to be the member of the committee for any reason, the vacancy shall be filled in the same manner as the original appointment and the person nominated shall continue to be the member for the remaining duration of the term of office of the member in whose place he is nominated.

S10.7 Powers and Functions of the Grievances Redressal Committee

- (1) Subject to the general control of the Vice-Chancellor or Principal, the Grievances Redressal Committee shall exercise the following powers and perform the following functions.
- (2) The Committee at College, SubCentre, Regional Centre or University levels shall function :
 - (a) To attend to all matters relating to the grievances of the Students and Staff, in general.
 - (b) To provide for oral advice to the students/ Employees whenever the oral advice is sufficient to resolve the grievances.
 - (c) To provide for giving advice to the students/ Employees through reply to his / her queries / grievances through correspondence. This may include the correspondence to the other party to settle the grievance.
 - (d) To entertain and consider the grievances of the students/ Employees, if grievance is not settled by opting the options stated above.
 - (e) To hear both parties concerned and settle grievances at the earliest possible.
 - (g) To prepare and submit the recommendations relating to the Redressal of grievances of the students/Employees to the Vice-Chancellor / Principal for consideration and for taking such action as he deems fit; the decisions of the Vice-Chancellor / Principal on such a report shall be final and binding on all parties.
 - (h) To initiate the action, as it deems fit, against the defaulter(s) or the Person / Department / College / Institute, those who fail to comply with the recommendations of the Committee.
 - (i) To prepare, consolidate and submit to the Vice-Chancellor, every three months, a Report of working of the Committee. The Vice-Chancellor shall present the same to the Executive council for its consideration.
 - (j) To consider and submit recommendations and suggestions in respect of reforms in the working of the various Sections of the University relating to the Redressal of grievances of the students and employees.
 - (k) To perform such other duties and discharge such other functions, for the purpose of effectively implementing these rules, as the Vice-Chancellor may direct.

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

S10.8 Appointment of Ombudsman:

- (1) The University shall appoint an Ombudsman for redressal of grievances of staff and students.
- (2) The Ombudsman shall be a person who had been a judge not below the rank of a District Judge or a retired Professor or retired Principal with at least five years experience as a Professor/Principal.
- (3) The Ombudsman, or any member of his immediate family shall not
 - (i) hold or have held at any point in the past two year, any post or, employment in the office of profit in the University/affiliated colleges;
 - (ii) have any significant relationship, including personal, family, professional or financial, with the University;
 - (iii) hold any position in University by whatever name called, in the administration or governance structure of the University.
- (4) The University shall invite applications from eligible persons for the post of Ombudsman.
- (5) The Ombudsman in the University shall be appointed by the University on part time basis from a panel of three names recommended by the Nomination Committee consisting of the following members, namely:-
 - (i) Nominee of the Chancellor on the Executive Council - Chairman
 - (ii) Two retired Professors or Principals nominated by Executive Council
 - (iii) Representative of Directorate of Technical Education

(iv) The Registrar- Member Secretary

- (6) The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy, whichever is earlier, from the date he resumes the office and may be re-appointed for another one term in the University.
- (7) The Ombudsman shall be paid fees and other allowances, if any, as shall be prescribed by the Executive Council for hearing the cases.
- (8) The Ombudsman may be removed on charges of proven misconduct or misbehaviour or as defined in UGC regulations
- (9) Powers, Functions and other and further terms of engagement of Ombudsman and the procedure to be followed in redressal of the grievances by the Ombudsman shall be as prescribed by the University by its ordinances and regulations from time to time.

CHAPTER ELEVEN

TEACHERS IN UNIVERSITY AND CONDUCTED COLLEGES/ INSTITUTES

(as per section 24(1), 29(1),39(d), 30(i),68,69 of the Act)

S11.1 Classification of University Academic Staff

(1) The Academic Staff of the University shall be classified into following categories:

(A) Teachers

(a) University Schools / Departments/ University Institutions

- (i) Principal/ Director.
- (ii) Professor.
- (iii) Associate Professor
- (iv) Assistant Professor
- (vi) Workshop Superintendent (if also given teaching load)

(B) Non-vacational Academic Staff

(a) University Library

- (i) Librarian.
- (ii) Deputy Librarian.
- (iii) Assistant Librarian

(b) University Sports Department

- (i) Director of Sports

(c) University Workshop

- (i) Workshop Superintendent(if not given teaching responsibilities)

(C) Any person appointed on permanent basis through due procedure and deemed to be equivalent to a regular teacher as per the norms of regulatory bodies and accepted by the Government, time to time.

S11.2 Qualifications of University Teachers for Direct Recruitment

(1) For direct recruitment at the level of Professor, Associate Professor and Assistant Professor, the eligibility conditions and minimum qualifications in respect of academic and research

requirements shall be as prescribed by the Regulatory Bodies time to time through Regulations and accepted by the Government and by the University.

- (2) The qualifications of Teacher for appointment in University Departments and Autonomous Colleges/ Institutes shall be as per G.R. No. Sewapra 2007/(10/07)/TE-6), dated 1st March 2008, but shall be subject to change as per the directives of the Government, issued time to time.

S11.3 Qualifications for direct appointment of Director/ Principal, Professors, Associate Professors and Assistant Professors in Research Schools and Centres of the University

- (1) The minimum qualifications for direct appointment of Director/ Principal, Professors, Associate Professors and Assistant Professors in University Departments shall be as per those prescribed by All India Council of Technical Education and accepted by the Government of Maharashtra and amended time to time by the Government.
- (2) For interdisciplinary research school of the University, the University shall specify the areas of research at the time of recruitment to get necessary complementary expertise for the Schools so as develop multidisciplinary research projects and post-graduate courses.

S11.4 Recruitment of teachers in University

Recruitment of teachers in University Schools, University Departments, Conducted Colleges and University Institutions shall be as per the procedure laid down in these Statutes.

S11.5 Advertisement of Vacancies

- (1) Every post of teacher to be filled in by selection shall be duly and widely advertised in at least one regional language newspaper and one national newspaper, and also kept on the University's website, according to the draft prepared by an Advertisement Draft Committee appointed by Vice-chancellor consisting of Dean of Faculty, Two senior professors of which one will be of Reserved category, and Dy. Registrar as Member secretary, and then approved by the competent authority of the University/ Government.
- (2) The advertisement shall contain the essential and desirable qualifications, the scale of pay, and number of posts to be reserved for the members of reserved categories, differently-abled persons and women candidates.
- (3) The advertisement shall mention that the suitable and qualified candidates, short-listed as per with higher merit may only be called for interview.
- (4) Reasonable time, which shall not be less than twenty one days, shall be given for the eligible candidates to apply.

- (5) An applicant who is holding substantive /permanent post shall submit the application through proper channel.
- (6) For the temporary appointments, exceeding six months but not exceeding eleven months, the advertisement in the local news paper for ‘walk- in-interviews’ shall be published by the appointing authority and the same shall not require *prior* approval of the University. It is necessary to declare the date, time and venue of interview in such advertisement which shall not be within five days from the date of publication.
- (7) The teaching posts in University Departments/ conducted institute, shall be classified in the following categories, namely:-
 - (a) **Full-time post:** a post for which workload is more than 50% of the workload as prescribed by the regulatory bodies per post;
 - (b) **Clock Hour Basis post:** a post for which workload is as prescribed by the regulatory bodies.

S11.6 API Verification Committee

- (1) The Vice-Chancellor shall form an API Verification Committee(s) of the following composition to verify the documents submitted the candidates in support of his API score.
 - (i) Dean of Faculty- Chairman
 - (ii) One Senior Professor of the Faculty
 - (iii) Head of the concerned Department-Member Secretary
- (2) The API Scrutiny Committee will submit the verified API of the candidates to the Scrutiny Committee.

S11.7 Scrutiny Committee

There shall be a Scrutiny Committee to scrutinize the applications received against the advertisement.

S11.8 Scrutiny Committee for the posts of teachers in the University Departments/ Conducted Colleges

- (1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of teachers to be appointed in the University Departments /Conducted Colleges /Institutions
- (2) The Scrutiny Committee for each subject shall be constituted by the Vice-Chancellor and shall consist of the following members namely:-
 - (a) Dean of the Faculty-Chairman

- (b) Director of the School or Head of Department concerned.
- (c) Senior Professor in the University Departments
- (d) A Professor from the reserved category from the University Departments
- (e) Registrar - Member Secretary.

Provided that, if there is no Head of Department in the subject concerned, the senior most teacher in the subject in the Department concerned shall be nominated by the Vice-Chancellor;

Provided further that if there is no teacher in the subject concerned in the Department/ Institution /School / College/ Institution, the Head of Department /Senior teacher of other Department shall be nominated by the Vice-Chancellor;

Provided further that, if any of the members above is himself a candidate, the Vice-Chancellor shall nominate a senior teacher from the Department or from any other Department.

S11.9 Task of Scrutiny Committee

- (1) The Scrutiny Committee shall scrutinize all the applications received with respect to the prescribed eligibility and arrange the eligible candidates as per their merit.
- (2) The Scrutiny Committee shall check the consolidated and/or cumulative API Score as per the norms prescribed by the Regulatory bodies
- (3) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed *performa* for keeping it before the Selection Committee.
- (4) When the number of eligible candidates is large, the Scrutiny Committee may short list and recommend the names of the candidates to be called for interview on the basis of merit in the proportion of 1:15.
- (5) For the post of Assistant Professor merit should be adjudged on the basis of Academic Record and Research Performance.
- (6) For the post of Associate Professor/ Professor, the merit should be adjudged on the basis of Academic API, Research Performance, Industrial contribution, and quality of research publications.

S11.10 Constitution of the Selection Committee

- (1) The Selection Committees shall be constituted as per the provisions of the Act, these Statutes and the guidelines given by the Regulatory bodies and the Government from time to time.

- (2) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least thirty clear days of such meeting given to the candidates and the Committee members.
- (3) The particulars of the candidates concerned shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

S11.11 Selection Committee for direct recruitment of teachers in University Departments/ Conducted Colleges/ Institutes (under Section 68 of the Act)

- (1) The Selection Committee shall consist of the following members, namely:
 - (a) The Vice-Chancellor, *ex-officio* Chairman
 - (b) One person nominated by the Chancellor;
 - (c) Two representatives, one each of the AICTE and Director of Technical Education;
 - (d) The Head of University Department Concerned; if he/she is a professor;
 - (e) Three Experts, nominated by the Executive Council out of a panel of not less than six names of persons recommended by the Academic Council, being persons not connected with the University, who have special knowledge of the subject for which the teacher is to be selected;
 - (f) One person belonging to the reserved categories from amongst persons who are experts in educational field not below the rank of Professor or equivalent, nominated by the Chancellor,
 - (g) Registrar - Secretary

Provided the Head of University Department is not below the rank of Professor for Professor's vacancy. If there is no such Head of Department concerned, the senior most teacher in the subject not below the rank of Professor will be nominated by the Vice-Chancellor. If there is no such teacher in the University, the Vice-Chancellor may nominate a Professor from other University Departments or other State University

Provided further that the Experts under (e) above are either Eminent academicians, not below the rank of Professors, from Institutes of National repute such as IITs, NITs, ISSER, NIPER or other State or Central Universities, who have guided at least 10 PhDs, have authored/co-authored minimum 25 papers in peer reviewed journals, and have guided at least five sponsored projects from central/State funding agencies or industry as Principal Investigator,

OR

Eminent researchers from Research Institutes of National repute such as CSIR laboratories, BARC, or equivalent scientific establishments, not below the rank of Professor or equivalent position with proven record of research achievements who have guided at least 10 PhDs, have authored/co-authored 25 papers in peer reviewed journals and have supervised projects of State and National relevance as Principal Investigator

Or

Eminent industrialists or industry professionals not below of General Manager with proven record of professional achievements in terms of projects supervised or in terms of technology developed and transferred for commercialization.

- (2) The quorum of a meeting of every selection committee shall be four members, of whom at least two shall be persons nominated under (e) above.

S11.12 Appointment of Teachers on Temporary Basis in the University (as per section 69 of the Act)

- (1) Appointment of teachers may be made on a purely temporary basis for a period not exceeding one calendar year under the following conditions:
- (a) The post is vacant and is going to remain vacant at least for the next three months
 - (b) The post cannot be filled on a regular basis immediately.
 - (c) The Vice-Chancellor is satisfied that in the interest of the teaching, it is necessary to fill the vacancy immediately.
- (2) The applications of the interested candidates should be invited by giving a suitable advertisement.
- (3) Local Selection Committee with the following constitution shall be constituted by the Vice Chancellor as per the *Section 69* of the Act
- (a) The Vice-Chancellor-Chairperson
 - (b) Head of the School/ Department
 - (c) Two Subject experts, nominated by the Vice-Chancellor
 - (d) Registrar - Member Secretary (as per section 18(4) of the Act)
- Provided that the subject experts will be from a list of four experts recommended by the Dean-Faculty in consultation with the Chairman of the Board of Studies in the concerned discipline
- (4) The quorum of the Selection Committee meeting shall be the Vice Chancellor, one expert and the Head of the concerned Department/School

- (5) The candidate appointed on such a temporary post shall not claim any position in the University nor shall he claim for any continuity.
- (6) The appointment shall automatically terminate when an appointment on the same post is made by following the provisions of the Statutes and Ordinance, on a regular basis.
- (7) While making temporary appointments, it shall be strictly observed that the candidates duly qualified are only appointed.
- (8) Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year.
- (9) In case of the post for the reserved category, it should be observed that the qualified candidate of the same category only is appointed. Rules of the Government in case of interchangeability of Category may be followed only wherever permitted.

S11.13 Selection Procedure for Teachers

- (1) The overall selection procedure should be transparent, objective and credible and based on assessment of the merit and credentials of the applicants based on weightages given to the performance of the candidates in different relevant fields.
- (2) The selection committee shall interview the candidates and adjudge the merit of each candidate.
- (3) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work; co-curricular extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate may make a teaching/ presentation to the Selection Committee.
- (4) A written test may be conducted based on the domain knowledge for initial short-listing of the applicants for the post of Assistant Professor.
- (5) For the post of Associate Professor/ Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, quality of research papers, patents, research projects, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate will make a presentation.
- (6) The interview process may be audio-video recorded which may be preserved for the period of ninety days.
- (7) Evaluation of the performance of the candidates shall be based on the average scores given by the Selection Committee members.

- (8) After the interviews are over, the Selection Committee shall take the total of the scores obtained for various parameters and shall prepare the merit list of the interviewed candidates.
- (9) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.
- (10) The Selection Committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s).
- (11) The Selection Committee shall record the minutes and shall make recommendations on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting, immediately on completion of interviews of all candidates for a post.
- (12) On acceptance of the recommendations of the Selection committee by the Competent Authority, the appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post. A reasonable time not less than fifteen days shall be given to the candidate to join his duties.
- (13) The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training within six months from the date of joining organized either by the University or by the training institutes recognized by the State Government for this purpose.

S11.14 Duties of the teacher

- (1) The teacher shall devote his/her time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The University authorities should give the teachers every possible opportunity to do so.
- (2) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research students, University/ conducted college/institution examinations, etc. seriously and sincerely and shall encourage pursuit of learning in the students.
- (3) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

- (4) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University/ conducted college/institution and shall ensure the interest of the University/ conducted college/institution; provided such decisions are not inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- (5) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University/ conducted college/Institution, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head of the Department/ competent Authority
- (6) A teacher shall help the University/ conducted College/ Institution authorities to enforce and maintain discipline and good habits among the students.
- (7) A teacher shall assist the University/ conducted College/ Institution in smooth conduct of the University Examinations.
- (8) A teacher shall discharge all other duties responsibilities and obligation cast upon him by the Executive council or Academic council or any other authority as per the Act, Statutes, Ordinances, Regulations, Rules or directions issued as per the law from time to time.
- (9) The teacher shall abide by the code of conduct of teachers of the University.

S11.15 Workload of the University Teachers

- (1) The work load of the University teacher shall be as prescribed by the regulatory bodies in the Faculty and accepted by the Government, and as amended time to time.

S11.16 Annual Self-Appraisal of Teachers

The performance of faculty members shall be quantitatively evaluated every year using Self-Appraisal form prescribed by the Academic Council and approved by the Executive Council

S11.17 Reporting Authority and Reviewing Authority in the University of Confidential reports

No	Category	Reporting Authority	Reviewing Authority
1	Vice-Chancellor	Chancellor	Chancellor
2	Head of University Department / Director of the School	Vice Chancellor	Vice-Chancellor

3	All University teachers	Head of the Department	Vice-Chancellor
4	Principal of Conducted college/ Institute	Vice-Chancellor	Vice-Chancellor
5	Head of Department of conducted Institute	Principal of the Institute	Vice-Chancellor
7	Teachers in Conducted Institute	Head of Department of the Institute	Principal

S11.18 Promotions of teachers in the University Departments/ Conducted Institutes under the Career Advancement Scheme

- (1) The teachers working in the University Schools/Departments and conducted colleges/ institutions shall be eligible for placement/ promotion under the Career Advancement Scheme as per the recommendation of the Regulatory Authorities and accepted by the Government and the University from time to time.
- (2) The Selection Committees prescribed for regular appointments shall also be applicable to promotions under the Career Advancement Scheme (CAS).
- (3) The merit of the candidate for the promotion shall be decided on the basis of the parameters prescribed by the regulating bodies and adopted by State Government, from time to time.
- (4) The procedure for such promotion shall be as per the Ordinances.
- (5) The CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, the teacher is considered to be holding his/her substantive post and hence such a post is not considered vacant. On retirement or leaving the University/ conducted College/institution by the incumbent the lower substantive post shall be vacant.
- (6) The Registrar shall send a general circular twice a year calling for applications for CAS promotions from the eligible candidates. The teachers should adjudge their eligibility and offer themselves for the assessment for promotion, if they fulfil the criteria and submit their applications. They may apply three months before the due date on which they consider themselves eligible. Teachers who do not consider themselves eligible may apply at a later date when they consider themselves to be eligible.
- (7) In the final assessment, if a teacher is not found eligible for the promotion, such a candidate shall be reassessed only after a minimum period of one year.

- (8) When a teacher applies for the promotion on the completion of the minimum eligibility period and is successful, the date of promotion shall be the date on which he/she completes the minimum period of eligibility.
- (9) If a candidate finds that he fulfils the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.
- (10) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

S11.19 Service Book

- (1) The Service Book, as prescribed by the Government, shall be maintained by the Appointing Competent Authority, for each employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.
- (2) The competent authorities for University Teachers is Vice-Chancellor or a person authorised by him.
- (3) The service books of the Vice-Chancellor, the Registrar of the University and Principal of conducted Institute shall be maintained by the respective officers.
- (4) The Service Book shall contain the record of the service of the employee covering all essential events in his/her official career such as
 - (a) date of birth,
 - (b) caste,
 - (c) marks of identification,
 - (d) permanent address
 - (e) qualifications,
 - (f) first appointment,
 - (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade,
 - (h) substantive or officiating nature of appointment(s),
 - (i) the scale of pay applicable,
 - (j) basic pay,
 - (k) increment(s) sanctioned,
 - (l) stoppage of increment; for any reason(s),
 - (m) punishment with relevant offense or misconduct,
 - (n) leaves, except casual leave, granted from time to time,

- (o) Refresher Courses and Orientation programme and additional qualifications, if any,
 - (p) such other relevant entries as prescribed by the Government from time to time.
- (5) Every care shall be taken by the competent authority to maintain all service books in safe custody and to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.
- (6) Date of Birth:
- (a) The date of birth of the employee shall be recorded in the Service Book only at the time of joining the service and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or *Tehsildar* or Village record and a certificate be recorded to that effect stating the nature of the document relied on. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
 - (b) In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16th of that month shall be treated as his date of birth.
 - (c) When once an entry of age or date of birth has been made in a service book no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error.
 - (d) If an employee wants claims that his/her birth date recorded is incorrect and wants to correct the same, such an application may be entertained only within first five years of his/her first joining the service and no correction shall be made there-after under any circumstances. The Competent Authority shall, after satisfying itself about the *bona fides* of the document produced regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof.
 - (e) In the case of the Medical Authority certifying the age, the date of birth shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age as certified
 - (f) In respect of an employee who does not produce any proof of Date of Birth, the procedure stipulated by the Government shall be followed.
 - (g) If an employee is unable to produce any of the documents referred, a full explanation should be obtained from him.

- (7) Whenever an employee is reduced to a lower rank, removed, or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (8) The employees may be allowed to peruse the entries in their Service Books to ensure that the service records are correctly maintained. All the entries shall be shown to the teacher at the end of every year and his signature is obtained thereon.
- (9) A duplicate copy of the Service Book may be supplied to the employee and it should be updated annually by the office, provided the employee submits the same in response to the notice issued by the office.
- (10) The service-books shall be taken up for verification of correctness of entries in April every year by such officer in the office of the University, as may be empowered for the purpose by the Registrar. The Officer so empowered shall, after satisfying himself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that he has verified up to date the services of the employee from pay bills, acquaintance rolls and similar records.
- (11) A signature of the concerned employee shall be taken in the service book within one month after the entry of annual increment.
- (12) A duplicate copy of the service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application.
- (13) An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed :

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the University by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction. Every care shall be taken in issuing administrative orders by the Registrar to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.
- (14) Completion and movement of service book on transfer: When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his/her service book in the office from which the he/she is transferred and

after retaining a copy, the service book after being duly verified to date and attested by the Head of the Office, should be forwarded to the Head of the Office to which the employee has been transferred and thereafter be maintained by that Head. If he finds any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him.

- (15) The service book and service file shall be retained in the office and not be returned to the employee after the employee ceases to be in service permanently on retirement, resignation or discharge from service.
- (16) The competent Authority may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.

S11.20 Personal File

- (1) A Personal File shall be maintained by the competent authority for every employee immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.
- (2) Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.
- (3) Performance Based Appraisal System (PBAS) and other reports of the teachers should be kept in such files.
- (4) Efforts should be made to digitize all such records.

S11.21 LEAVE RULES FOR TEACHERS UNIVERSITY DEPARTMENTS AND CONDUCTED COLLEGES

- (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- (3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- (4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.

- (5) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness. The teacher returning from leave on medical ground shall produce a certificate of fitness.
- (6) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- (7) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- (8) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- (9) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S11.22 Kinds of Leave available to Teachers in the University Departments and Conducted colleges of the University

- (1) All kinds of leave may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.
- (2) The following kinds of leave would be admissible to permanent teachers-
 - (i) Casual Leave
 - (ii) Leave treated as duty,
 - (ii) Leave earned by duty, viz. Half-Pay leave
 - (iii) Leave not earned by duty, viz. Extraordinary leave, Leave not due;
 - (iv) Leave for academic pursuits, viz. Study leave, and Sabbatical leave;
 - (v) Leave on ground on health, viz. Medical leave, Maternity leave, Commuted leave, Special leave

Note 1: The leave(s) under the clause (i) would be granted to teachers on probation and to temporary teachers also.

Note 2: Teachers on probation and to temporary teachers are not eligible for other leaves

Note 3: The leave(s) shall be as per the norms prescribed by the Government, time to time.

- (3) The Executive council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.
- (4) The conditions of leave shall be as prescribed by the rules and regulations of the University and the Government

S11.23 Competent Authority to sanction leave

- (1) The following shall be the Competent Authorities to sanction leave:

No	Category	Kind of leave	Competent Authority
1	Vice-Chancellor	Casual	Self
		Other leaves	Chancellor
2	Head of University Department / Director of the School/ Principal of Conducted College	All kinds of leaves	Vice-Chancellor
3	All University teachers	Casual leave	Head of the Department / Director of the School
4	All University teachers	All kinds of leaves except Casual leave	Vice-Chancellor
5	Teachers in Conducted Colleges/ Institute	Casual leave	Principal of College/ Institute
		All other leaves	Vice-Chancellor

Provided that, the Competent Authority may further delegate its power to sanction particular kind of leave to any other Class A officer.

S11.24 Casual Leave

- (1) Total casual leave shall not exceed eight days in an academic year, or as decided by the State Government from time to time.

- (2) Casual leave cannot be combined with any other kind of leave except duty leave or on-duty leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S11.24 Earned Leave

- (1) Following earned leaves shall be admissible to teachers without encashment
- (a) $1/30^{\text{th}}$ of actual service in a year including vacation not exceeding 10 days ; plus
 - (b) $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation.

Note: For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days.
- (3) The maximum earned leave that may be sanctioned at a time shall not exceed 60 days.
- (4) Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (5) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S11.25 Duty Leave

- (1) Duty leave not exceeding thirty days for University teachers in an academic year, may be granted for the following:
- (a) delivering invited talks in colleges/institutions/organisations and University,
 - (b) attending conferences, congresses, symposia, workshops and seminars organized in India and abroad, on behalf of the University/College/Institution, with advanced permission of the competent authority;
 - (c) Working in another Indian or Foreign university, any other agency, institution or organization, for short period, when so deputed by the University/College/institution.

- (d) Participating in delegation or working on a committee appointed by the Government, UGC, AICTE, a sister university or any other Apex body.
- (e) Attending the meetings in the UGC, AICT, DST, etc where a teacher is invited to share expertise with academic bodies, government or NGO;
- (f) Performing any other duty for the University, and
- (g) To attend activities like *viva-voce* as a referee or external examiner at other University.

- (2) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (3) The leave may be granted on full pay.
- (4) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

Note 1: The teachers attending work on University Committees or bodies or assessment will be treated on-duty.

S11.26 Half –Pay Leave

- (1) A teacher shall be entitled to half-pay leave to the extent of 20 half days or 10 full days for each completed year of service.
- (2) The half -pay leave may be granted to the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.
- (3) The leave so earned can be accumulated without limit during the entire service.
Provided that, the period of suspension, if any, finally treated as suspension shall be excluded or counting completed years of service for this purpose.
- (4) The teacher shall not be entitled to half-pay leave during the first year of his service.

Note: A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

S11.27 Commuted leave

- (1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
 - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;

- (iii) No commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher shall return to duty on its expiry.
- (iv) In addition, commuted leave may be granted to the extent mentioned below;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S11.28 Extra-ordinary Leave

- (1) A teacher may be granted extraordinary leave if approved by Competent Authority when;
 - (a) *No* other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.
- (3) Extraordinary leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate.
- (4) The total period of absence from duty shall in no case exceed five years in the full working life of the individual;

provided the total period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.

- (5) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave. In such cases all the privileges of the permanent employee shall be retained.

S11.29 Leave not Due

- (1) Leave not due, at the discretion of the Vice-Chancellor in the case of University Teachers and Teachers in Conducted Colleges, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (2) 'Leave not due' shall not be granted unless the Authority is satisfied that as far as can reasonably be foreseen, the teacher shall return to duty on the expiry of the leave and earn the leave granted.
- (3) A teacher to whom "leave not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Vice-Chancellor as the case may be.

Provided further that the Authority may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

S11.30 Study leave

The scheme of study leave provides an opportunity to avail of scholarship/fellowship awarded to a teacher who wishes to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend for pursuing further studies leading to Master's degree./Ph.D./Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the teacher's pay/salary paid to him/her by the University or conducted college. The teacher shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative job like teaching, in the host country

- (1) Study Leave may be granted generally to an entry level appointee as Assistant Professors who have been awarded a scholarship/fellowship or stipend to pursue a higher studies

leading to Master's degree/Ph.D. degree/post-doctoral qualification or a special line of study or research directly related to his/her work in the University/ College/ Institution.

- (2) Study leave may be granted to a permanent teacher after a minimum of five years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/ Institution/ Research Organization or to make a special study of the various aspects of University organisation and methods of education;

provided that the Executive council may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned;

provided that,

(a) the person is a full time permanent teacher on the date of the application;

(b) there is no break in service; and

(c) the leave is required for undertaking the PhD research work

provided further that the competent authority may in the special circumstances of a case waive the condition of five years of service being continuous.

Provided further that care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department

- (3) Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department/Principal.
- (4) The period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide.
- (5) The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Competent Authority/Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (6) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (7) Study leave may be granted not more than twice during one's career; *provided that* under no circumstances shall the maximum period of study leave admissible during the entire service exceed Five years.
- (8) Study leave may be given more than once provided that not less than 5 years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also details of work to be done during the proposed spell of study leave.

- (9) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Competent Authority. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as Extra-ordinary leave has been obtained.
- (10) Subject to the provisions of relevant sub-clauses, study leave may be granted on full pay at the discretion of the Executive Council
- (11) The amount of scholarship/ fellowship or other financial assistance that a teacher has been awarded shall not preclude his/her being granted study leave with pay and allowances, but the scholarship/fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.
- (12) The Foreign scholarship/ fellowship would be set off against pay, only if the scholarship/fellowship is above a specified amount which shall be determined by the UGC from time to time based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (13) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (14) A teacher granted study leave shall on his return and re-joining the service of the University/college, and be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (15) The period of study leave shall count as service for the purpose of retirement benefits (pension/contributory provident fund), provided the teacher joins the University/College/institute on the expiry of his study leave and serve for the period for which the bond has been signed..
- (16) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction; *provided that* where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (17) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University/ conducted College for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the University/College/Institution.
- (18) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfilment of the conditions laid down and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution in accordance with relevant provisions.
- (19) The teacher on study leave shall submit to the Registrar through Head of University Department or Principal of conducted college six monthly reports of progress in his studies from his research supervisor. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (20) The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave be put in public domain, preferably on the website of the University, and conducted College/ Institution.
- (21) A teacher shall be liable to the University/ conducted College /Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to his/her or on his/her behalf in connection with the course of study if –
- (a) he is unable to complete his/her studies within the period of study leave granted to him/her
 - (b) he fails to rejoin the service of University/ conducted College/Institution on expiry of the study leave
 - (c) he rejoins the service of the University/ conducted College/Institution but leaves the service without completing the prescribed period of service after rejoining the service
 - (d) he within the said period is dismissed or removed from the service by the University/ conducted College

S11.31 Sabbatical leave

Sabbatical leave is generally granted to senior teachers who are engaged in advanced research in their area of research and who would like to advance or update the knowledge in chosen area by working in an Institute of national or international repute.

- (1) Permanent, full-time teachers, who have completed at least seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University/Department/College/Institution and higher education system.
- (2) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (3) The teacher, who has availed study leave for three years, would not be entitled to the sabbatical leave; provided that the teacher who has availed study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (2) above; provided further that sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- (4) The teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his proceeding on sabbatical leave.
- (5) The teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however be allowed to accept a fellowship or a research scholarship or ad- hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies either in India or abroad;

provided that in such cases the Competent Authority may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard in lieu of teaching, etc, which may be determined by his/her employer.
- (6) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund,

provided that the teacher rejoins the University on the expiry of his leave.

Note - I The programme to be followed during sabbatical leave shall be submitted through the Head of Department/Principal to the Registrar for approval along with the application for grant of leave.

Note-II On return from leave, the teacher shall report through the Head of Department/Principal to the Registrar, the nature of studies, research or other work undertaken during the period of leave.

S11.32 Maternity, Paternity, and Adoption Leave

(A) Maternity Leave

Female teachers shall be entitled to the Maternity Leave and other allied privileges and benefits as per the respective rules framed by the Government of Maharashtra from time to time.

(B) Leave:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave:

Adoption leave may be provided as per the rules of the State Government

S11.33 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S11.34 Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the College

S11.35 Appointment against vacant post due to leave

The post falling vacant for more than six months due to leave of taken by a permanent teacher may be filled on a purely temporary /contractual basis for a period of the sanctioned leave by the following the procedure laid down in these Statutes.

S11.36 CODE OF CONDUCT AND ETHICS OF UNIVERSITY TEACHERS

- (1) The teacher shall be available for the University Department or conducted Institute fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
- (2) The teacher shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority.
- (3) The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by authority.

S11.37 Teachers and the Students

The teacher shall:-

- (1) respect the right and dignity of the student in expressing his/her opinion;
- (2) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status;
- (3) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (4) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (5) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (6) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (7) pay attention to only the attainment of the student in the assessment of merit;

- (8) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward;
- (9) aid students to develop an understanding of our national heritage and national goals, and
- (10) refrain from inciting students against other students, colleagues or administration.

S11.38 Teachers and Colleagues:

The teacher shall:-

- (1) always treat other members of the profession in the same manner as he/she himself/herself wish to be treated;
- (2) speak respectfully to and of other teachers;
- (3) render assistance for professional betterment;
- (4) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (5) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour;
- (6) be thoroughly social and humane, democratic and rational, towards other teachers;
- (7) strive at any cost to remove and wash out the local tensions and controversies and disputes; and
- (8) believe in union and unity of the colleagues.

S11.39 Teachers and Authorities:

The teachers shall -

- (1) discharge the professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the profession in initiating steps through his/her own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (2) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (3) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (4) adhere to the conditions of contract;
- (5) give and expect due notice before a change of position is made; and
- (6) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

S11.40 Teachers and Non-teaching employees

The teacher should-

- (1) treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution; and
- (2) help in the function of joint staff-council covering both teachers and the non-teaching employees.

S11.41 Teachers and Guardians

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

S11.42 Teachers and Society

The teachers shall

- (1) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (2) work to improve education in the community and strengthen the community's moral and intellectual life;
- (3) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (4) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office;
- (5) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

S11.43 CONDUCT AND DISCIPLINE**S11.44 Misconduct of teachers in the University, and conducted Colleges/ institutes**

- (1) The following acts shall be deemed as misconduct on the part of the teacher:
 - (a) any breach of or any action contrary to the provisions of the Statutes, Ordinances, Regulations and Rules, Code of Conduct.
 - (b) refusal to accept order or other communication served according to the Statutes, Ordinances, Regulations and Rules.

- (c) refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the Institution. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.
- (d) obtaining employment/promotion or any other benefit in the Institution or in prior employment by misrepresenting facts or fraudulent means.
- (e) misappropriation of any amount and/or movable and immovable property of the Institution.
- (f) wilful and persistent negligence of duty.
- (g) incompetence in Teaching.
- (h) failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
- (i) gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- (j) indulging in or promoting unfair practices in the conduct of examinations.
- (k) theft, fraud or dishonesty.
- (l) Performing unethical practices in the conduct of teaching, research, consultancy, advice, examinations, IPR, etc
- (m) wilful or negligent damage of the University property.
- (n) any action involving moral turpitude and attracting conviction in court of law.
- (o) attending the duties in an intoxicated state and committing nuisance during working hours.
- (p) misbehaviour with students, another teacher, staff, parents.
- (q) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
- (r) raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
- (s) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.
- (t) going on illegal strike, abetting including instigation or action in furtherance thereof.
- (u) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institution.
- (v) stopping work either singly or with other employee or inciting anyone else not to work.

- (w) allowing anyone within the prohibited premise of the Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (x) falsification or tampering any paper or record of the Institution,
- (y) approaching the press in any matter which is against the interests of the University
- (z) indulgence in any act that brings disrepute to the University

Explanation:

- (1) The wilful negligence of duty shall amongst other things include the following:
 - (i) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.
 - (ii) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Vice-Chancellor/Head of the Department, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.
- (2) Incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

S11.45 Disciplinary Authority

- (1) The Disciplinary Authority in respect of the teacher working in a University Schools, University Departments, University Conducted Colleges and University Institutions shall be the Vice Chancellor.

S11.46 Penalties

- (1) Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the employee for being heard and to defend himself/herself.
- (2) Minor Penalties:
 - (a) censure,
 - (b) fine,
 - (c) withholding of increment of pay for specific period,
 - (d) recovery from his pay or such other amount as may be due *to/from him of any pecuniary loss caused by him to the University by negligence or by breach of orders.*
- (3) Major penalties :

- (a) stoppage of increment with or without effect on future increments,
- (b) reduction to a lower scale of pay, grade, post or service,
- (c) compulsory retirement,
- (d) removal from service,
- (e) termination of service.
- (f) dismissal from service,

Explanation (1): The order under (3) (a) of withholding increment shall not affect subsequent increment(s).

Explanation (2): The order under sub-clause (2) (d) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the Institution by negligence or by breach of orders.

Explanation (3): Reduction under sub-clause (3) (b) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

Explanation (4): The order of penalty of reduction, under sub-clause (3) (b) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5): Removal under sub-clause (3) (d) and termination under sub-clause (3) (e) shall not be a disqualification for future employment under the Institution.

Explanation (6): Dismissal under sub-clause (3) (f) shall be a disqualification for future employment under the Institution.

S11.47 Procedure for imposing Minor Penalty

- (1) If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -
 - (a) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
 - (b) give reasonable opportunity to the teacher to furnish explanation;
 - (c) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
 - (d) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);

- (2) the appeal against the minor penalty imposed by the Disciplinary Authority shall lie with the Grievances Committee.

S11.48 Action not Amounting to Penalty

- (1) The following shall not amount to penalty within the meaning of Statute, namely:
- (i) non-placement of teacher in various stages of promotion prescribed by regulating bodies and accepted by the state government from time to time;
 - (ii) reversion of the teacher already appointed as the Head of the Department;
 - (iii) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;

S11.49 Termination of Services:

- (1) the teacher appointed on probation shall be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;
- (2) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- (3) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
- (4) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
- (5) termination of the service due to abolition of the post(s).

S11.50 Suspension

- (1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances :
- (a) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (b) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the University and
 - (c) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).

- (2) where the case against the teacher in respect of any criminal offense is under investigation, enquiry or trial, in a court of law; the teacher shall be deemed to have been placed under suspension,
 - (a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the teacher shall not be allowed to resign.
- (4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.
- (5) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
- (6) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state
 - (i) whether the said period be treated as duty leave or leave not due, and
 - (ii) the nature of pay and allowances to be paid for the period.
- (7) The substitute teacher appointed in place of the teacher under suspension shall be paid the salary as per rules.
- (8) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.
- (9) The teacher under suspension shall not be entitled to pay and allowance as prescribed in these rules. The Competent Authority shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance as per the rules framed by the Government from time to time.

S11.51 Preliminary Enquiry

- (1) If a teacher is alleged to be guilty of misconduct, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee appointed by the Vice-chancellor:
 - (a) The committee for a University teacher shall consists of the following members, namely
 - (i) The Dean of the concerned Faculty- Chairperson
 - (ii) The Head of the Department
Provided that where there is no regular Head of the Department or when Head of the Department is himself / herself involved in the matter, Vice Chancellor shall appoint Head of any other University Department.
 - (iii) The member of the Executive council to be nominated by the Vice- Chancellor
 - (iv) A representative of the teacher whose inquiry is to be conducted.
- (2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher; *provided that* while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his/her case before the Committee.
- (3) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Vice-chancellor.
- (4) The Vice-Chancellor after scrutinising the report of the Committee may give permission to hold full-fledged enquiry of the teacher.
Provided further that if the Vice-Chancellor-after scrutinising the report, feels that the report is incomplete or requires some more documents/ evidences, then he/she shall call for such additional documents/evidences and if necessary may appoint another Committee.

S11.52 Procedure of Enquiry

- (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the Preliminary Enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Committee. constituted of
 - (i) *a Retired Judge not below the rank of District Judge as Chairman*
 - (ii) *a nominee of the college management,*
 - (iii) *nominee of the charge sheeted teacher and*

- (iv) a nominee of the University who is well versed in service law to enquire into the facts of the case.
- (2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up
- (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
 - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain
 - (c) a statement of all relevant facts including any admission or confession by the teacher, and
 - (d) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his defence and to state whether he desires to be heard in person.
- (4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.
- (5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
- (6) Where the Disciplinary Authority appoints the Enquiry Committee, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Committee. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Committee permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.
- (7) The Disciplinary Authority shall forward to the Enquiry Committee :
- (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,

- (b) a copy of the order appointing the Presenting Officer, if any,
 - (c) copies of the statements of witnesses,
 - (d) evidence proving the delivery of documents to the teacher, and
 - (e) a copy of the written statement of defense by the teacher, if any.
- (8) The teacher shall appear in person before the Enquiry Committee on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Enquiry Committee may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Committee may allow.
- (9) The Disciplinary Authority may, *suo motu* or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Committee constituted for the purpose.
- (10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before Enquiry Committee, it shall ask him/her whether he is guilty or has any defense to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.
- (11) The Enquiry Committee shall return to the Disciplinary Authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he pleads not guilty, the Enquiry Committee shall proceed to enquire further.
- (12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Committee shall require the Presenting Officer to produce the evidence by which he/she proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/her defense
- (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Committee may allow, the documents specified in the list,
 - (b) submit a list of witnesses to be examined on his behalf,
 - (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Committee may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The teacher may apply orally or in writing, for supply of copies of the statements of witnesses, if any, mentioned in the list and the Enquiry Committee shall furnish him/her

such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

- (14) (a) The teacher may, by notice to the Enquiry Committee, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Committee shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.
- (b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Committee; *provided that*, the Enquiry Committee may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Committee may withdraw the requisition or press for the same; *Provided further that*, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Committee and the Enquiry Committee shall, on being so informed, withdraw the requisition and communicate the information to the teacher.
- (15) The enquiry shall commence on the date fixed by the Chairman of the Enquiry Committee and shall continue thereafter on the dates as may be fixed from time to time.
- (16) The oral evidence shall be recorded or caused to be recorded by the Enquiry Committee in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry Committee members. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.
- (17) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the presenting officer appointed by the Disciplinary Authority. The witnesses may be examined by the presenting officer and cross-examined by the teacher or his assistant. The presenting officer shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Committee members may also put questions to the witnesses.
- (18) Before the closure of the case the Enquiry Committee may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witnesses and in such cases, the teacher shall be

entitled to a copy of the list of further evidence. The Enquiry Committee shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna (e) or defect(s) in evidence originally produced.

- (19) When the part of the enquiry-proceeding of the Presenting officer is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witnesses himself and they may be cross-examined by the presenting officer, re- examined by the teacher and examined by the Enquiry Committee.
- (20) The Enquiry Committee may also allow the teacher to produce new evidence if it is in the natural justice
- (21) After the teacher closes his part of the enquiry proceeding and if the teacher has not examined himself, the Enquiry Committee may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.
- (22) The Enquiry Committee may, after the completion of production of evidence, hear the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.
- (23) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Committee or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Committee may hold the enquiry ex-parte.
- (24) (a) Wherever the Enquiry Committee after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Committee, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;

Provided that, if the succeeding Enquiry Committee is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, Committee may recall, examine, cross-examine and re-examine him/her;

Provided further that, if the witness is recalled, he may be cross- examined and/or re-examined by the teacher or the Presenting Officer.

(b) Where in the opinion of the Enquiry Committee, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s); Committee may record its findings on such article(s) of charge(s);

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has

been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

S11.53 Enquiry Report

- (1) After the conclusion of enquiry, the Enquiry Committee shall prepare a report. Such report shall contain
 - (a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
 - (b) the defense of the teacher in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge; and
 - (d) the findings on each article of charge and the reasons thereof.
- (2) The Enquiry Committee, shall forward to the Disciplinary Authority the record of enquiry which shall include
 - (a) the report prepared by Enquiry Committee;
 - (b) the written statements of defense submitted by the teacher;
 - (c) the oral and documentary evidence produced in the enquiry;
 - (d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and
 - (e) the orders, made by the Disciplinary Authority and Enquiry Committee in regard to the enquiry
- (3) The Enquiry Committee may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witnesses and examine, cross-examine, and re-examine the witnesses and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;

Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

S11.54 Action on Enquiry Reports

- (1) The Disciplinary Authority shall consider the report of Enquiry Committee and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Committee, shall consider the enquiry report and if it disagrees with the Enquiry Committee on any article(s) of charge(s),

- it shall record its reasons for such disagreement and refer the case back to the Enquiry Committee for further enquiry and report. The Enquiry Committee shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.
- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.
- (5) (a) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
- (i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Committee or otherwise, together with brief reasons for its disagreement, if any, within a week; and thereafter give to the teacher
 - (ii) a show-cause notice in the form as prescribed by the University, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.
- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Committee.

S11.55 Appeal

- (1) Notwithstanding anything contained in these Statutes no appeal shall lie against any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension; any order passed by Disciplinary Authority in the case of an enquiry under these Statutes.

- (2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :
- (a) an order of suspension or deemed suspension made under these Statutes
 - (b) an order which denies or varies to his disadvantage his pay, allowances or any other conditions of service;
 - (c) denies placement to which he is otherwise eligible according to the recruitment rules;
 - (d) interprets to his disadvantage the provisions of any such Statutes;
 - (e) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
 - (f) reduces or withholds the post-retirement benefits, if any;
 - (g) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;
 - (h) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;
 - (i) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

S11.56 Appellate Authority *(as per the Section 14(15-17) of the Act)*

- (1) The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the-Executive Council.
- (2) The teacher aggrieved by the decision of the Executive Council, may prefer appeal to the Chancellor of the University

S11.57 Service of Order, Notices, etc.

- (1) Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post or electronic mail.
- (2) In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

S11.58 RETIREMENT

S11.59 Age of superannuation

- (1) The age of superannuation of the Teachers shall be as prescribed by Government from time to time.

S11.60 Voluntary Retirement, Retirement on Medical Grounds and Compulsory Retirement

- (1) For Voluntary Retirement, Retirement on Medical Grounds and Compulsory Retirement the MCSR (pension) 1982 rules (a,-g) be followed

S11.61 Extension in Service to a teacher after superannuation

The Competent Authority may, consider an extension of service to the teacher of the University beyond the age of superannuation, on academic grounds only, as per the norms laid down by the Government.

S11.62 Re-employment of a teacher

- (1) Notwithstanding anything contained in these Statutes, the Competent Authority may grant re-employment to any teacher already retired from a University or Institution of National or International repute as per the norms laid down by the Government

S11.63 Submission of pension proposal of superannuating employees

- (1) The service record of the teacher shall be taken up for examination at least one year before the due date of his retirement, and a notice of superannuation is to be issued by the Registrar to the teacher.
- (2) Every six months, on 1st January and 1st July each year, a list of all the teachers who are due to superannuate within the next twenty-four months should be prepared and forwarded to the Director of Technical Education or the Competent Government Authority before 31st January or 31st July, respectively.
- (3) The Registrar shall then scrutinise the forms submitted by the teacher and complete other service record, documents and certificates required and forward the proposal to the Competent Government Authority, nine months prior to the date of superannuation of the said teacher for his sanction.

S11.64 Post-Retirement Benefits

- (1) The teacher, appointed before 1st November 2005, and working against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, family pension, and other post-retirement benefits as sanctioned by the Government, from time to time.
- (2) The teacher, appointed after 31st October 2005, against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits as per the norms prescribed by the Government time to time.
- (3) A regular teacher working or working in a post which is not covered under salary grants scheme or covered by the Self-Supporting Scheme, shall be eligible for Contributory Provident Fund Scheme or any other scheme of the University
- (4) The teacher shall clear all dues payable to the University / conducted college/ Institution, outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her.
- (5) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, up to the date he attended his duties regularly, provided the said period qualifies for such benefits.

CHAPTER TWELVE

TEACHERS IN AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

(As per Sections 39(d), 39(i) and 41(d))

S12.1 Classification of Teachers in Affiliated colleges and Conducted colleges

(1) The teachers in affiliated colleges and Conducted colleges shall be classified into the following categories:

(A) Teachers

- (i) Principal/Director
- (ii) Professor
- (iii) Associate Professor
- (iv) Assistant Professor

(B) Non-vacational Academic Staff

- (i) Librarian
- (ii) Director, Sports/Physical Education

S12.2 Head of Department in affiliated colleges and recognized Institutes

- (1) Head of the Department in an affiliated college and recognized Institute shall be by rotation among the teachers of the same cadre as per the seniority.
- (2) The Principal of an affiliated college shall nominate Head of Department for each subject or group of subjects who shall be a full-time permanent teacher teaching the subject at the special or Major or Main or the Degree level, having not less than ten years teaching experience in the following manner.
 - (i) If there is more than one Professor in the Department, the Principal shall appoint one of them as the Head of the Department.
 - (ii) If in the Department, there is only one Professor, the Principal shall appoint him/her as the Head of the Department.
 - (iii) If there is no Professor in the Department, but there are more than one Associate Professors, then the Principal shall appoint one of them as the Head of the Department.
 - (iv) If there is only one Associate Professor in the Department, the Principal shall appoint him/her as the Head of the Department.

- (v) If there is no Professor or Associate Professor in the Department, but there are more than one Assistant Professor, then the Principal shall appoint one of them as the Head of the Department.
- (3) The term of the Head of the Department shall be three years. However, the Head of the Department if nominated on any authority of the University he/she shall continue to be the Head of Department for one term.
- (4) The person appointed as the Head of Department, may be replaced during his/her tenure by the Principal if the Principal is not satisfied about his performance, by giving appropriate opportunity to be heard and the decision of the Principal regarding appointment and removal of Head of the Department shall be final and binding.

S12.3 Duties and Responsibilities of the Head of Department in Affiliated College/ recognized Institute

- (1) The Head of a Department of affiliated college/ recognized Institute shall be the principal academic and executive Head of the respective Department.
- (2) The Head shall be working directly under superintendence, direction and the control of the Principal or Director, as the case may be.
- (3) The Head shall be a custodian of the property of the Department.
- (4) In addition to his duties and responsibilities as a teacher, he shall perform the following additional duties and responsibilities:
- (i) He shall be ex-officio Chairman of the Departmental Committee.
 - (ii) He shall supervise and control the working of the teachers and the employees working in the Department.
 - (iii) He shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal/ Director as the case may be.
 - (iv) He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory/practical teaching and seminars/assignments and examinations and/or test to be conducted during the academic year.
 - (v) He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
 - (vi) He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.

- (vii) He shall be the ex-officio Chairman of Admission Committee for various programs of the Department as per the procedure laid down by the University, from time to time.
- (viii) He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation to the competent authority.
- (ix) He shall safeguard the property of the Department
- (x) He shall monitor the purchases of equipment, chemicals, books, Machinery, etc. which are required to be purchased for the Department as per the procedure laid down by the University.
- (xi) He shall be responsible for the smooth conduct of examination at department level and shall assist the University in the smooth conduct of the University Examinations.
- (xii) He shall perform such other duties and responsibilities as may be assigned to him by the Principal, from time to time.

S12.4 Qualifications for appointment of Teachers in Affiliated Colleges and Conducted colleges

The minimum qualifications for the various categories of the teachers working in the affiliated colleges and conducted Colleges shall be as recommended by the regulatory bodies and accepted by the Government and the University, from time to time.

S12.5 Recruitment of teachers in Affiliated colleges and Recognized Institutions

Recruitment of teachers in Affiliated Colleges and recognized Institutions shall be as per the procedure laid down in these Statutes.

S12.6 Advertisement of Vacancies

- (1) Every post of teacher to be filled in on regular basis by selection shall be duly and widely advertised in at least one regional language newspaper and one national newspaper, and also kept on the College/ Institute's website, according to the draft approved by the competent authority of the University.
- (2) The advertisement shall contain the essential and desirable qualifications, the scale of pay, and number of posts to be reserved as per the roster approved by the competent authority of the Government.
- (3) The advertisement shall mention that the suitable and qualified candidates, shortlisted as per with higher merit may only be called for interview.

- (4) Reasonable time, which shall not be less than twenty one days, shall be given for the eligible candidates to apply.
- (5) An applicant who is holding substantive /permanent post shall submit the application through proper channel.
- (6) The Principal /Director of the affiliated colleges/ institution should take a review of the existing workload in each of the subjects and probable increase in the workload in the next academic year well in advance and send a proposal for filling up the vacancies along with a draft of the advertisement to the Director of Regional Centre of the University for approval; *provided that* in the case of grant-in-aid posts in an affiliated college, the Principal/ Director of the college shall obtain a prior sanction to the posts and No Objection Certificate for recruitment from the Director, Directorate of Technical Education, before sending the proposal and a draft of the advertisement to the Director of Regional Centre.
- (7) After receipt of such proposal from the Principal /Director of the affiliated college, the Director of Regional Centre of the University shall scrutinize the same as per the existing norms of the workload and reservation rules and grant approval to the draft of the advertisement within fifteen days.
- (8) The teaching posts in Affiliated College or Recognized Institution shall be classified in the following categories, namely:-
 - (c) **Full-time post:** a post for which workload is more than 50% of the workload as prescribed by the regulatory bodies per post;
 - (d) **Clock Hour Basis post:** a post for which workload is as prescribed by the regulatory bodies.

S12.7 Scrutiny Committee for the posts of teachers in the Affiliated Colleges/ Recognized Institutions

- (1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of teachers to be appointed in the Affiliated College/Recognized Institution.
- (2) The Scrutiny Committee for each subject shall constituted by the Principal/Director and shall consist of the following members namely:-
 - (a) The Principal/Director - Chairperson;
 - (b) A person not below the rank of Associate Professor, nominated by the Chairperson of the Management
 - (c) the Head of Department of the subject concerned- Member Secretary

Provided that, if the regular Principal/Director is not appointed in the College/ Institution, the In-Charge Principal/Director shall be the member and Chairman of the Scrutiny Committee:

Provided further that, if there is no Head of the Department in the subject concerned, the senior most teacher in the subject in the College/Institution nominated by the Chairperson of the Management shall be a member of the Scrutiny Committee;

Provided further that if there is no teacher in the subject concerned in the College/Institution, the Head of the Department /Senior teacher of other Department in the College/Institution shall be nominated by the Chairperson of the Management;

Provided further that, if any of the members above is himself a candidate, the Chairperson of the Management shall nominate a senior teacher from the Department or from any other Department of the college.

S12.8 Scrutiny Committee for the Post of Principal/Director of Colleges/ Institute:

- (1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of Principal/ Director to be appointed in the College/ Institution.
- (2) The Scrutiny Committee shall be constituted by the Management and shall consist of the following members namely:-
 - (i) The Chairperson of the Management or his nominee-Chairperson;
 - (ii) The Secretary of the Management or his nominee, Member Secretary;
 - (iii) One Senior Head of Department of the College/ Institution nominated by the Chairperson of the Management, if he is not the applicant.

S12.9 Task of Scrutiny Committee

- (1) The Scrutiny Committee shall scrutinize all the applications received with respect to the prescribed eligibility and shall verify the documents submitted by the applicants.
- (2) The Scrutiny Committee shall arrange the eligible candidates as per the norms prescribed by the Regulatory bodies.
- (3) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed *Performa* for keeping it before the Selection Committee.
- (4) When the number of eligible candidates is large, the Scrutiny Committee may short-list and recommend the names of the candidates to be called for interview on basis of merit in the proportion of 1:15.

- (5) For the post of Assistant Professor merit should be adjudged on the basis of Academic Record and Research Performance. The candidates may be shortlisted for interviews by a written test in the subject domain.
- (6) For the post of Associate Professor/ Professor, the merit should be adjudged on the basis of Academic performance, Research Performance, Industrial contribution, and quality of research publications.

S12.10 Constitution of the Selection Committee

- (1) The Selection Committees shall be constituted as per the provisions of the Act, these Statutes and the guidelines given by the Regulatory bodies and the Government from time to time.
- (2) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least thirty clear days of such meeting given to the candidates and the Committee members.
- (3) The particulars of the candidates concerned shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

S12.11 Selection Committees for direct recruitment of teachers in Affiliated Colleges/ Recognized Institutions

The Selection Committee shall consist of the following members, namely:

- (a) The Chairman of the Management or his nominee, Chairman
- (b) University Representative, nominated by the Vice-chancellor of the University
- (c) One representative of Director of Technical Education, Government of Maharashtra
- (d) Three Experts in the Subject Domain, of which two should be nominated by the Vice-Chancellor and one is nominated by the Management of the College
- (e) One person belonging to the reserved categories from amongst persons who are experts in educational field, nominated by the Vice-Chancellor of the University
- (f) Principal/Director – Member Secretary

S12.12 Selection Committee for the Post of Principal/ Director of Affiliated College/ Institution (under Section 75 of the Act)

- (1) The Selection Committee for the post of the Principal/ Director of affiliated college shall be constituted as per the Section 75 of the Act.

Provided the experts under Section 75(b) of the Act should be such that they are *NOT* from University departments, conducted Institutes and colleges affiliated with the University

Provided further that the experts are eminent academicians not below the level of Professors from reputed educational institutes having NBA accredited courses, with proven academic achievements in terms of Teaching, Research and Development, PhDs guided, number of quality publications, and supervision of research students

Or

Eminent researchers from Research Institutes of National repute not below the rank of Professor or equivalent position with proven record of research achievements in terms of PhDs guided, number of papers in peer reviewed journals as Principal author

Or

Eminent industrialists or industry professionals not below of level of General Manager with proven record of professional achievements in terms of projects supervised or in terms of technology developed and transferred for commercialization.

S12.13 Temporary Appointments in affiliated colleges

- (1) After following due procedures for filling of the full time positions in regular basis, if suitable candidates are not available for appointment as Assistant Professor, in such circumstances the management of the affiliated colleges or recognized institutes, in the interests of the students, shall proceed to fill up the post on temporary basis for a period not exceeding six months in one academic year, by following a procedure laid down in these Statutes.
- (2) While making such appointments, it shall be strictly observed that the candidates duly qualified only are appointed.
- (3) In case of the post for the reserved category, it should be observed that the qualified candidate of the same category is appointed. Rules of the Government in case of interchangeability of Category may be followed wherever required.
- (4) The college/ Institute shall apply for approval to the Director of the Concerned Regional Centre, for recruitment for temporary basis by stating proper reasons to make temporary appointment. This approval is mandatory for appointing teachers on temporary basis.
- (5) After obtaining the approval, the college shall give the advertisement in the local newspaper for 'walk- in-interviews. It is necessary to declare the date, time and venue of interview in such advertisement which shall not be within five days from the date of publication.

S12.14. Selection Committee for the Temporary post of Teachers in the Affiliated Colleges /Recognized Institutions

(1) The selection committee shall consist of the following members, namely:-

- (i) The Principal /Director - Chairperson
- (ii) Two experts nominated by the Chairperson of the Management, not below the rank of Associate Professor for the position of assistant professor and associate professor and not below the rank of professor for the position of a professor
- (iii) The Head of the Department concerned,

Provided the Principal / Director is approved Principal/ director; in case of non-approved Principal/Director, The Chairperson of the Governing body or his nominee shall chair the meeting.

Provided the Head of Department is not below the rank of Professor for Professor's vacancy in the Department and not below the rank of Associate Professor for any other vacancy.

Provided further that if there is no such Head of Department concerned, then the senior-most teacher in the subject not below the rank of Associate Professor shall be nominated by the Principal/ Director.

Provided further that if there is no such teacher in the College/Institution, such nomination shall be from other neighbouring College/Institution.

S12.15 Selection Procedure for Teachers in Affiliated Colleges

- (1) The overall selection procedure should be transparent, objective and credible and based on assessment of the merit and credentials of the applicants based on weightages given to the performance of the candidates in different relevant fields.
- (2) The selection committee shall interview the candidates and adjudge the merit of each candidate.
- (3) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work; co-curricular extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate may make a teaching/ presentation to the Selection Committee.
- (4) A written test may be conducted based on the domain knowledge for initial Screening of applicants for the post of Assistant Professor.

- (5) For the post of Associate Professor/ Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, quality of research papers, patents, research projects, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose, the candidate will make a presentation to the Selection Committee
- (6) The interview process may be audio-video recorded which may be preserved for the period of ninety days.
- (7) Evaluation of the performance of the candidates shall be based on the average scores given by the Selection Committee members.
- (8) After the interviews are over, the Selection Committee shall take the total of the scores obtained for various parameters and shall prepare the merit list of the interviewed candidates.
- (9) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.
- (10) The Selection Committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s).
- (11) The Selection Committee shall record the minutes and shall make recommendations on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting, on completion of interviews of all candidates for a post.
- (12) If the Management disagrees with the report of Selection Committee, it shall record its reasons in writing therefore and present a petition before the Vice- Chancellor along with the copy of audio-video recording. The Vice- Chancellor, after scrutinizing the reports, proceedings of the selection committee and audio-video recording, shall take the decision, which shall be final and binding.
- (13) On acceptance of the recommendations of the Selection committee by the Competent Authority, the appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post or electronic mail. A reasonable time not less than fifteen days shall be given to the candidate to join his duties.
- (14) The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training within six months from the date of joining organized either by the University or by the training institutes recognized by the State Government for this purpose.

S12.16 Conditions and procedure for grant of approval to the appointments of teachers in colleges and recognized institutions and suspension and withdrawal thereof

(1) Conditions for grant of approval to the appointments of teachers

- (a) No approval shall be granted to the appointment of a person as a teacher in any affiliated college or recognized institution, if-
- (i) he/she does not fulfil the required qualifications for the post;
 - (ii) his/her appointment is not made in accordance with the reservation policy of the State Government;
 - (iii) his/her appointment is not made by following the due procedure.
- (b) The approval to the appointment of teachers shall be accorded subject-wise.

(2) Procedure for Grant of Approval to the appointments of Teachers

- (a) An affiliated college or recognized institution shall submit proposals to the Director of Regional Centre of the University, for approval to the appointment of the teachers, within fifteen days from the date the teacher concerned joins the post.
- (b) The affiliated college or recognized institution shall attach the following documents certified by the Principal or the Secretary of the Management, while submitting the proposals, namely:-
- (i) Advertisement issued for appointment of the teacher;
 - (ii) Scrutiny Committee Report
 - (iii) Report of the Selection Committee;
 - (iv) Appointment order issued to the teacher;
 - (v) Joining report of the teacher;
 - (vi) Undertaking submitted by the teacher accepting all terms and conditions of his appointment order;
 - (vii) Documents submitted by the teacher relating to required educational qualifications and experience;
 - (viii) Caste validity certificate, caste verification certificate and non-creamy layer certificate, if applicable, in case of candidates belonging to the reserved category;
 - (ix) Certificate related to change in name, if applicable;
 - (x) Any other document as may be required by the University.
- (c) The Special Cell, headed by Jt. Director, Administration and Finance, at the Regional Centre of the University, shall scrutinize the proposal for approval to the appointments of

teachers and prepare a report of the scrutiny, from the reservation point of view, within seven days from the date of receipt of the proposal.

- (d) The Special Cell shall submit the proposal along with the scrutiny report and the remarks to the Director of Regional Centre of the University.
- (e) The Director of the Regional Centre shall after taking into consideration all relevant documents and remarks of the Special Cell shall decide whether approval should be granted or rejected.
- (f) The decision of the Director of the Regional Centre shall be communicated to the affiliated college or recognized institution concerned, with copies thereof to the Governing Body/management and to the teacher concerned.
- (g) The whole process of grant of approval to the appointments of teachers shall be completed by the Regional Centre of the University within thirty days from the date of receipt of the proposals by the Concerned Section of the University.

(3) *Procedure for Withdrawal of Approval to the Appointment of the Teacher*

- (a) The approval to the appointment of the teacher is liable to be withdrawn, if it is found that the teacher concerned does not fulfil the qualifications and experience required for the post to which he is appointed.
- (b) The Director of the Regional Centre shall, on receiving a complaint or may, *suo motu* issue a notice to the Management of the affiliated college or recognized institution and to the teacher concerned to show cause as to why the approval accorded to the appointment of the teacher should not be withdrawn.
- (c) The Director of the Regional Centre shall mention the grounds on which he proposes to take the action of withdrawal of approval and the period being a period which shall not be less than fifteen days within which the management of the affiliated college and recognized institution and the teacher concerned, should file their written statements in reply to the notice.
- (d) On receipt of such written statements or on expiry of the period specified in the notice issued under Clause (b) above, the Director of Regional Centre shall offer an opportunity of hearing to the Management of affiliated college or the recognized institution, as the case may be, and the teacher concerned and shall also record the statements made by them during the course of hearing.
- (e) After taking into consideration the written statements, if any, to the show cause notice and the statements of the management of affiliated college or recognized institution and the teacher concerned, made and recorded during the course of hearing, the Director of

Regional Centre shall decide whether approval granted to the appointment of the teacher should be withdrawn.

- (f) The Director shall communicate the decision to the management of the affiliated college or recognized institution, as the case may be, and to the teacher concerned, with a copy to the Registrar and the Director of Technical Education, if applicable.
- (g) The entire process of withdrawal of approval to the appointment of the teacher shall be completed within a period of forty five days from the date the process is initiated.

(4) Appeal

An appeal by a person aggrieved by the decision of the Director of Regional Centre may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor of the University.

S12.17 Duties of the teacher

- (1) The teacher shall devote his/her time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The College authorities should give the teachers every possible opportunity to do so.
- (2) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research students, college/institution examinations, etc. seriously and sincerely and shall encourage pursuit of learning in the students.
- (3) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- (4) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the college/institution and shall ensure the interest of the college/institution; provided such decisions are not inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- (5) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the college/Institution, and administrative and supervisory work and maintenance of records and Assessment Reports or

any other duties befitting the status of a teacher assigned to him/her by the Head/Institute Authority

- (6) A teacher shall help the College/ Institution authorities to enforce and maintain discipline and good habits among the students.
- (7) A teacher shall assist the College/ Institution in smooth conduct of the University Examinations.
- (8) A teacher shall discharge all other duties responsibilities and obligation cast upon him by the governing body of the Institute or any other authority as per the Act, Statutes, and Ordinances, Regulations, Rules or directions issued as per the law from time to time.
- (9) The teacher shall be abide by the code of conduct of teachers of the University

S12.18 Workload of the teachers in affiliated colleges and conducted colleges

- (1) The work load of the teacher shall be as prescribed by the regulatory bodies in the Faculty and accepted by the Government, and as amended time to time.

S12.19 Annual Self-Appraisal of Teachers

The performance of faculty members shall be quantitatively evaluated by the Principal every year using Self-Appraisal format prescribed by the Academic Council and approved by the Executive Council

S12.20 Service Book

- (1) The Service Book, as prescribed by the Government, shall be maintained by the Appointing/ Competent Authority, for each employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature, for period not less than six months.
- (2) The competent authorities for the Teachers of affiliated College/Recognized Institution shall be Principal/ Director of the college
- (3) The service book of the Principal of affiliated college or Director of Recognized Institute shall be maintained by the Chairman of the Governing body/ Management.
- (4) The Service Book shall contain the record of the service of the employee covering all essential events in his/her official career such as
 - (a) date of birth,
 - (b) caste,
 - (c) marks of identification,
 - (d) permanent address

- (e) qualifications,
 - (f) first appointment,
 - (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade,
 - (h) substantive or officiating nature of appointment(s),
 - (i) approval of each appointment
 - (j) the scale of pay applicable,
 - (k) basic pay,
 - (l) increment(s) sanctioned,
 - (m) awards and prizes
 - (n) stoppage of increment; for any reason(s),
 - (o) punishment with relevant offense or misconduct,
 - (p) leaves, except casual leave, granted from time to time,
 - (q) Refresher Courses and Orientation programme and additional qualifications, if any,
 - (r) such other relevant entries as prescribed by the Government from time to time.
- (5) Every care shall be taken by the competent authority to maintain all service books in safe custody and to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.
 - (6) The date of birth of the employee shall be recorded in the Service Book only at the time of joining the service and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or *Tehsildar* or Village record and a certificate be recorded to that effect stating the nature of the document relied on. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
 - (7) In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16th of that month shall be treated as his date of birth.
 - (8) When once an entry of age or date of birth has been made in a service book no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error.
 - (9) If an employee wants claims that his/her birth date recorded is incorrect and wants to correct the same, such an application may be entertained only within first five years of his/her first joining the service and no correction shall be made there-after under any circumstances. The Competent Authority shall, after satisfying itself about the *bona fides*

of the document produced regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof.

- (10) In the case of the Medical Authority certifying the age, the date of birth shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age as certified
- (11) In respect of an employee who does not produce any proof of Date of Birth, the procedure stipulated by the Government shall be followed.
- (12) If an employee is unable to produce any of the documents referred, a full explanation should be obtained from him.
- (13) Whenever an employee is reduced to a lower rank, removed, or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (14) The employees may be allowed to peruse the entries in their Service Books to ensure that the service records are correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
- (15) A duplicate copy of the Service Book may be supplied to the employee and it should be updated annually by the office, provided the employee submits the same in response to the notice issued by the office.
- (16) The service-books shall be taken up for verification of correctness of entries in April every year by such officer in the office of the University, as may be empowered for the purpose by the Registrar. The Officer so empowered shall, after satisfying himself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that he has verified up to date the services of the employee from pay bills, acquaintance rolls and similar records.
- (17) A signature of the concerned employee shall be taken in the service book within one month after the entry of annual increment.
- (18) The service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application.
- (19) An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed :

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the University by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction.

- (20) Completion and movement of service book on transfer: When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his/her service book in the office from which the he/she is transferred and the service book after being duly verified to date and attested by the Head of the Office, should be forwarded, after retaining a copy, to the Head of the Office to which the employee has been transferred and thereafter be maintained by that Head. If he finds any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him.
- (21) The service book shall be retained in the office and not be returned to the employee after the employee ceases to be in service permanently on retirement, resignation or discharge from service.
- (22) The competent Authority may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.

S12.21 Personal File

- (1) A Personal File shall be maintained by the Principal of the College for every employee immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.
- (2) A Personal File of the Principal shall be maintained by the Chairman of the Governing Body/management immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.
- (3) Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.
- (4) Performance Based Appraisal System (PBAS) and other reports of the teacher should be kept in such files.
- (5) Efforts should be made to digitize all such records.

S12.22 Reporting Authority and Reviewing Authority in the affiliated colleges and recognized Institutes

No	Category	Reporting Authority	Reviewing Authority
1	Principal	Chairman of Governing Body	Chairman, Governing Body
2	Head of Department	Principal	Chairman of Governing Body
3	All teachers	Head of the Department	Principal

S12.23 Promotions of teachers under the Career Advancement Scheme

- (1) The teachers working in the Affiliated Colleges shall be eligible for placement/promotion under the Career Advancement Scheme as per the recommendation of the Regulatory bodies and accepted by the Government and the University from time to time.
- (2) The Selection Committees prescribed for regular appointments shall also be applicable to promotions under the Career Advancement Scheme (CAS).
- (3) The merit of the candidate for the promotion shall be decided on the basis of the parameters prescribed by the regulating bodies and adopted by State Government, from time to time.
- (4) The procedure for such promotion shall be as per the Ordinance.
- (5) The CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, the teacher is considered to be holding his/her substantive post and hence such a post is not considered vacant. On retirement or leaving the College/institution by the incumbent the lower substantive post shall be vacant.
- (6) The College/ Institution shall send a general circular twice a year calling for applications for CAS promotions from the eligible candidates. The teachers should adjudge their eligibility and offer themselves for the assessment for promotion, if they fulfil the criteria and submit their applications. They may apply three months before the due date on which they consider themselves eligible. Teachers who do not consider themselves eligible may apply at a later date when they consider themselves to be eligible.
- (7) In the final assessment, if a teacher is not found eligible for the promotion, such a candidate shall be reassessed only after a minimum period of one year.

- (8) When a teacher applies for the promotion on the completion of the minimum eligibility period and is successful, the date of promotion shall be the date on which he/she completes the minimum period of eligibility.
- (9) If a candidate finds that he fulfils the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.
- (10) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

12.24 LEAVE RULES FOR AFFILIATED COLLEGE TEACHERS

- (1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- (3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- (4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.
- (5) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness. The teacher returning from leave on medical ground shall produce a certificate of fitness.
- (6) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- (7) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.
- (8) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- (9) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S12.25 Kinds of Leave

- (1) All kinds of leave may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.
- (2) The following kinds of leave would be admissible to permanent teachers-
 - (i) Casual Leave
 - (ii) Leave treated as duty,
 - (iii) Leave earned by duty, viz. Half-Pay leave
 - (iv) Leave not earned by duty, viz. Extraordinary leave, Leave not due;
 - (v) Leave for academic pursuits, viz. Study leave, Sabbatical leave;
 - (vi) Leave on ground on health, viz. Medical leave, Maternity leave, Commuted leave, Special leave

Note 1: The leave(s) under the clause (i) would be granted to teachers on probation and to temporary teachers also.

Note 2: Teachers on probation and to temporary teachers are not eligible for other leaves

Note 3: The leave(s) shall be as per the norms prescribed by the Government, time to time.

- (2) The Governing body/Management of the affiliated college may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

S12.26 Competent Authority to sanction leave

- (2) The following shall be the Competent Authorities to sanction leave:

No	Category	Kind of leave	Competent Authority
1	Principal/ Director	All kinds of leave	Chairman of the Governing body/ Management
2	Teachers in affiliated colleges/ recognized institutions	Casual Leave All other kinds of leave	Principal Chairman of Governing Body/ management

Provided that, the Competent Authority may further delegate its power to sanction particular kind of leave to any other Class A or a subordinate officer.

S12.27 Casual Leave

- (1) Total casual leave shall not exceed eight days in an academic year, or as decided by the State Government from time to time.
- (2) Casual leave cannot be combined with any other kind of leave except duty leave or on-duty leave, It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S12.28 Earned Leave

- (1) Following earned leaves shall be admissible to teachers without encashment
 - (a) 1/30th of actual service in a year including vacation not exceeding 10 days ; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note : For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1 : When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2 : In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (3) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S12.29 Duty Leave

- (1) Duty leave not exceeding fifteen days for teachers from affiliated colleges/recognized institutes, in an academic year, may be granted for the following:

- (i) delivering invited talks in colleges/institutions/organisations and Universities on invitation,
 - (ii) attending conferences, congresses, symposia, workshops, faculty development programs, and seminars organized in India and abroad, on behalf of the College/Institution, with advanced permission of the competent authority;
 - (iii) Working in another Indian or Foreign university, any other agency, institution or organization, for short period, when so deputed by the College/institution.
 - (iv) Participating in delegation or working on a committee appointed by the University, Government, UGC, AICTE, or any other Apex body.
 - (v) Attending the meetings in the UGC, AICT, DST, etc where a teacher is invited to share expertise with academic bodies, government or NGO;
 - (vi) Performing any duty for the University, and
 - (vii) To attend activities like *viva-voce* as a referee or external examiner at other University.
- (2) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (3) The leave may be granted on full pay.
- (4) Duty leave may be combined with half pay leave or extraordinary leave.

Note 1: The teachers attending work on University Committees or bodies or assessment will be treated on-duty.

S12.30 Leave on Half –Pay

- (1) A teacher shall be entitled to half-pay leave to the extent of 20 half days or 10 full days for each completed year of service.
- (2) The half -pay leave may be granted to the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.
- (3) The leave so earned can be accumulated without limit during the entire service.
Provided that, the period of suspension, if any, finally treated as suspension shall be excluded or counting completed years of service for this purpose.
- (4) The teacher shall not be entitled to half-pay leave during the first year of his service.

Note: A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

S12.31 Commuted leave

- (1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
 - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;
 - (iii) No commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher shall return to duty on its expiry.
 - (iv) In addition, commuted leave may be granted to the extent mentioned below;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S12.32 Extra-ordinary Leave

- (1) A teacher may be granted extraordinary leave if approved by Competent Authority when;
 - (a) *No* other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (2) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Principal of the College/ Institute is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.
- (5) Extraordinary leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation

when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual; provided the period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.

- (6) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

In such cases all the privileges of the permanent employee shall be retained.

S12.33 Leave not Due

- (4) Leave not due, at the discretion of the Principal/ Director of Affiliated Colleges/Recognized Institution, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (5) 'Leave not due' shall not be granted unless the Principal/Director is satisfied that as far as can reasonably be foreseen, the teacher shall return to duty on the expiry of the leave and earn the leave granted.
- (6) A teacher to whom "leave not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Principal as the case may be.

Provided further that the competent Authority may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

S12.34 Study leave

The scheme of study leave provides an opportunity to avail of scholarship/ fellowship awarded to a teacher who wishes to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend for pursuing further studies leading to Master's degree./Ph.D./Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the teacher's pay/salary paid to him/her by his/her parent institution. The teacher shall not take up any other remunerative job like teaching, in the host country.

- (1) Study Leave may be granted generally to an entry level appointee as Assistant Professors who have been awarded a scholarship/fellowship or stipend to pursue a higher studies leading to Master's degree/Ph.D. degree/post-doctoral qualification or a special line of study or research directly related to his/her work in the College/ Institution.
- (2) Study leave may be granted to a permanent teacher after a minimum of five years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institution/ or to make a special study of the various aspects of organisation and methods of education;
provided that the Governing Body of the college may, in the special circumstances of a case, waive the condition of five years of service being continuous.
Provided further that care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department
- (3) Study leave shall be granted by the Governing Body/Management on the recommendation of the Principal.
- (4) The period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research supervisor.
- (5) The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Institute/ college.
- (6) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (7) Study leave may be granted not more than twice during one's career; *provided that* under no circumstances shall the maximum period of study leave admissible during the entire service exceed Five years.
- (8) Study leave may be given more than once provided that not less than 5 years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also details of work to be done during the proposed spell of study leave.
- (9) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Governing Body/management. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous

approval of the Governing Body to treat the period of shortfall as Extra-ordinary leave has been obtained.

- (10) Study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.
- (11) The amount of scholarship/ fellowship or other financial assistance that a teacher has been awarded shall not preclude his/her being granted study leave with pay and allowances, but the scholarship/fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.
- (12) The Foreign scholarship/ fellowship would be set off against pay, only if the scholarship/fellowship is above a specified amount which shall be determined by the UGC from time to time based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (13) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (14) A teacher granted study leave shall on his return and re-joining the service of the college, and be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (15) The period of study leave shall count as service for the purpose of retirement benefits (pension/ contributory provident fund), provided the teacher joins the College/institute on the expiry of his study leave and serve for the period for which the bond has been signed..
- (16) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction; *provided that* where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (17) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the College for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the College/Institution.

- (18) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College/Institution, binding himself/herself for the due fulfilment of the conditions laid down and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the College/Institution in accordance with relevant provisions.
- (19) The teacher on study leave shall submit to the Principal of his/her College/Institution, six monthly reports of progress in his studies from his supervisor. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (20) The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave be put in public domain, preferably on the website of the College/Institution.
- (21) A teacher shall be liable to College /Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to his/her or on his/her behalf in connection with the course of study if he –
- (i) is unable to complete his/her studies within the period of study leave granted to him/her
 - (ii) fails to rejoin the service of College/Institution on expiry of the study leave Or
 - (iii) rejoins the service of the College/Institution but leaves the service without completing the prescribed period of service after rejoining the service Or
 - (iv) is dismissed or removed from the service by the College/Institution with in the period

S12.35 Sabbatical leave

- (1) Sabbatical leave is generally granted to senior teachers who are engaged in advanced research in their area of research and who would like to advance or update the knowledge in chosen area by working in an Institute of national or international repute.
- (2) Permanent, full-time teachers, who have completed at least seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College/Institution and higher education system.
- (3) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

- (4) The teacher, who has availed study leave for three years, would not be entitled to the sabbatical leave; provided that the teacher who has availed study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (2) above;
provided further that sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- (5) The teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his proceeding on sabbatical leave.
- (6) The teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however be allowed to accept a fellowship or a research scholarship or ad- hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies either in India or abroad;
provided that in such cases the Competent Authority may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard in lieu of teaching, etc, which may be determined by his/her employer.
- (7) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund,
provided that the teacher rejoins the college/Institute on the expiry of his leave.
- Note - I* The programme to be followed during sabbatical leave shall be submitted to Principal for approval along with the application for grant of leave.
- Note-II* On return from leave, the teacher shall report to Principal, the nature of studies, research or other work undertaken during the period of leave.

S12.36 Maternity, Paternity, and Adoption Leave

(A) Maternity Leave

Female teachers shall be entitled to the Maternity Leave and other allied privileges and benefits as per the respective rules framed by the Government of Maharashtra from time to time.

(B) Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave :

Adoption leave may be provided as per the rules of the State Government

S12.37 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S12. 38 Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the College

S12.39 Appointment against vacant post due to leave

The post falling vacant for more than six months due to leave of taken by a permanent teacher may be filled on a purely temporary /contractual basis for a period of the sanctioned leave by the following the procedure laid down in these Statutes.

12.40 CODE OF CONDUCT FOR TEACHERS

(1) The teacher shall be available for the College/Recognized Institution fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.

- (2) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution.

S12.41 Teachers and the Students

The teacher shall:-

- (1) respect the right and dignity of the student in expressing his/her opinion;
- (2) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status;
- (3) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (4) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (5) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (6) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (7) pay attention to only the attainment of the student in the assessment of merit;
- (8) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward;
- (9) aid students to develop an understanding of our national heritage and national goals, and
- (10) refrain from inciting students against other students, colleagues or administration.

S12.42 Teachers and Colleagues:

The teacher shall :-

- (1) always treat other members of the profession in the same manner as he/she himself/herself wish to be treated;
- (2) speak respectfully to and of other teachers;
- (3) render assistance for professional betterment;
- (4) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (5) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour;
- (6) be thoroughly social and humane, democratic and rational, towards other teachers;

- (7) strive at any cost to remove and wash out the local tensions and controversies and disputes;
and
- (8) believe in union and unity of the colleagues.

S12.43 Teachers and Authorities :

The teachers shall -

- (1) discharge the professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the profession in initiating steps through his/her own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (2) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (3) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (4) adhere to the conditions of contract;
- (5) give and expect due notice before a change of position is made; and
- (6) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

S12.44 Teachers and Non-teaching employees

The teacher should-

- (1) treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution; and
- (2) help in the function of joint staff-council covering both teachers and the non-teaching employees.

S12.45 Teachers and Guardians

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

S12.46 Teachers and Society

The teachers shall

- (1) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (2) work to improve education in the community and strengthen the community's moral and intellectual life;
- (3) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (4) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office;
- (5) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

S12.47 CONDUCT AND DISCIPLINE FOR TEACHERS IN AFFILIATED COLLEGES

S12.48 Misconduct of teachers in the Colleges/ institutes

- (1) The following acts shall be deemed as misconduct on the part of the teacher:
 - (a) any breach of or any action contrary to the provisions of the Statutes, Ordinances, Regulations and Rules, Code of Conduct.
 - (b) refusal to accept order or other communication served according to the Statutes, Ordinances, Regulations and Rules.
 - (c) refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the Institution. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.
 - (d) obtaining employment/promotion or any other benefit in the Institution or in prior employment by misrepresenting facts or fraudulent means.
 - (e) misappropriation of any amount and/or movable and immovable property of the Institution.
 - (f) wilful and persistent negligence of duty.
 - (g) incompetence in Teaching.
 - (h) failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
 - (i) gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
 - (j) indulging in or promoting unfair practices in the conduct of examinations.

- (k) theft, fraud or dishonesty.
- (l) Performing unethical practices in the conduct of teaching, research, consultancy, advice, examinations, IPR, etc
- (m) wilful or negligent damage of the Institute property.
- (n) any action involving moral turpitude and attracting conviction in court of law.
- (o) attending the duties in an intoxicated state and committing nuisance during working hours.
- (p) misbehaviour with students, another teacher, staff, parents.
- (q) **insubordination:** Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
- (r) raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
- (s) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.
- (t) going on illegal strike, abetting including instigation or action in furtherance thereof.
- (u) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institution.
- (v) stopping work either singly or with other employee or inciting anyone else not to work.
- (w) allowing anyone within the prohibited premise of the Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (x) falsification or tampering any paper or record of the Institution,
- (y) approaching the press in any matter which is against the interests of the Institute
- (z) indulgence in any act that brings disrepute to the Institute

Explanation :

- (2) The wilful negligence of duty shall amongst other things include the following:
 - (iii) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.
 - (iv) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Principal, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.
- (2) Incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

S12.49 Disciplinary Authority

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management;

provided that, the Principal/Director of the College or Recognized Institution may impose minor penalties on the employees.

S12.50 Penalties

- (1) Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the employee for being heard and to defend himself/herself.
- (2) Minor Penalties:
 - (a) censure,
 - (b) fine,
 - (c) withholding of increment of pay for specific period,
 - (d) recovery from his pay, or such other amount as may be due *to/from him/her of any pecuniary loss caused by him to the college, by negligence or by breach of orders.*
- (3) Major penalties :
 - (a) stoppage of increment with or without effect on future increments,
 - (b) reduction to a lower scale of pay, grade, post or service,
 - (c) compulsory retirement,
 - (d) removal from service,
 - (e) termination of service.
 - (f) dismissal from service,

Explanation (1) : The order under (3) (a) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (2)(d) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the Institution by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (3) (b) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of

restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (3)(b) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (3)(d) and termination under sub-clause (3)(e) shall not be a disqualification for future employment under the Institution.

Explanation (6) : Dismissal under sub-clause (3) (f) shall be a disqualification for future employment under the Institution.

S12.51 Procedure for imposing Minor Penalty

- (1) If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -
 - (a) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;
 - (b) give reasonable opportunity to the teacher to furnish explanation;
 - (c) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
 - (d) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);
- (2) the appeal against the minor penalty imposed by the Disciplinary Authority shall lie with the Grievances Committee.

S12.52 Action not Amounting to Penalty

- (1) The following shall not amount to penalty within the meaning of Statute, namely:
 - (i) non-placement of teacher in various stages of promotion prescribed by regulating bodies and accepted by the state government from time to time;
 - (ii) reversion of the teacher already appointed as the Head of the Department;
 - (iii) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;

S12.53 Termination of Services :

- (1) the teacher appointed on probation shall be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;
- (2) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
- (3) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
- (4) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
- (5) termination of the service due to abolition of the post(s).

S12.54 Suspension

- (1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances :
 - (a) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (b) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the University and
 - (c) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
- (2) where the case against the teacher in respect of any criminal offense is under investigation, enquiry or trial, in a court of law; the teacher shall be deemed to have been placed under suspension,
 - (a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
- (3) While under suspension, the teacher shall not be allowed to resign.
- (4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.

- (5) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
- (6) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state (i) whether the said period be treated as duty leave or leave not due, and (ii) the nature of pay and allowances to be paid for the period.
- (7) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (10) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.
- (11) The teacher under suspension shall not be entitled to pay and allowance as prescribed in these rules. The Competent Authority shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance as per the rules framed by the Government from time to time.

S12.55 Preliminary Enquiry

- (1) If a teacher is alleged to be guilty of misconduct, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee appointed by the Governing Body:
- (i) The Principal –Chairperson
 - (ii) The member of the Executive council to be nominated by the Vice-Chancellor
 - (iii) Either Head of Department or in his absence one senior faculty member or Head of Department of the same subject from any college to be nominated by Vice-Chancellor.
 - (iv) A representative of the teacher whose inquiry is to be conducted.

Provided that in the Preliminary Enquiry committee for the Principal, the Chairperson of the Governing Council of the management shall be the Chairperson of the committee and instead of representative of the teachers, a representative of the Principal shall be on the committee.

- (2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher; *provided that* while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his/her case before the Committee.
- (3) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Principal/
- (4) The Principal, after scrutinising the report of the Committee, may give permission to hold full-fledged enquiry of the teacher.

Provided further that if the Principal, after scrutinising the report, feels that the report is incomplete or requires some more documents/ evidences, then he/she shall call for such additional documents/evidences and if necessary may appoint another Committee.

S12.56 Procedure of Enquiry

- (1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the Preliminary Enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Committee. constituted of following members shall enquire into the facts of the case.
- (a) *a Retired Judge not below the rank of District Judge as Chairman*
 - (b) *a nominee of the college management,*
 - (c) *nominee of the charge sheeted teacher and*
 - (d) *a nominee of the University who is well versed in service law*
- (2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up
- (a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).
 - (b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain
 - (c) a statement of all relevant facts including any admission or confession by the teacher, and
 - (d) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.
- (3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of

- imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his defense and to state whether he desires to be heard in person.
- (4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.
 - (5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.
 - (6) Where the Disciplinary Authority appoints the Enquiry Committee, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Committee. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Committee permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.
 - (7) The Disciplinary Authority shall forward the following to the Enquiry Committee :
 - (a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,
 - (b) a copy of the order appointing the Presenting Officer, if any,
 - (c) copies of the statements of witnesses,
 - (d) evidence proving the delivery of documents to the teacher, and
 - (e) a copy of the written statement of defense by the teacher, if any.
 - (8) The teacher shall appear in person before the Enquiry Committee on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Enquiry Committee may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Committee may allow.
 - (9) The Disciplinary Authority may, *suo motu* or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Committee constituted for the purpose.
 - (10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before

Enquiry Committee, it shall ask him/her whether he is guilty or has any defense to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.

- (11) The Enquiry Committee shall return to the Disciplinary Authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he pleads not guilty, the Enquiry Committee shall proceed to enquire further.
- (12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Committee shall require the Presenting Officer to produce the evidence by which he/she proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/her defense to:-
- (a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Committee may allow, the documents specified in the list,
 - (b) submit a list of witness(es) to be examined on his/her behalf,
 - (c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Committee may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).
- (13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Committee shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.
- (14) (a) The teacher may, by notice to the Enquiry Committee, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Committee, shall forward the same or copies thereof to the Authority in whose custody or possession the documents are kept, with a requisition for the production of the document(s) by a specified date.
- (15) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Committee; *provided that*, the Enquiry Committee may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Committee may withdraw the requisition or press for the same; *Provided further that*, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it

shall, by providing copies of the documents, thus inform the Enquiry Committee and the Enquiry Committee shall, on being so informed, withdraw the requisition and communicate the information to the teacher.

- (16) The enquiry shall commence on the date fixed by the Chairman of the Enquiry Committee and shall continue thereafter on the dates as may be fixed from time to time.
- (17) The oral evidence shall be recorded or caused to be recorded by the Enquiry Committee in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry Committee members. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.
- (18) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the presenting officer appointed by the Disciplinary Authority. The witness(es) may be examined by the presenting officer and cross-examined by the teacher or his assistant. The presenting officer shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Committee members may also put questions to the witnesses.
- (19) Before the closure of the case the Enquiry Committee may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Committee shall give the teacher an opportunity of inspection of document(s) before they are taken on record; Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.
- (20) When the part of the enquiry-proceeding of the Presenting officer is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the presenting officer re-examined by the teacher and examined by the Enquiry Committee.
- (21) The Enquiry Committee may also allow the teacher to produce new evidence if it is in the natural justice
- (22) After the teacher closes his part of the enquiry proceeding and if the teacher has not examined himself, the Enquiry Committee may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.

- (23) The Enquiry Committee may, after the completion of production of evidence, hear the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.
- (24) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Committee or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Committee may hold the enquiry ex-parte.
- (25)(a) Wherever the Enquiry Committee after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Committee, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;
- Provided that*, if the succeeding Enquiry Committee is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, Committee may recall, examine, cross-examine and re-examine him/her;
- Provided further that*, if the witness is recalled, he may be cross- examined and/or re-examined by the teacher or the Presenting Officer.
- (b) Where in the opinion of the Enquiry Committee, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), the Committee may record its findings on such article(s) of charge(s);
- Provided that*, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

S12.57 Enquiry Report

- (1) After the conclusion of enquiry, the Enquiry Committee shall prepare a report. Such report shall contain
- (a) article(s) of charge(s) and the statement of imputation(s) of misconduct;
 - (b) the defense of the teacher in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge; and
 - (d) the findings on each article of charge and the reasons thereof.
- (2) The Enquiry Committee, shall forward to the Disciplinary Authority the record of enquiry which shall include
- (a) the report prepared by Enquiry Committee;
 - (b) the written statements of defense submitted by the teacher;

- (c) the oral and documentary evidence produced in the enquiry;
 - (d) the written statements of argument filed by the Presenting Officer and the teacher, if any;
and
 - (e) the orders, made by the Disciplinary Authority and Enquiry Committee in regard to the enquiry
- (3) The Enquiry Committee may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.
- (4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;
- Provided that*, if any witness is so recalled, he may be cross-examined by the teacher.

S12.58 Action on Enquiry Reports

- (1) The Disciplinary Authority shall consider the report of Enquiry Committee and its findings on each charge.
- (2) The Disciplinary Authority, itself not being the Enquiry Committee, shall consider the enquiry report and if it disagrees with the Enquiry Committee on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Committee for further enquiry and report. The Enquiry Committee shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.
- (3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.
- (4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.
- (7) (a) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall
 - (iii) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry

Committee or otherwise, together with brief reasons for its disagreement, if any, within a week; and thereafter give to the teacher

- (iv) a show-cause notice in the form as prescribed by the University, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.
- (b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.
- (8) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Committee.

S12.59 Appeal

- (1) Notwithstanding anything contained in these Statutes no appeal shall lie against any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension; any order passed by Disciplinary Authority in the case of an enquiry under these Statutes.
- (2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :
 - (a) An order of suspension or deemed suspension made under these Statutes
 - (b) an order which denies or varies to his disadvantage his pay, allowances or any other conditions of service;
 - (c) denies placement to which he is otherwise eligible according to the recruitment rules;
 - (d) interprets to his disadvantage the provisions of any such Statutes;
 - (e) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
 - (f) reduces or withholds the post-retirement benefits, if any;
 - (g) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;
 - (h) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his

reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;

- (i) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

S12.60 Appellate Authority*(as per the Section 14(15-17) of the Act)*

- (1) The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to Grievances Committee of the University.
- (2) In case the decision of the Grievances Committee is not complied with by the concerned authorities, the teacher may forward the appeal to the Tribunal as per provisions of the Act.

S12.61 Service of Order, Notices, etc.

- (1) Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post or electronic mail.
- (2) In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

S12.62 RETIREMENT

S12.63 Age of superannuation

- (1) The age of superannuation of the employees shall be as prescribed by Government from time to time.

S12.64 Extension in Service to a teacher after superannuation

The Governing Body of the college/ Institute may, consider an extension of service to the teacher of the College/ Institute beyond the age of superannuation, on academic grounds only, as per the norms laid down by the regulating bodies and the Government.

S12.65 Re-employment of a teacher

- (1) Notwithstanding anything contained in these Statutes, the Governing body of the College/ Institute may grant re-employment to any teacher already retired from a University or Institution of National or International repute as per the norms laid down by the regulating bodies and the Government.

S12.65 Post-Retirement Benefits

- (1) The teacher, appointed before 1st November 2005, and working against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, family pension, and other post-retirement benefits as sanctioned by the Government, from time to time.
- (2) The teacher, appointed after 31st October 2005, against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits as per the norms prescribed by the Government time to time.
- (3) The service record of such teacher under (1) & (2) above shall be taken up for examination at least one year before the due date of his retirement, and a notice of superannuation is to be issued by the Principal to the teacher. The Principal shall then scrutinise the forms submitted by the teacher and complete other service record, documents and certificates required and forward the proposal to the Competent Government Authority, nine months prior to the date of superannuation of the said teacher for his sanction.
- (4) Every six months, on 1st January and 1st July each year, a list of all the teachers, as under (1) and (2) above, who are due to superannuate within the next twenty-four months should be prepared and forwarded to the Director of Technical Education or the Competent Government Authority before 31st January or 31st July, respectively.
- (5) A regular teacher working in a post which is not covered under salary grants scheme or covered by the Self-Supporting Scheme, shall be eligible for Contributory Provident Fund Scheme or any other scheme of the College/Institute
- (6) The teacher shall clear all dues payable to the college/ Institution, outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her.

CHAPTER THIRTEEN

NON-TEACHING EMPLOYEES IN THE UNIVERSITY

(under Sections 24,93 of the Act)

S13.1 Classification, Pattern and Qualifications of Non-Teaching employees in the University

- (1) Classification:** The non-Teaching Employees of the University shall be classified in the following groups as per the pay band/ level prescribed by the Government of Maharashtra and accepted by the University:—
- (a) Group A (Officers).**— All officers at the level of Assistant Registrar, equivalent thereof and above and as may be designated by the University as Group A officers
- (b) Group B (Supervisors).**— Office Superintendent, and such other officers as may be designated by the University as Group B officers
- (c) Group C (Ministerial).**— Accountant, Head Clerk, Senior Clerk, Junior Clerk, Library Clerk, Laboratory Assistant, Technical Assistant, and such other posts included by the University
- (d) Group D (Non-ministerial).**— Attendant, Peons, etc. or equivalent Employees of the University who are not included in Groups A, B or C

Provided that,

- (i) Employee who is placed in higher pay band/grade pay under *Ashwashit Pragati Yojana*, his group shall not change till he gets regular promotion into the higher group.
- (ii) Unless it is specifically mentioned in government resolution, the group of the employee shall be classified as per the provisions shown in (a) to (d) above

(2) Qualifications:

- (i) The qualifications of the employee to be appointed in the University or to be promoted are as prescribed by the University.
- (ii) The Executive Council of the University has right to ask for the higher qualifications than the minimum qualifications as prescribed by the Government.

(3) In the University, except as otherwise provided, all permanent appointments, including officiating appointments in Group A shall be made by the Vice-Chancellor, and the letters of appointments shall be issued under the signature of the Registrar.

Provided that, where the Vice-Chancellor in respect of Group A post proposes to make appointments other than in accordance with the order of preference, he shall record its reasons in writing.

(4) All appointments, including officiating appointments, in Groups B, C and D shall be made by the Registrar, and the letters of appointments shall be issued under the signature of the Registrar.

Provided that, where the Appointing Authority in respects of Groups B, C and D posts propose to make appointment other than in accordance with the order of preference, he shall record its reasons in writing and submit the recommendations of the Selection Committee and the reasons to the Vice-Chancellor, whose decision shall be final.

(4) Temporary Appointment

- (a) The Vice-Chancellor may temporarily appoint an employee in any higher post for a period not exceeding six months or till a regular appointment is made whichever is earlier.
- (b) When any temporary vacancy occurs by reasons of leave/lien or illness and its duration is more than six months, it shall be filled in by the competent authority following due procedure.

S13.2 Seniority of non-teaching employees in the University Departments/ University Schools/ Conducted Colleges

- (1) The seniority of the non-teaching employees in the University Departments/ University Schools/ Conducted Colleges shall be as prescribed by the Government of Maharashtra from time to time, considering, cadre, continuous service, and date of joining.

S13.3. Leave applicable to the Non-Teaching employees in the University/ Conducted colleges

The rules relating to the leave applicable to the Non-Teaching employees in the University/Conducted colleges shall be as prescribed by the Government of Maharashtra, from time to time.

S13.4 Code of Conduct for all non-teaching employees of University, and Conducted College

The code of conduct of non-teaching employees of the University and its conducted colleges shall be as per the Government directives made applicable to the State Universities, from time to time.

S13.5 Service Book

- (1) The Service Book, as prescribed by the Government, shall be maintained by the Appointing/ Competent Authority, for each employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.
- (2) The competent authority for University non-teaching employees shall be Registrar.
- (3) The Service Book shall contain the record of the service of the employee covering all essential events in his/her official career such as
 - (a) date of birth,
 - (b) caste,
 - (c) marks of identification,
 - (d) permanent address
 - (e) qualifications,
 - (f) first appointment,
 - (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade,
 - (h) substantive or officiating nature of appointment(s),
 - (i) the scale of pay applicable,
 - (j) basic pay,
 - (k) increment(s) sanctioned,
 - (l) stoppage of increment; for any reason(s),
 - (m) punishment with relevant offense or misconduct,
 - (n) leaves, except casual leave, granted from time to time,
 - (o) additional qualifications, if any
 - (p) such other relevant entries as prescribed by the Government from time to time.
- (4) Every care shall be taken by the competent authority to maintain all service books in safe custody and to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.
- (5) The date of birth of the employee shall be recorded in the Service Book only at the time of joining the service and shall be verified and countersigned by the competent authority with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or *Tehsildar* or Village record and a certificate be recorded to that effect stating the nature of the document relied on. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

- (6) In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16th of that month shall be treated as his date of birth.
- (7) When once an entry of age or date of birth has been made in a service book no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error.
- (8) If an employee wants claims that his/her birth date recorded is incorrect and wants to correct the same, such an application may be entertained only within first five years of his/her first joining the service and no correction shall be made there-after under any circumstances. The Competent Authority shall, after satisfying itself about the *bona fides* of the document produced regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof.
- (9) In the case of the Medical Authority certifying the age, the date of birth shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age as certified
- (10) In respect of an employee who does not produce any proof of Date of Birth, the procedure stipulated by the Government shall be followed.
- (11) If an employee is unable to produce any of the documents referred, a full explanation should be obtained from him.
- (12) Whenever an employee is reduced to a lower rank, removed, or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (13) The employees may be allowed to peruse the entries in their Service Books to ensure that the service records are correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
- (14) A duplicate copy of the Service Book may be supplied to the employee and it should be updated annually by the office, provided the employee submits the same in response to the notice issued by the office.
- (15) The service-books shall be taken up for verification of correctness of entries in April every year by such officer in the office of the University, as may be empowered for the purpose by the Registrar. The Officer so empowered shall, after satisfying himself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that

he has verified up to date the services of the employee from pay bills, acquaintance rolls and similar records.

- (16) A signature of the concerned employee shall be taken in the service book within one month after the entry of annual increment.
- (17) A duplicate copy of the service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application.
- (18) An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed:
 Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the University by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction.
- (19) Completion and movement of service book on transfer: When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his/ service book in the office from which he is transferred and the service book after being duly verified to date and attested by the Head of the Office, should be forwarded by retaining a duplicate copy of the Service Book, to the Head of the Office to which the employee has been transferred and thereafter be maintained by that Head. If he finds any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him.
- (20) The service book and service file shall be retained in the office and not be returned to the employee after the employee ceases to be in service permanently on retirement, resignation or discharge from service.
- (21) The competent Authority may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority for decision.

S13.6 Personal File

- (1) A Personal File shall be maintained by the competent authority for every employee immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.

- (2) Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.
- (3) Efforts should be made to digitize all such records.

S13.7 RETIREMENT

S13.8 Age of superannuation

- (1) The age of superannuation of the employees shall be as prescribed by Government from time to time.

S13.9 Voluntary Retirement, Retirement on Medical Grounds and Compulsory Retirement

- (1) For Voluntary Retirement, Retirement on Medical Grounds and Compulsory Retirement the MCSR (pension) 1982 rules (*a-g*) be followed

S13.10 Submission of pension proposal of superannuating employees

- (1) The service record of each employee shall be taken up for examination at least one year before the due date of his retirement, and a notice of superannuation is to be issued by the Registrar to the employee.
- (2) Every six months, on 1st January and 1st July each year, a list of all the employees who are due to superannuate within the next twenty-four months should be prepared and forwarded to the Director of Technical Education or the Competent Government Authority before 31st January or 31st July, respectively.
- (3) The Competent Authority shall then scrutinise the forms submitted by the Employee and complete other service record, documents and certificates required and forward the proposal to the Competent Government Authority, nine months prior to the date of superannuation of the said teacher for his sanction.

S13.11 Post Retirement Benefits

- (1) The employee, appointed on or before 31st October 2005, and working against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, family pension, and other post-retirement benefits as sanctioned by the Government, from time to time.

- (2) The employee, appointed on after 1st November 2005, against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits as per the norms prescribed by the Government time to time.
- (3) A regular employee working or working in a post which is not covered under salary grants scheme or covered by the Self-Supporting Scheme, shall be eligible for Contributory Provident Fund Scheme or any other scheme of the University
- (4) The employee shall clear all dues payable to the University / conducted college/ Institution, outstanding to his/her account, before his pension case is forwarded to the government Competent Authority, and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her.
- (5) Unless and otherwise decided, the employee who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, up to the date he attended his duties regularly, provided the said period qualifies for such benefits.

CHAPTER FOURTEEN

NON-TEACHING EMPLOYEES IN THE AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

S14.1 Classification, Pattern and Qualifications of Non-Teaching employees in the Affiliated Colleges

(1) The Non-Teaching Employees of the Colleges and Recognized Institutes shall be classified in the following groups:—

- (a) **Group B (Supervisors).**— Registrar(*Prabandhak*) of the College or recognized institute
- (b) **Group C (Ministerial).**— Office Superintendent, Accountant, Head Clerk, Senior Clerk, Junior Clerk/Library Clerk/Laboratory Assistant, etc. or equivalent posts of the College and recognized institute
- (c) **Group D (Non-ministerial).**— Peon, Attendant, etc. or equivalent posts of the College and recognized institute who are not included in Groups B or C above

Provided that,

- (i) Employee who has been placed in higher pay band/grade pay under *Ashwashit Pragati Yojana*, his group shall not change till he gets regular promotion in higher group.
- (ii) The boundaries of pay band and grade Pay shall vary, as prescribed by State Government from time to time.
- (iii) Unless it is specifically mentioned in government resolution, the group of the employee shall be classified as per the provisions shown (a)-(c) above

(2) Qualifications

The qualifications for appointment in the Group B to Group D shall be as directed by the Government and amended time to time on directives of the Government and as prescribed by the University.

(3) Appointment

- (1) In the case of a College, all appointments including officiating appointments shall be made by the Management of the college.
- (2) The letters of Appointments shall be issued under the signature of the Chairman of Governing body/ Management.

S14.2 Seniority of non-teaching employees in the Affiliated Colleges

- (1) Two separate seniority lists of employees in a cadre in respective aided/unaided affiliated colleges/ recognized institutes of a given management shall be maintained.
- (2) The service rendered by an employee in other recognised institution or College under the same management, shall be treated as foreign service and the same shall be counted for seniority.
- (3) The seniority of an employee in a cadre in an affiliated college/recognized institution of a given management may be considered on the basis of the entire service put in by the employee under the same management
- (4) The employee confirmed in a permanent post shall rank higher to that appointed in officiating capacity.
- (5) The Seniority list of all the employees in a cadre shall be prepared and maintained up to date by the College. The seniority list so prepared shall be circulated in April every year among the employees. Any subsequent change made in the seniority list from time to time shall also be similarly circulated. Objections, if any, to the seniority list or to the changes made therein shall be duly taken into consideration before finalising the seniority list. Disputes, if any, shall be referred to the Chairman of the Management whose decision shall be final.

S14.3 Leave applicable to the Non-Teaching employees in the Affiliated colleges/ Recognized Institutions

The rules relating to the leave applicable to the Non-Teaching employees in the Affiliated colleges/ Recognized Institutions shall be as prescribed by the Government of Maharashtra, time to time.

S14.4 Service Book

- (1) The Service Book shall be maintained by the principal of the college for each employee appointed substantively or in officiating capacity on a permanent post or to a temporary post which is not of a purely temporary nature.
- (2) The service books of the Principal of affiliated or conducted college/ Director of Recognized Institute shall be maintained by the management.
- (3) The Service Book shall contain the record of the service of the employee covering all essential events in his/her official career such as
 - (a) date of birth,
 - (b) caste,

- (c) marks of identification,
 - (d) permanent address
 - (e) qualifications,
 - (f) first appointment,
 - (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade,
 - (h) substantive or officiating nature of appointment(s),
 - (i) the scale of pay applicable,
 - (j) basic pay,
 - (k) increment(s) sanctioned,
 - (l) stoppage of increment; for any reason(s),
 - (m) punishment with relevant offense or misconduct,
 - (n) leaves, except casual leave, granted from time to time,
 - (o) additional qualifications, if any,
 - (p) such other relevant entries as prescribed by the Government from time to time.
- (4) Every care shall be taken by the Principal/Director of the college to maintain all service books in safe custody and to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.
- (5) The date of birth of the employee shall be recorded in the Service Book only at the time of joining the service and shall be verified and countersigned by competent authority with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or *Tehsildar* or Village record and a certificate be recorded to that effect stating the nature of the document relied on. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
- (6) In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16th of that month shall be treated as his date of birth.
- (7) When once an entry of age or date of birth has been made in a service book no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error.
- (8) If an employee wants claims that his/her birth date recorded is incorrect and wants to correct the same, such an application may be entertained only within first five years of his/her first joining the service and no correction shall be made there-after under any

- circumstances. The Competent Authority shall, after satisfying itself about the bona fides of the document produced regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof.
- (9) In the case of the Medical Authority certifying the age, the date of birth shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age as certified
- (10) In respect of an employee who does not produce any proof of Date of Birth, the procedure stipulated by the Government shall be followed.
- (11) If an employee is unable to produce any of the documents referred, a full explanation should be obtained from him.
- (12) Whenever an employee is reduced to a lower rank, removed, or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.
- (13) The employees may be allowed to peruse the entries in their Service Books to ensure that the service records are correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.
- (14) A duplicate copy of the Service Book may be supplied to the employee and it should be updated annually by the office, provided the employee submits the same in response to the notice issued by the office.
- (15) The service-books shall be taken up for verification of correctness of entries in April every year by such officer in the office of the University, as may be empowered for the purpose by the Registrar. The Officer so empowered shall, after satisfying himself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that he has verified up to date the services of the employee from pay bills, acquaintance rolls and similar records.
- (16) A signature of the concerned employee shall be taken in the service book within one month after the entry of annual increment.
- (17) A duplicate copy of the service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application.

(18) An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed :

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the College by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction..

(19) Completion and movement of service book on transfer: When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his/her service book in the office from which he/she is transferred and the service book after being duly verified to date and attested by the Head of the Office, should be forwarded, by retaining a copy of the Service Book, to the Head of the Office to which the employee has been transferred and thereafter be maintained by that Head. If he finds any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him.

(20) The service book and service file shall be retained in the office and not be returned to the employee after the employee ceases to be in service permanently on retirement, resignation or discharge from service.

(21) The competent Authority may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.

S14.5 Personal File

- (1) A Personal File shall be maintained for every employee by the competent authority immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.
- (2) Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.
- (3) Efforts should be made to digitize all such records.

S14.6 Age of superannuation

The age of superannuation of the employees shall be as prescribed by Government from time to time.

S14.7 Post Retirement Benefits

- (1) The employee, appointed on or before 31st October 2005, and working against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, family pension, and other post-retirement benefits as sanctioned by the Government, from time to time.
- (2) The employee, appointed on or after 1st November 2005, against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits as per the norms prescribed by the Government time to time.
- (3) The service record of such employees under (1) & (2) above shall be taken up for examination at least one year before the due date of his retirement, and a notice of superannuation is to be issued by the Principal to the employee. The Competent Authority shall then scrutinise the forms submitted by the Employee and complete other service record, documents and certificates required and forward the proposal to the Competent Government Authority, nine months prior to the date of superannuation of the said teacher for his sanction.
- (4) Every six months, on 1st January and 1st July each year, a list of all the employees, as under (1) and (2) above, who are due to superannuate within the next twenty-four months should be prepared and forwarded to the Director of Technical Education or the Competent Government Authority before 31st January or 31st July, respectively.
- (5) A regular employee working or working in a post which is not covered under salary grants scheme or covered by the Self-Supporting Scheme, shall be eligible for Contributory Provident Fund Scheme or any other scheme of the Institute
- (6) The employee shall clear all dues payable to the college/ Institution, outstanding to his/her account before his pension case is submitted to the Government Competent Authority, and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her.
- (7) Unless and otherwise decided, the employee who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, up to the date he attended his duties regularly, provided the said period qualifies for such benefits.

CHAPTER FIFTEEN

AFFILIATION OF COLLEGES AND RECOGNITION OF INSTITUTIONS

(under Sections 47-50 of the Act)

S15.1 UGC Regulations for affiliation of colleges to University

The affiliation to Dr. Babasaheb Ambedkar Technological University, as per the Dr. Babasaheb Ambedkar Technological University Act 2014, shall be subject to the UGC Regulations 2009 and 2014 and amendments thereof, regarding the affiliation of the colleges offering Engineering and Technology, Pharmacy, Architecture and Hotel management & Catering Technology education at degree and postgraduate levels to the State Universities.

S15.2: Norms and Procedure for Grant of Affiliation (Section 8(24), 47, 48 of the Act)

- (1) The University shall publish a notification in the local newspaper and also on the website of the University, inviting online applications from the managements for submission on or before 31st October of the year preceding the year from which the permission is sought for-
 - (a) affiliation of new colleges or institutions of higher learning
 - (b) Starting new courses of study, subjects, faculties, and additional divisions from affiliated colleges
 - (c) for affiliation of existing colleges affiliated to other Universities
 provided such application is in conformity with the Perspective plan of the University.
- (2) The management shall apply online in a prescribed format, along with payment of prescribed processing fees
- (3) The Management must have been registered as Society/Trust/Company under the Societies Registration Act, 1860 or the Maharashtra Public Trusts Act, 1950 or under Section 8 of the Companies Act, 2013, as the case may be, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.
- (4) The Management shall also submit ONE hard copy of the online application along with the attested copies of the required documents above to the University within 15 days of closure of last date of submission of online application.

S15.3 Procedure for Processing applications for affiliation of New Colleges (*under Section 48,49 of the Act*)

- (1) All such applications for affiliation shall be scrutinized by a Scrutiny Committee appointed by the Planning and Evaluation Board consisting of
 - (i) One Director of Regional Centre, -Chairman
 - (ii) One Joint Director of SubCentre, -Member Secretary
 - (iii) One Dean,
 - (iv) One member of the Board from members nominated by the Academic council
 - (v) One member of the Board from the members nominated by the Executive Council
- (2) The report of the Scrutiny Committee—shall be forwarded to the Planning and Monitoring(Evaluation) Board.
- (3) The Planning and Monitoring (Evaluation) Board, based on Report of the Scrutiny Committee shall give its recommendation to the Executive Council for approval
- (4) The Executive Council shall send the applications to the Government with appropriate recommendations on or before the last day of the December.
- (5) On receipt of the permission from the State Government, the Academic Council shall constitute an Enquiry Committee as prescribed by the Regulating Authority.
- (6) The Enquiry Committee shall visit the college for physical verification of required facilities and submit the report to Academic Council, in the prescribed format, with recommendations.
- (7) The Composition of Enquiry Committee shall be as per the norms laid down by the regulating authority in this regard and accepted by the University.
- (8) Based on the Enquiry Committee report, the Academic Council shall take appropriate decision.
- (9) The Registrar shall communicate the decision of the Academic Council to the management of the college.
- (10) The Registrar shall send a copy of the decision of the Academic Council to the Director, Directorate of Technical Education., Government of Maharashtra

S15.4 Continuation of Affiliation

- (1) The affiliated college or the recognized institute shall apply for continuation of affiliation or recognition for the courses of study for which affiliation or recognition was granted, on or before 31st October.
- (2) The procedure for continuation of affiliation shall be as given in Statute S15.3

S15.5 Extension of Affiliation and Recognitions

- (1) The affiliated college or the recognized institute shall apply for extension of affiliation or recognition for additional courses of study for which affiliation or recognition was granted, on or before 31st October .
- (2) The procedure for extension of affiliation shall be as given in Statute S15.3

S15.6 Procedure for processing applications for affiliation of Existing Colleges

- (1) A college affiliated to any other State University other than the University and desires to apply for affiliation to the University must obtain a No Objection Certificate from the parent University before applying for the affiliation, on or before 31st October.
- (2) The procedure for processing applications for the affiliation shall be as given in Statutes S23.3

S15.7 Norms and Procedure for Grant of Permanent Affiliation

- (1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the affiliated colleges or institutions for permanent affiliation.
- (2) The affiliated college or recognized Institution with at least six years standing shall be eligible to apply for permanent affiliation or recognition.
- (3) The affiliated college or institution seeking permanent affiliation shall apply online in a prescribed format, along with the affiliation fees and required documents prescribed by the University, to the Registrar of the University before the last day of October of the year preceding the year from which the permanent affiliation is sought.
- (4) The affiliated college or institution seeking permanent affiliation shall submit a hard copy of the online application along with the attested copies of the required documents to the Director of the Regional Centre.
- (5) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the University
- (6) The Planning and Evaluation (Monitoring) Board of the University shall consider and scrutinize the application against the norms of the regulatory bodies and shall cause an inspection by an Expert Committee of the following members
 - (a) two experts not below the rank of the Professor, for each of the subject areas proposed;
 - (b) Dean of the Faculty concerned of the University;

- (c) An Engineer from the State Public Works Department / Central Public Works Department or the University not below the rank of Executive Engineer; and
- (d) an officer of the University not below the rank of the Deputy Registrar.

One of the subject experts at the level of Professor, as nominated by the Board, shall be the Chairperson of the Committee

- (7) The Expert Committee constituted by the Board shall visit the college or institution of higher learning on or before 31st December of the year. The date of visit of the Expert Committee for physical verification of the requirements for grant of an affiliation shall be informed to the management at least seven days before the date of the visit. At the time of inspection by the Expert Committee, the management shall make all relevant documents available to the Committee
- (8) The Expert Committee shall inter-alia, apply the following criteria while examining the application and making its report thereon, namely:-
 - (a) whether affiliated college or institution has fulfilled all the conditions of affiliation satisfactorily;
 - (b) whether the college has attained high academic and administrative standards as prescribed by the University and the regulatory bodies concerned, from time to time;
 - (c) whether necessary measures have been taken for fulfilling the objectives of the college and the University.
- (9) The Expert Committee shall submit a report thereof to the Planning and Monitoring Board for approval, in the format prescribed by the University with specific remarks on the compliance of each of the requirements prescribed by the University, on or before the 31st January of the next calendar year. The Expert Committee in its report shall also mention its recommendations duly supported by relevant reasons as are deemed appropriate.
- (10) The Board shall make recommendation to the Academic Council on or before the last day of February of the next calendar year
- (11) If the Academic Council is satisfied that the affiliated college or institution has fulfilled all the conditions of affiliation prescribed in the Act satisfactorily and has attained high academic and administrative standards as prescribed by the University and regulatory bodies concerned, from time to time, it shall grant permanent affiliation to the college or institution.
- (12) If the Academic Council of the University decides not to grant permanent affiliation to the college or institution, the college may apply again if it fulfils the

conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

- (13) The Registrar shall communicate the decision of the Academic Council to the management of the college with a copy to the Director of Technical Education, on or before 15th June of the year from which permanent affiliation is to be granted.

S15.8 :Withdrawal of Affiliation(as per Section 57 of the Act.)

- (1) Privileges conferred on the college or institution by affiliation are liable to be withdrawn, if an affiliated college or institution,-
 - (a) fails to comply with the conditions of affiliation or recognition as provided in the Act; or
 - (c) fails to take action as per directions issued under the Act; or
 - (d) is conducting the college in a manner prejudicial to the interest of the University or the standards laid down by it
- (2) The Board of Deans shall, on receiving a complaint or may, in any other matter, *suo motu*, issue a notice to the management, to show cause as to why the privileges conferred on the college or by affiliation should not be withdrawn in part or in whole or modified.
- (3) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college. It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.
- (4) On receipt of such written statement or on expiry of the period specified in the notice issued under Clause (3) above, the Board of Deans shall offer a reasonable opportunity to be heard to the college and the management thereof, to defend their case.
- (5) The statements of the college and the management thereof, shall be recorded by the Board of Deans. The Board of Deans shall place before the Academic Council, the show cause notice, the written statement, if any, and the statements of the college and the management thereof recorded by during the course of hearing, with or without the motion for withdrawal or modification of such privileges.
- (6) The Academic Council shall, having regard to the interest of students studying in the colleges, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.
- (7) If the Academic Council recommends the affiliation should be withdrawn, it shall be withdrawn in phases. It shall be the responsibility of the Vice-Chancellor to complete the

process of withdrawal of affiliation well in advance and in any case before the last day of March of the year from which the affiliation is to be withdrawn.

- (8) The Vice-Chancellor shall inform the State Government the decision of withdrawal of affiliation of a college.
- (9) The management of the college, affiliation of which has been withdrawn by the University, shall have to seek the permission of the State Government before re-affiliation of the college.
- (10) If the University decides to withdraw the affiliation or recognition, it shall be in phases so that the students already enrolled in the college or Institution would not suffer.

S15.9 Closure of College

- (1) The procedure of an affiliated college or recognized Institute shall be as per Section 58 of the Act.
- (2) The college shall submit an application for closure on or before 31st August with the supporting documents
- (3) On receipt of application for closure of a college, the academic council shall form an Enquiry Committee of the following members, not below the level of Professor
 - (i) Dean of concerned Faculty - Chairman
 - (ii) A member nominated by the academic council, from its members
 - (iii) A member nominated by the Executive council, from its members
 - (iv) A member nominated by the Planning and Monitoring Board, from its members
 - (v) Jt. Director(Admin) of Regional Centre- Member Secretary.
- (4) The Enquiry Committee shall submit the report to the Board of Deans for recommendation to, the Academic Council
- (5) The Academic Council shall recommend necessary action to the Executive Council.
- (6) The Executive Council, on approval of the Government Competent Body, shall then decide the closure of the college.

S15.10 PROCEDURE OF RECOGNITION OF INSTITUTIONS OF RESEARCH AND SPECIALIZED STUDIES

- (1) Procedure of recognition of an Institution actively conducting research or specialized studies shall be as per the Section 50 of the Act
- (2) The College seeking recognition shall submit an online application on the University's portal on or before 31st October.

- (3) All such applications for Recognition shall be scrutinized by a Scrutiny Committee appointed by the Planning and Evaluation Board consisting of
- (i) One Director of Regional Centre, -Chairman
 - (ii) One Joint Director of SubCentre, -Member Secretary
 - (iii) One Dean,
 - (iv) One member of the Board from members nominated by the Academic council
 - (v) One member of the Board from the members nominated by the Executive Council
- (4) The report of the Scrutiny Committee shall be forwarded to the Planning and Monitoring(Evaluation) Board.
- (5) The Planning and Monitoring (Evaluation) Board, based on Report of the Scrutiny Committee shall form an Enquiry Committee of the following members, not below the level of Professor
- (i) Dean of concerned Faculty - Chairman
 - (ii) One member nominated by the Board, from its members
 - (iii) One member nominated by the Academic council
 - (iv) Jt. Director(Admin) of Regional Centre- Member Secretary.
- (6) The Enquiry Committee shall submit the report to the Board
- (7) The Board shall recommend necessary action to the Academic Council.
- (8) If the Academic Council is satisfied with the report of the Enquiry Committee and the recommendation of the Planning and Monitoring Board, then it shall grant recognition as the case may be to the institution,
- (9) If the Academic Council decides not to grant Recognition to institution, the Institute may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

S15.11 Refusal to consider affiliation of a college, if deaffiliated by other State University

- (1) A college which has been de-affiliated by any State University shall not be permanently affiliated to the University,
- provided that such application may be considered by the University for temporary affiliation only for one year and affiliation shall be continued annually with thorough scrutiny and enquiry only one year at a time

provided further the case-by case, such a college may be considered for permanent affiliation in due course of time, not less than five years, if the University is convinced that college had fulfilled all conditions of affiliation.

- (2) A college de-affiliated by any other State University shall submit along with the application for affiliation all documents giving the details of the ground on which the college was de-affiliated from the parent university and corrective steps, if any, taken by the management for remedial and sufficient measures.
- (3) If the de-affiliation of the college has taken place because of activities of the college faculty, principal, or management, prejudicial to the interests of the education, the college shall not be affiliated to the University
- (4) A college once deaffiliated, shall not be considered for affiliation again by the University.
- (5) If the college has been de-affiliated for one or more of the following reasons, the college shall not be considered for affiliation to the University.
 - (a) violation of any of the conditions of affiliation, detrimental to the educational standards; with the parent University
 - (b) act in a manner prejudicial to the interest of the parent University
 - (c) neglect in proper and strict conduct of the examinations,
 - (d) instances of the malpractices or encouraging adoption of unfair means at the examination in the college
 - (e) collection of unauthorized or higher fees from the students;
 - (f) neglect to take appropriate disciplinary action as directed by the parent University against the Principal/ Director/ Teachers or other employees as per the relevant provisions in the Standard Code;
 - (g) neglect to implement or comply with the decisions of the Grievances Committee of the parent University constituted under the relevant provisions of the Act, appropriately and promptly;
 - (h) commits any other act which, in the opinion of the Academic Council, is an act of violating the conditions of affiliation/ recognition

CHAPTER SIXTEEN

PENALTIES ON ERRING COLLEGES

S16.1: Competent Authority

The Executive Council shall be the competent authority to take disciplinary action against the erring affiliated college or recognised institution, as the case may be.

S16.2: Violation of Conditions

An affiliated college/recognised institution or the management thereof, as the case may be, shall be liable for disciplinary action, if it commits any of the following acts, namely:-

- (1) violates any of the conditions of affiliation/recognition as prescribed in the Act;
- (2) acts in a manner prejudicial to the interest of the University and/or acts detrimental to the educational standards;
- (3) submits eligibility forms, examination forms or any other forms beyond the date prescribed;
- (4) neglects to take due care to maintain peaceful and proper atmosphere during the conduct of examinations;
- (5) neglects to exercise due care in the smooth, proper and strict conduct of the examinations, leading to the instances of the mal-practices or adoption of unfair means at the examination centres of the affiliated college/recognized institution;
- (6) permits and/or encourages directly or indirectly mal-practices in the conduct of examinations;
- (7) collects unauthorized or higher fees from the students;
- (8) neglects to take appropriate disciplinary action as directed by the University against the Principal/Director/teachers or other employees as per the relevant provisions in the Standard Code;
- (9) neglects to implement or comply with the decisions of the Grievances Committees of the University constituted under the relevant provisions of the Act, appropriately and promptly;
- (10) refusal for participation or non-participation in conduct of University Examination and Evaluation process leading to delay in declaration of results
- (10) commits any other act which, in the opinion of the Executive Council, is an act violating the conditions of affiliation/recognition, as the case may be, and/or other rules or directives or orders of the University.

S16.3: Penalties

(1) The Executive Council may impose any one or more of the following penalties upon the affiliated college/ recognised institution or the management thereof, as the case may be, found guilty of an act of violation of conditions specified in Statute S16.2 above, commensuration with the gravity of an act of violation of conditions, namely:-

- (a) warning/reprimand;
- (b) a fine not less than Rs. Ten thousand and not exceeding Rs. Ten lakh;
- (c) prohibition to continue unauthorized division or course beyond the respective academic year;
- (d) prohibiting the students to complete the unauthorized course and/or to appear for examination.
- (e) denial to accept the eligibility forms, examinations forms and/or any other forms submitted beyond the prescribed date;
- (f) discontinuation of the centre for conducting the examinations for a specified period;
- (g) a fine of the amount equivalent to five times the total fees charged to the students admitted in excess along with the reduction in the strength in the courses/divisions/students for the subsequent year/s not more than number of courses/divisions/students admitted in excess of the permitted strength for that academic year;
- (h) suspension of affiliation or recognition, as the case may be, and prohibiting new admissions of the students to the courses;
- (i) any other punitive action, as it may deem fit.

S16.4: Procedure to Impose Penalties

- (1) Upon receipt of a complaint, or *suo motu*, if the Executive Council is *prima-facie* satisfied that the affiliated college/recognised institution or the management thereof, as the case may be, has committed violation of any of the conditions provided in Statutes S24.2, it shall issue a notice to the management of the erring affiliated college/recognized institution about alleged act/s of violating conditions and shall require the management to submit written explanation to the Vice- Chancellor, within a period of fifteen days. A copy of such notice shall also be sent to the Principal of the affiliated college or Head of the recognised institution, as the case may be.
- (2) In case the management fails to submit the written explanation within the stipulated period or admits the acts of violation of conditions indicated in the notice, the Executive Council

shall decide the quantum of penalties to be imposed upon the erring affiliated college/recognised institution or the management thereof, as the case may be;

- (3) If the management does not admit the acts of violation of conditions indicated in the notice, the Executive Council shall appoint a, Enquiry Committee to cause an enquiry into the matter.
- (4) The Enquiry Committee shall offer reasonable opportunity to be heard to the University and to the management of the erring affiliated college/recognised institution to present their respective claims, with or without oral and/or documentary evidence. The enquiry committee shall record its findings on each act of violation of conditions indicated in the notice and shall also record the reasons for such findings. The Enquiry Committee shall complete the enquiry and submit the report to the Executive Council, within thirty days from date of its constitution.
- (5) The Executive Council on the basis of the findings of the Enquiry Committee shall decide to impose any or all of the penalties and fines prescribed in clause (3) as it may deem fit.
- (6) Upon the Executive Council deciding the quantum of penalties, the Board of Examination shall issue the management of the erring affiliated college/recognised institution, a final notice to show cause as to why penalty as decided by the Executive Council should not be imposed on it and shall require the management to submit the written explanation within a period of fifteen days. On receipt of the written explanation and or in absence thereof, the Board of Examination shall place the notice and the written explanation before the Executive Council in its ensuing meeting, which shall, after taking consideration of the cause shown by the management of the erring affiliated college/recognised institution, decide the final quantum of penalty to be imposed.
- (7) The Board shall inform the management of the erring affiliated college/recognised institution, of the penalty so imposed, within fifteen days from the date of decision of the Executive Council.
- (8) If the management fails to comply with the order of the University imposing penalty, without any reasonable cause, within the period specified in the order, or within such further period as may be allowed by the University, the management, shall be liable to pay–
 - (a) the fine which may extend to five thousand rupees per day, for the first default;
 - (b) the fine which may extend to ten thousand rupees per day, for the second and subsequent defaults.

S16.5: Effect of Imposition of Penalty

Imposition of the penalty under this Statute does not imply in any event that the irregularity committed by the erring affiliated college/recognized institution or the management thereof, as the case may be, is regularised or waived

CHAPTER SEVENTEEN

GRANT OF AUTONOMY

(under section 55 of the Act)

S17.1: Objectives of Autonomy

- (1) The autonomous University Department/ Institute/ college will have the freedom to -
 - (a) determine and prescribe its own programmes/courses of study and syllabi, and restructure and redesign the programmes/courses to suit the local needs;
 - (b) prescribe the rules for admission in consonance with the reservation policy of the Government of Maharashtra;
 - (c) evolve methods of assessment of student's performance, conduct of examinations and notification of results;
 - (d) constitute their own Governing Body, Academic Council, Board of Studies and Finance Committee and Examination Board
 - (e) appoint own administrative staff and teaching faculty including Principal;
 - (f) achieve higher standards and greater creativity.
- (2) The autonomous Department/ Institute/ college shall be fully accountable for the content and quality of education that it imparts and shall be responsible for evaluation of the students for awards of degrees and post-graduate diplomas to be awarded by the University.
- (3) The autonomous Department/Institute/college shall adhere to UGC's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Educational Institutions) Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012, etc. in letter and spirit.

S17.2: Relationship with the University, the Government of Maharashtra and other Educational Institutions

- (1) The University shall have the right to review all new courses of the autonomous Department/Institute/college.
- (2) In case of decline of quality of education in the autonomous Department/Institute/college, the University shall, after careful scrutiny and in consultation with the UGC, either modify such programmes/courses, wherever possible, or cancel such programmes/courses.
- (3) The autonomous Department/Institute/college will be free to make use of the expertise of other University departments and institutions to frame their curricula, devise, and method of teaching, examination and evaluation.

- (4) The University will accept the methodologies of teaching, examination, evaluation and the curricula/programmes/courses of its autonomous Department/Institute/college.
- (5) The University may help the autonomous Department/Institute/college to develop their academic programmes, improve the faculty and to provide necessary guidance in the deliberations of different bodies/ committees.
- (6) The role of the University shall be -
 - (a) to ensure that the management structure of the applicant is adequately participatory and provides ample opportunities for academicians to make a creative contributions.
 - (b) to ensure that conditions of affiliation/recognition are strictly complied with by the applicant
 - (c) to accept the guidelines on the scheme of autonomous Department/Institute/college issued by the UGC from time to time.
 - (d) to bring more autonomous Department/Institute/college under its fold;
 - (e) to promote academic freedom in the autonomous Department/Institute/college by encouraging introduction of innovative academic programmes;
 - (f) to encourage to evolve a wide variety of courses in modules so that students may opt for them according to their convenience;
 - (g) to encourage to form a consortium for mutual co-operation/ collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter collegiate/intra collegiate sharing of expertise and human resources for teaching programmes;
 - (h) to encourage to adopt the credit system and credit transfer among the autonomous Department/Institute/college;
 - (i) to facilitate new programmes/courses of study, subject to the required minimum number of hours of instructions, content and standards;
 - (j) to consider both internal and external assessment of students in the autonomous Department/Institute/college for admitting them to higher level programmes conducted by other colleges/ recognized institutions /University departments/ University institutions;
 - (k) to consider and accept the decisions of the statutory bodies of the autonomous Department/Institute/college;
 - (l) review new degree/diploma/certificate courses introduced by the autonomous Department/Institute/college for, minimum standards and norms prescribed by the University /AICTE/ UGC in terms of number of hours, curricular contents and

standards, intake capacity, etc., and grant approval for the programmes/courses or deny approval;

- (m) to accept the students declared duly qualified by the autonomous Department/Institute/college for award of such degrees / diplomas / certificates;
- (n) to depute various nominees of the University to work in various committees of the autonomous Department/Institute/college and get the feedback on their functioning ;
- (o) to create separate wings, wherever necessary, to facilitate the smooth working of the autonomous Department/Institute/college; and
- (p) to exercise such other powers and perform such other duties as may be conferred by or under the Act, Statutes, Ordinances, Rules and Regulations.

(7) The State Government will assist the autonomous Department/Institute/college by,-

- (a) avoiding, as far as possible, transfer of teachers, especially in college and recognized institution, where academic innovation and reforms are in progress, except for need-based transfer;
- (b) conveying its concurrence for the grant of autonomy or extension of autonomy to any Department/Institute/college to the UGC within a period of ninety days after receipt of the recommendation of the Executive Council of the University, failing which it will be presumed that the Government of Maharashtra (GoM) has no objection to grant of autonomy or extension thereof, to the Department/Institute/college;
- (c) maintaining the grant-in-aid pattern even after grant of autonomous status to the Department/Institute/college; and
- (d) deputing nominees on time on the Governing Bodies and other bodies of the Department/Institute/college, wherever required. All stake holders, i.e. the University, the GoM, UGC, and AICTE, have to play a very harmonious and proactive role as facilitators in letter and spirit.

(8) Autonomous Status:

- (a) Autonomy granted to the Department/Institute/college is institutional and covers all the programmes at undergraduate, and postgraduate levels which are being run by the Department/ Institute/ college at the time of conferment of autonomous status. All courses introduced by the Department/Institute/college after the conferment of autonomous status shall also automatically come under the purview of autonomy.

(b) Partial autonomy cannot be granted to any Department/Institute/college. Autonomous status is not conferred once and for all. It has to be continuously earned by the Department/Institute/college as per the provisions of the Statutes prescribed in that regard.

S17.3: Eligibility for Autonomy

- (1) An autonomous status may be conferred by the University on the Department/Institute/college which has a standing of *more than ten years*.
- (a) The Institute/college must be permanently affiliated or recognized by the University and satisfies the norms and conditions of autonomy prescribed by the UGC, the GoM, and the University, from time to time.
- (b) The Department/ Institute /college must be accredited by either NAAC with minimum 'A' Grade or by NBA for at least three programme(s) with a minimum score of 675 individually or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency. *Provided that*, if the number of programmes being run by the Department/Institution/college is less than three, then each of the programmes should secure 675 or more marks
- (c) The Department/Institute/college accredited with a score of 3.0 and above, up to 3.25 on a 4 point scale of NAAC/corresponding NBA score/corresponding accreditation score from a UGC empanelled accreditation agency at the time of application shall be considered for grant of autonomous status with an on-site visit of the duly constituted Expert Committee.
- (d) The Department/Institute/college which has a NAAC score of 3.26 and above, up to 3.50 or a corresponding NBA score or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency for one complete cycle and also accredited accordingly in the second cycle, shall be considered for grant of autonomous status *without* on-site visit by the Expert Committee.
- (e) The Department/Institute/college with NAAC score of 3.51 and above in a 4 point scale of NAAC or a minimum of three programmes have been accredited by NBA with a minimum score of 750 individually or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency at the time of application shall be considered for grant of autonomous status without on-site visit by the Expert Committee
- (f) The autonomous status is conferred by the University only with the concurrence of the GoM, AICTE, and the UGC.
- (g) All Institutes/colleges recognized under Section 2(f) of the University Grants Commission Act, 1956, aided, unaided, partially aided and self-financing, are eligible to apply for autonomous status.
- (h) The criteria for granting autonomous status are:

- (i) Academic reputation and previous performance in University examinations and its academic /co-curricular /extension activities in the past.
- (ii) Academic /extension achievements of the teaching and research staff.
- (iii) Quality and merit in the selection of student and teacher, subject to statutory requirement in this regard.
- (iv) Adequacy of infrastructure for example, library, equipment, accommodation for academic activities, etc.
- (v) Quality of institutional management.
- (vi) Financial resources provided by the management / State Government for the development of the institution.
- (vii) Responsiveness of administrative structure.
- (viii) Motivation and involvement of teaching and research staff in the promotion of innovative reforms.

S17.4: Procedure for Grant of Autonomy

The Procedure for grant of Autonomy shall be as prescribed in the Ordinance

S17.5: Period of Autonomy

- (1) The autonomous status shall be conferred on the Department/Institute/college initially for a period of Ten years at a time.
- (2) The autonomous status may be extended for a further period of ten years. The procedure prescribed under *Statutes S17.4* shall apply, *mutatis mutandis*, for extension of autonomy.

Provided that if an autonomous Department/Institute/college has obtained the score of 3.51 and above on a 4-Point scale from NAAC or a minimum of three programmes have been accredited by NBA with a minimum score of 750 individually or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency, the college shall be granted extension of autonomous status for further ten years without on-site visit

S17.6: Powers and Duties of Autonomous Department/Institute/college

- (1) The autonomous Department/Institute/college shall evolve appropriate mechanism to evaluate the academic performance, improvement in standards and to see how best it has achieved the autonomy.
- (2) The autonomous Department/Institute/college shall evolve appropriate mechanism for self-evaluation by a Performance Review Committee every year. The detailed procedure such as the constitution of the Committee, terms of reference to the committee, etc., shall be decided by its Academic Council. The report of Committee shall be placed before the Academic

Council of the autonomous centre and then before the Governing Body of the autonomous centre.

(3) In addition to self-evaluation by the autonomous Department/Institute/college, there shall be an external evaluation of the academic performance, improvement in standards and extent of achievement of autonomy, after every three years from the date of grant of autonomy, by an Expert Committee constituted by the University.

(a) The Committee shall consist of the following members namely:-

(i.) One representative of the University nominated by the Vice-Chancellor ;

(ii.) One representative from the State Government; and

(iii.) Three representatives from the UGC, out of which one shall be nominated by the Vice-Chancellor as the Convener of the Expert Committee.

(b) The report of the Expert Committee shall be placed before Executive Council of the University for its consideration.

(4) The autonomous Department/Institute/college shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence, subject to the Act and Statutes, Ordinance, Rules and Regulations made there under, and guidelines of the AICTE/ UGC on the scheme of autonomous colleges issued from time to time, and shall have freedom to -

(a) determine and prescribe its own programmes/courses of study and syllabi and fix the course-wise intake and restructure and redesign the programmes/courses to suit local needs;

(b) prescribe rules for admission in consonance with the reservation policy of the Government

(c) evolve methods of assessment of students' performance such as credit/grading system, continuous internal assessment, the conduct of examinations and notification of results;

(d) use modern tools of educational technology to achieve higher standards and greater creativity;

(e) conduct tests and examinations, using innovative methods such as continuous internal assessment for award of the degrees, diplomas and certificates by the University;

(f) collaborate with institutions/agencies/industries etc. in the teaching, research, extension programs, production of teaching material and institution awards, medals, scholarship, freeship, etc;

(g) start a new under-graduate or post-graduate degree/diploma/certificate programmes/courses with the approval of its Academic Council, for award of

degree/diploma/certificate to be conferred by the University. *Provided that*, such programmes/courses fulfil the minimum standards and norms prescribed by the University/ UGC.

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

- (h) rename an existing programme/course after restructuring/ redesigning it with the approval of its Academic Council and as per the norms of the AICTE/ UGC and nomenclatures specified by the AICTE/ UGC.
- (i) create posts of teachers, non-vocational academic staff and non-teaching employees and appoint suitable persons as per the provisions of the Standard Code prescribed by the State Government, *provided that* a prior approval is obtained from the State Government if salary grant for the posts is provided by the Government.
- (j) appoint the panel of paper setters, examiners, moderators and invigilators on the recommendation of the Examination Committee;
- (k) declare the dates of examinations and their results, as per the recommendations of the Examination Committee.

(5) The autonomous Department/Institute/college shall:-

- (a) have powers to make, amend or repeal the rules and regulations on the matters of academics, admissions, examinations, administration, financial procedures, etc., subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations framed there under, and guidelines issued by UGC and accepted by the University in this regard, from time to time.
- (b) make, amend or repeal rules and regulations subject to the prior approval of its Governing Body and of the Executive Council of the University. Such rules and regulations shall come into force from the date of its approval.
- (c) notify the rules and regulations so framed and the amendments made therein, and communicate the same to all concerned, from time to time.
- (d) not create any direct or indirect financial liability on the part of the State Government and shall not create any teaching or non-teaching positions without the prior permission of the State Government, in respect of grantable courses/ programmes/ subjects.
- (e) shall not exercise such powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subjects or courses.
- (f) be competent to incur expenditure from the funds received from fees for academic programmes started on self-supporting basis for the purpose of creation of posts in various

categories for a specific period and granting pay, allowances and other benefits to such posts, provided those posts are not held by such persons who are holding the posts for which contribution of the State Government is received.

- (g) perform such other duties and responsibilities that may be necessary to fulfil the obligation of autonomous status such as common programmes of student feed-back, self-appraisal by teacher, etc.

S17.7 Statutory Bodies of the Autonomous Department/Institute/college

- (1) The following are statutory bodies in the Autonomous Department/Institute/college:
- (a) Governing Body
 - (b) Academic Council
 - (c) Board of Studies
 - (d) Finance Committee
- (2) The Autonomous Department/Institute/college shall have the following non-Statutory Committees
- (a) Planning and Evaluation Committee,
 - (b) Grievance Redressal Committee,
 - (c) Examination Committee,
 - (d) Admission Committee,
 - (e) Library Committee,
 - (f) Student Welfare Committee,
 - (g) Sexual Harassment Committee,
 - (h) Extra-Curricular Activities Committee
 - (i) Academic Audit Committee

S17.8: Composition of Governing Body of the Autonomous Department/ College/ Institute

- (1) The Governing Body of the Autonomous College/Institute shall consist of the following members, namely:-

Sr. No	Number	Category	Nature
1	5	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2	2	Teachers	Nominated by the Principal based on seniority by

			rotation
3	1	Educationist or Industrialist	Nominated by the management
4	1	UGC Nominee	Nominated by the UGC
5	1	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
6	1	University Nominee	Nominated by the University
7	1	Principal	Ex-officio

S17.9: Composition of Governing Body of the Autonomous Departments/ Colleges/ Institutes Conducted by the Government

(1) The Governing Body of the Autonomous Department/ College/Institute conducted by the Government shall consist of the following members, namely:-

Sr. No	Number	Category	Nature
1	3	Educationist Industrialist Professional	Three members nominated by the State Government with proven academic interest with PG level qualification. One of them shall be Chairperson
2	2	Teachers	Nominated by the Principal based on seniority by rotation
3	1	Educationist or Industrialist	Nominated by the Principal for Two years
4	1	UGC Nominee	Nominated by the UGC
5	1	State Government Nominee	Nominated by the State Government, and an Academician not below the rank of professor
6	1	University	Nominated by the University

		Nominee	
7	1	Principal	Ex-officio Member Secretary

S17.10: Composition of Governing Body of the Autonomous University department/ Institute

The Governing Body of the autonomous University Department/ University Institution/ Constituent College shall consist of the following members, namely:-

Sr. No	Number	Category	Nature
1	3	Educationist Industrialist Professional	Three members nominated by the Executive Council with proven academic interest with PG level qualification. One of them shall be Chairperson
2	2	Teachers	Nominated by the Principal based on seniority by rotation
4	1	UGC Nominee	Nominated by the UGC
5	1	State Government Nominee	Nominated by the State Government, and an Academician not below the rank of professor
6	1	University Professor	Nominated by the Executive Council
7	1	Principal	Ex-officio Member Secretary

S17.11 Term of the Governing Body:

The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

S17.12 Meetings of the Governing Body

(1) Meetings of the Governing Body shall be held at least twice a year.

(a) The meeting of the Governing Body shall be held on the dates determined by the Chairperson.

(b) The Principal/ Director/Head shall issue a notice of meeting at least fifteen days before the date of meeting.

- (c) The Principal/Director/ Head shall issue an agenda of the meeting of the members at least seven clear days prior to the date of the meeting:

Provided that however that in case of emergency meeting, the period of notice of agenda shall be waived by the Chairperson of the Governing Body.

Provided further that in case of any emergency, the item may be taken up for consideration with the approval of the Chairperson, even if the item is not included in the agenda.

- (d) There shall not be less than two meetings of the Governing Body in an academic year.
- (e) The Chairperson, or in his absence, a member nominated by the Chairperson for the purpose, shall preside over the meeting.
- (f) One-third of the number of members shall constitute the quorum for a meeting. In case the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.
- (g) The Governing Body may refer any of the subjects within its purview to the relevant committee/ body of the autonomous college/ recognized institution/ University department/ University institution. The report of such committee/ body shall be considered by the Governing Body.
- (h) The agenda of the Governing Body along with its enclosures and the minutes of the meeting of the Governing Body shall be treated as a confidential document and shall not be open for persons other than members of the Governing Body till the action on the resolutions passed by the Governing Body is completed.
- (i) The decision of the Governing Body shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussions and whether the decision is unanimous or otherwise, except the mention of any dissent specifically requested for by the members for being so recorded.
- (j) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the Chairperson of the Governing Body for its approval. The minutes of the meeting shall be circulated to the members of the Governing Body along with the agenda of the succeeding meeting.
- (k) The Principal/Director/Head shall ensure that the action taken on every resolution of the Governing Body is duly reported to the Governing Body in the next meeting. In order to ensure the proper reporting, the Principal/Director/Head may adopt suitable administrative measure such as maintaining the register of the items, the resolutions thereon and the nature of action taken

S17.13. Functions of the Governing Body:

- (1) Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/ university, the Governing Body shall:
- (a) Guide the college while fulfilling the objectives for which the college has been granted autonomous status. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
 - (b) Approve new programmes of study leading to degrees and/or diplomas.
 - (c) All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
 - (d) To approve annual budget of the college before submitting the same at the UGC.
 - (e) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

S17.14 Powers and duties of the Governing Body

- (1) Subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations made there under and the guidelines of the University Grants Commission, the Governing Body of the autonomous centre, shall perform the following powers and duties, namely:-
- (a) to prescribe the fee structure (including tuition fees) and other charges payable by the students, on the recommendations of its Finance Committee and Academic Council, only for the self-supporting courses/programmes/subjects. A total fee should not exceed the cost of education per student which includes expenses on salary, non-salary, maintenance, rent and development expenses. The autonomous centre shall inform the fee structure so prescribed, to the University at least sixty days before the commencement of the terms of courses concerned;
 - (b) to institute scholarships, fellowships, studentship, medals, prizes and certificates on the recommendations of its Finance Committee and Academic Council;
 - (c) to approve institution of new courses leading to degrees, diplomas or certificates, to rename an existing course after restructuring/redesigning it as per the norms of the University Grants Commission and to fix course wise intake of students and to increase the intake, wherever necessary. The University shall be duly informed of such courses at least sixty days before the commencement of terms of such courses. The University shall have

the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such new courses or restructured/re-designed courses do not fulfil the minimum standards and norms prescribed by the University /AICTE/ University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc.;

- (d) to accept on behalf of the autonomous centre, the endowments, donations, etc;
 - (e) to consider, approve and adopt the financial estimates and balance sheet, audited statements, etc.;
 - (f) to make, amend and repeal rules and regulations pertaining to the internal functioning of the Governing Body;
 - (g) to receive on the recommendations of the Academic Council, the report of the working of the autonomous centre;
 - (h) to consider the reports of the internal and external review committee of the autonomous centre, on the recommendations of its Academic Council;
 - (i) to prepare academic calendar of the autonomous centre;
 - (j) to assess the feasibility and approve the proposals from its Academic Council for academic programs;
 - (k) to perform such other functions and constitute such other committees, as may be necessary for the proper development of the autonomous centre and to fulfil the objectives and obligations of authority;
 - (l) to perform such other duties, as may be conferred or as prescribed by or under the Act and Statutes, Ordinances, Rules and Regulations made there under and those of autonomous centre;
 - (m) to perform such other duties, as may be necessary for proper functioning of the autonomous college/ recognized institution/ University department/ University institution.
- (2) The members of the Governing Body shall be under legal obligations to safeguard the interest of the autonomous centre, as the case may be, and honour the resolutions and shall not take a different stand either in the court of law or otherwise, contrary to the decision of the Governing Body.

S17.15: Composition of Academic Council of autonomous college/ recognized institution/ Department

(1) The autonomous college/ recognized shall constitute the Academic Council which shall consist of the following members, namely:-

Sr. No	Category	Function
1	Principal/Director	Chairperson
2	All the Heads of department	Members
3	Four teachers	Members
4	Experts	Members
5	Three Professors nominated by the University	Members
6	A teacher nominated by the Principal	Member Secretary

Provided that the four teachers are nominated by the Principal/ Director on the basis of seniority of service in the college/recognized institution,

Provided further that two shall be from general category, one shall be a person belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes/ Nomadic tribes or Other Backward Classes, by rotation, and one shall be a woman,

Provided further that minimum four experts, nominated by the Governing Body, are from outside the autonomous college/ recognized institution, representing different areas such as industry, commerce, law, education, medicine, engineering etc., ;

Provided further that the Three Professors, nominated by the Executive Council of the University are from eminent educational institutes or Institutes with NAAC accreditation with minimum Grade of A

S17.16 Academic Council of autonomous University department/ University institution

(1) Academic council of autonomous University department/ University institution shall constitute the Academic Council consisting of the following members, namely:-

Sr. No	Category	Function
1	Director/ Head of the autonomous University department/ University institution	Chairperson
2	Four Professors on the basis of Seniority, nominated by the Director/ Head of the Department	Members
4	Experts	Members
5	Three Professors nominated by the Executive Council	Members
6	A teacher of the Department nominated by the Head/ Director	Member Secretary

Provided that if there are no enough number of professors, associate professors who are having qualifications to become professor can be nominated

Provided further that two shall be from general category, one shall be a person belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes/ Nomadic tribes or Other Backward Classes, by rotation, and one shall be a woman,

Provided further that minimum four experts, nominated by the Governing Body, are from outside the University Department/ Institute, representing different areas such as industry, commerce, law, education, medicine, engineering etc., ;

Provided further that the Three Professors, nominated by the Executive Council of the University are from eminent educational institutes or Institutes with NAAC accreditation with minimum Grade of A.

S17.17 Tenure of Members:

- (a) The tenure of the nominated members shall be three years.
- (b) Nominated members shall be eligible for reappointment.

S17.18.Meetings of Academic Council of Autonomous Institutes/ Colleges/ Department:

- (1) Academic Council shall meet at least twice a year
- (2) The Principal/Director/Head of the autonomous centre, as the case may be, shall convene a meeting of the Academic Council at least once a year.

- (3) One-third members of the Academic Council shall constitute the quorum. In case meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.
- (4) The decision of the Academic Council shall be recorded in the form of resolution.
- (5) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the chairperson of the Academic Council for its approval. The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the succeeding meeting.

S17.19 Functions of the Academic Council:

- (1) The Academic Council shall have powers to:
 - (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (2) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (3) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (4) Recommend to the Governing Body proposals for institution of new programmes of study.
- (5) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (6) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (7) Perform such other functions as may be assigned by the Governing Body.

S17.20 Powers and duties of Academic Council of Autonomous college/Institute

- (1) The Academic Council shall have the following powers and perform the following duties, namely:-
 - (a) to scrutinize and approve the proposals with or without modifications made by the Board of Studies with regard to courses of studies, academic regulations, curricula, syllabi and modifications thereof, any instructional and valuation methods, procedures relevant thereto, etc. Such courses shall fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents

- and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of terms of such courses;
- (b) to fix and modify course-wise intake;
 - (c) to rename an existing course after restructuring/ redesigning it. Such restructured/ redesigned courses shall fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of terms of such courses;
 - (d) to refer the matter for reconsideration to the Board of Studies or to reject the same after giving reasons therefore. After the matter is re-submitted by the Board of Studies, the Academic Council may decide the matter on merit and the decision of the Academic Council shall be final;
 - (e) to make regulations regarding the admission of students to different programmes of study in the autonomous college/ recognized institution/ University department/ University institution in consonance with the reservation policy of the State Government;
 - (f) to initiate measures for improving the quality of teaching, frame rules for conduct of examinations, rules of students' evaluation and develop student advisory programs;
 - (g) to make rules for sports, extra-curricular activities, for proper maintenance and functioning of the building, libraries, laboratories, playgrounds and hostels;
 - (h) to recommend to the Governing Body proposals to institute new courses/ programs of studies;
 - (i) to recommend to the Governing Body, institution of scholarship, studentships, fellowships prizes and medals and frame rules for the award of the same;
 - (j) to advise the Governing Body on matters pertaining to the academic affairs of the autonomous centre, as the case may be;
 - (k) to prescribe norms for recognition and to grant recognition to any member of the staff of the autonomous centre, as teacher of the autonomous centre, as the case may be;
 - (l) to perform such other functions and duties as may be assigned by the Governing Body and the University pertaining to the academic programmes and development.

S17.21: Board of Studies of autonomous college/ recognized institution

- (1) There shall be Board of Studies for each subject for the autonomous college/recognized institution which shall consist of the following members, namely:-
 - (a) Head of the Department concerned, Chairperson;
 - (b) The entire faculty of each specialization;

- (c) two experts in the subject from outside the University, to be nominated by the Academic Council;
- (d) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal;
- (d) One representative from industry/corporate sector/allied area relating to placement, to be nominated by the Chairperson;
- (e) One postgraduate meritorious alumnus to be nominated by the principal;
- (f) The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt;
 - (i) experts from outside the autonomous college/ recognized institution, as the case may be, whenever special courses of studies are to be formulated.
 - (ii) Other members of staff of the same faculty

S17.22: Board of Studies of autonomous University department / institution

- (1) There shall be Board of Studies for each subject for the autonomous University department/ University institution which shall consist of the following members, namely:-
- (a) Head of the department concerned, Chairperson;
 - (b) all professors of the subject concerned;
 - (c) one associate professor, (or assistant professor if there is no associate professor) from each specialization by seniority having five years teaching experience nominated by rotation, according to seniority;
 - (d) two experts in the subject from outside the University departments/University institution concerned, to be nominated by the Academic Council of the University;
 - (e) one representative from industry/corporate sector/ allied area relating to placement, to be nominated by the Vice-Chancellor of the University;
 - (f) one post-graduate meritorious alumnus, to be nominated by the Vice-Chancellor of the University;

The Chairperson, Board of Studies may, with the approval of the Vice-Chancellor of the University, invite expert from outside the University department/University institution whenever special courses of studies are to be formulated.

S17.23 Term of the Members of Board of Studies

The term of the nominated members shall be three years.

S17.24 Meetings of the Board of Studies

- (1) The Board of Studies shall meet at least twice a year
 - (a) One third members shall constitute the quorum. In case, meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.
 - (b) The board shall meet at least once in an academic year or as and when required.

S17.25 Functions of the Board of Studies

- (1) The Board of Studies of a Department in the college shall:
 - (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
 - (b) suggest methodologies for innovative teaching and evaluation techniques;
 - (c) suggest panel of names to the Academic Council for appointment of examiners; and
 - (d) coordinate research, teaching, extension and other academic activities in the department/college.

S17.26 Powers and duties of the Board of Studies

- (1) The Board of Studies shall have the following powers and duties, namely:-
 - (a) to prepare syllabi for various courses/programmes of study, keeping in view the objectives of the autonomy and the requirements of the region and the State and submit to the Academic Council for its approval;
 - (b) to suggest methodology for innovative teaching and evaluation techniques;
 - (c) to suggest panels of Examiners to the Examination Committee for appointment of examiners and paper-setters;
 - (d) to coordinate research, extension and other academic activities;
 - (e) to deliberate and advise the Academic Council on the matter referred to it;
 - (f) to undertake such other measures as may be necessary to provide academic program of the autonomous centre of the meaningful direction.

S17.27: Finance Committee of autonomous college/ recognized institution

- (1) The autonomous centre shall constitute a Finance Committee which shall consist of the following members, namely:-
 - (a) The Principal/ Director/ Head (Chairman).
 - (b) One person to be nominated by the Governing Body for a period of two years.
 - (c) Finance Officer of the University

- (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

S17.28 Term of the Finance Committee:

The term of the Finance Committee shall be three years.

S17.29 Meetings of Finance Committee :

- (1) The Finance Committee shall meet at least twice a year
- (2) One third members shall constitute the quorum. If the meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

S17.30 Powers and functions of the Finance Committee:

- (1) The Finance Committee shall act as an advisory body to the Governing Body,
 - (a) to consider the financial estimates (budget) relating to the grant received/ receivable from University Grants Commission, and income from fees, etc. collected for the activities to undertake the scheme of autonomy;
 - (b) to consider audited accounts;
 - (c) to recommend to the Governing Body fees including tuition fees and other charges payable by students.
 - (d) to prepare various proposals for getting funding from the AICTE/ University Grants Commission and from other funding agencies, under the guidance of the Academic Council of the autonomous college/ recognized institution/ University department/ University institution, as the case may be.
 - (e) to carry out any other function as may be assigned by the Governing Body

S17.31: Examination Committee of autonomous college/ recognized institution

- (1) Autonomous College shall have an Examination Cell headed by Controller of Examinations. The Principal of the college shall be the Chief Controller, Examinations.
- (2) The Controller of Examinations shall be assisted by the Deputy Controller of Examinations along with other office support.
- (3) The autonomous college/ recognized institution shall constitute the Examination Committee, which shall consist of the following members, namely:-
 - (a) Principal/Director , Chairperson;
 - (b) Controller of Examinations
 - (c) Dy. Controller of Examination

- (b) three teachers with minimum ten years teaching experience nominated by the Chairperson by rotation, according to seniority;
- (c) One evaluation expert nominated by the Chairperson;
- (d) Office Superintendent/ Registrar / Member of teaching staff nominated by the Chairperson, as Member Secretary.

S17.32 Examination Committee of autonomous University Department/Institute

(1) There shall be an Examination Committee for the autonomous University department/ University institution/ conducted college which shall consist of:

- (a) Head of the Department/Director of University Institutions/Principal of the conducted College, as the case may be, Chairperson;
- (b) one Professor by rotation, to be nominated by the Chairperson;
- (c) one Associate Professor by rotation, to be nominated by the Chairperson;
- (d) one Assistant Professor by rotation, to be nominated by the Chairperson -Member Secretary;
- (e) Director of Examinations of the University or his nominee, not below the rank of the Deputy Registrar;
- (f) one evaluation Expert to be nominated by the Head/Director/Principal, as the case may be.

S17.33 Powers and duties of the Examination committee:

(1) The Examination committee shall have the following powers and duties, namely:-

- (a) to ensure proper organization of examinations, tutorials and tests including moderation, tabulation and declaration of the results;
- (b) to appoint examiners, moderators, and paper-setters from amongst the persons included in the panels prepared by the respective Board of Studies;
- (c) to undertake, exercise and experiment in examination reforms;
- (d) to obtain three sets of question papers in sealed covers in the respective subject. The Chairperson shall draw at random one of such sealed covers with seal intact, which shall then be sent to the press or be sent online;
- (e) to carry out examination reforms by use of modern technology and update the same from time to time;
- (f) to prepare the time schedule of examination and dates of declaration of their result at the beginning of the term and notify the same.
- (g) to carry out any other function as may be assigned by the Governing Body.

- (2) The assessment of answer-books for all examinations shall be done centrally through Central Assessment System. All answer-books of an examination shall be bar coded and the result sheet shall be prepared by the Examination Committee.
- (3) In order to investigate and take disciplinary action for malpractice and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other person connected with the conduct of examinations, the Committee shall constitute a sub-Committee consisting of three members, of whom one shall be Chairperson.
- (4) The recommendations of the Sub-Committee shall be placed before the Examination Committee, which shall take the disciplinary action in the matter, as it deems fit.
- (5) The Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
- (6) The Committee shall perform such other duties and responsibilities which are assigned to it, from time to time, by the Governing Body and the University.

S17.34 Term of the Examination Committee

Tenure of the Examination Committee shall be of two years.

S17.35 Meeting of Examination Committee

- (1) The Committee shall meet at least twice during the academic year and such other times, as may be required.
- (2) One third members shall constitute a quorum. If the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.
- (3) In case of any emergency which require immediate action to be taken, the Chairperson of the Committee or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Committee, of action taken by him.

S17.36: Evaluation Committee of autonomous college/ recognized institution

- (1) The autonomous centre shall, with the approval of the Academic Council, constitute as many Evaluation Committees as necessary as an appropriate mechanism to evaluate its academic developments to improve standards and to assess how best it has used the autonomous status. There shall be such self-evaluation, each year, conducted by the autonomous centre.
- (2) The autonomous centre shall submit a progress report for each academic year to the University within a period of 30 days after the end of that academic year, in the prescribed format.

- (3) The autonomous centre shall submit a utilization certificate towards utilization of grants received by the University Grants Commission, to the University Grants Commission, with a copy of the same to the University, in the prescribed format.

S17.37 Monitoring of autonomous College/Institute

- (1) The college/Institute shall establish the IQAC cell for regular monitoring of the centre under intimation to the UGC.
- (2) The Cell shall have an external Peer Team comprising of academicians of repute and shall send report to UGC regarding the performance of the Centre. The report shall also be put on public domain on the website of the Centre.
- (3) The external peer review shall be conducted at least once in a year.
- (4) The autonomous centre shall upload on its website information regarding the programmes/courses offered by it, the fees for the programmes/courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.
- (5) The centre shall also put on its website the creation of various Committees/ Cells as mandated in the various UGC Regulations notified from time to time.
- (6) The centre shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the college website.
- (7) The centre shall upload on its website all the information about the college in the prescribed format and the same shall be sent to UGC while applying for fresh/extension of autonomous status.
- (8) The centre shall also submit progress report and utilization certificate annually as per the prescribed formats.
- (9) The number of contractual faculty in an autonomous centre should not be more than 10% of the total number of sanctioned faculty positions in the college.

S17.38: Other Committees of autonomous centres

- (1) The Governing Body of the autonomous centre shall form the following committees
 - (a) Purchase Committee,
 - (b) Planning and Evaluation Committee,
 - (c) Grievance Redressal Committee,
 - (d) Admission Committee,
 - (e) Library Committee,

- (f) Student Welfare Committee,
 - (g) Extra-curricular Activities Committee
 - (h) Academic Audit Committee,
- (2) The Governing Body shall form specific Committees with terms and reference for any specific task and such committee shall consist of members of the Governing Body or statutory bodies, as the case may be.
- (3) Tenure of these Committees shall be three years.
- (4) Duties and responsibilities and the procedure at their meetings shall be such as may be prescribed by the Governing Body in case of autonomous college/recognized institution and the Executive Council of the University in case of University department/University institution.

S17.39: Casual Vacancy in Statutory Bodies of the autonomous College/Institute

- (1) When any vacancy occurs in the office of a member of any body or committee, other than an ex-officio member of the Governing Body before the expiry of his normal term, the vacancy shall be filled in, as soon as may be, by nomination of a person by the respective authority.
- (2) The person so nominated shall hold office only so long as the member in whose place he has been nominated would have held it, if the vacancy had not occurred.

S17.40 Question regarding Interpretation and Disputes regarding Constitution of Bodies/Committees of autonomous centre

If any question arises regarding interpretation of provision of any rule or regulations or whether a person who has been duly appointed/ nominated/ co-opted is entitled to be a member of the authority or body or committee of the autonomous centre, the matter may be referred to the Vice-Chancellor of the University who shall, after taking such advice as he thinks necessary, decide the question and his decision shall be final.

S17.41: Examinations and Declaration of Results in autonomous centre

- (1) The autonomous centre shall conduct the examinations at specified periods as it may determine and notify. The examinations and evaluation system shall be as may be determined by the competent authorities of the autonomous centre, as the case may be. The examination and evaluation shall be carried out in such a manner as to enhance the trust and the credibility in the minds of the students and the society by being fair and rational.

- (2) The students passing the examinations conducted according to the standard set by the autonomous centre shall be awarded degree/ diploma/ certificate, as the case may be, as per the provisions of the Act and the Statutes made under this Chapter.
- (3) The autonomous centre shall strive to declare results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall, in any case declare the results latest within forty-five days thereof:
 Provided that if for any reasons whatsoever, the autonomous centre is unable to finally declare the results of any examination within the aforesaid period of 45 days, it shall submit a report incorporating the detailed reasons for such delay to the Vice-Chancellor of the University.

S17.42: Raising and Utilization of Funds in autonomous centre

- (1) The autonomous centre shall be competent to raise its own resources by-
- (a) introducing the new courses and increase in the intake in respect of the courses started on self-financing basis;
 - (b) accepting endowment and/or donations in concurrence with the relevant Act/Rules, which are not linked with the admissions;
 - (c) instituting new degrees / diplomas /certificates;
 - (d) revising fees of the unaided courses instituted by them with the permission of its Academic Council and Governing Body;
 - (e) grant-in-aid;
 - (f) other assistance from funding agencies in different fields of Science Technology, Education, Management etc.;
 - (g) other assistance from funding agencies;
 - (h) such other sources which are legally permissible in consonance with the objectives of the autonomous centre and of grant-in aid;
- (2) The resources raised by the autonomous centre shall be utilized solely for the purpose of conduct and development of the autonomous centre and as provided for, by the annual financial estimates (Budget) approved by the Governing Body.

S17.43 Inspection of the Centre in case of adverse IQAC report

In case of an adverse report by the external peer team of IQAC or in case of complaint, UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the college after giving due opportunity to the management by way of notification and by passing a speaking order.

S17.44: Inspection Committee for autonomous centre

- (1) The University on receiving the complaint or the report of the expert committee constituted for external evaluation to the effect that any autonomous centre has violated any of the provisions of the Act, Statutes, Ordinances and Regulations there under and the standing orders, directions and guidelines of the University or guidelines of the University Grants commission or of the State Government or has acted in such a manner which has adversely affected or jeopardized the objectives of autonomy, may appoint an inspection committee and obtain a report thereof.

- (2) The Inspection committee shall consist of the following members, namely:-
 - (a) Director of Regional Centre of the University, Chairperson;
 - (b) one expert not below the rank of professor/principal, nominated by the executive Council of the University;
 - (c) one person nominated by the Vice-Chancellor of the University, who shall include distinguished educationist, industrialist, professional, etc.;
 - (d) one Nominee of the Government of Maharashtra, not below the rank of the Joint Director nominated by the Director, Technical Education,
 - (e) Dean of the Faculty concerned (Member Secretary).

- (3) The inspection committee shall -
 - (a) inspect the functioning of the autonomous centre;
 - (b) ensure that the minimum standards and norms prescribed by the University/ AICTE/ University Grants Commission/ Government of Maharashtra are fulfilled;
 - (c) evaluate the academic standards and standards of academic administration of the autonomous centre;
 - (d) perform such other duties and responsibilities as may be assigned to it by the Academic Council and the Executive Council of the University, from time to time.

- (4) The report of the inspection committee shall be submitted to the Vice-Chancellor of University within thirty days from the date of its constitution.

- (5) The Vice-Chancellor of the University shall call for the compliance of the report of the inspection committee, from the autonomous centre, within a period of sixty days.

S17.45: Action on the Enquiry Report for autonomous centre

- (1) The Academic Council of the University, on the basis of the report of the inspection committee and the compliance thereof submitted by the autonomous centre, may recommend

to the executive Council to take appropriate action or revoke the autonomous status conferred on the autonomous centre.

- (2) The Executive Council of the University shall cause to issue a notice through the Vice-Chancellor to the autonomous centre to show cause as to why the autonomous status conferred on the centre should not be withdrawn. The executive Council shall mention the grounds on which it proposes to take same action and shall also specify in the notice, the period which shall not be more than thirty days within which the autonomous centre should file its written statement in reply to the notice.
- (3) On receipt of the written statement or on expiry of the period specified in the show cause notice and after hearing the autonomous centre concerned, the Executive Council shall decide whether the autonomous status should be revoked or not, recording the reasons therefore.
- (4) The Vice-Chancellor shall send the proposal for revocation of the autonomous status along with the show cause notice, written statement, if any, submitted by autonomous centre concerned, the decision of the Executive Council and other relevant documents to the State Government, AICTE, and the UGC for concurrence.
- (5) On receipt of the concurrence of the State Government, AICTE, and the UGC, the Director of Regional Centre shall communicate to the autonomous centre concerned, the decision of revocation of autonomous status conferred on it.
- (6) The revocation of the autonomy conferred on the autonomous centre shall be in phases. The students admitted prior to the revocation of autonomous status shall continue to be treated as students of the autonomous centre and shall be allowed to complete their respective courses to which they are admitted, within the prescribed period.

S17.46: Surrender of the Autonomous Status

- (1) In case the autonomous centre desires to surrender the autonomous status, it shall apply to the Vice-Chancellor in writing with the reasons therefore. The Executive Council, on the recommendation of the Academic Council may grant of permission to surrender such autonomous status and the same shall take place in phases.
- (2) The autonomous centre of which autonomous status is revoked or surrendered, shall resume the status which it had prior to grant of autonomous status, subject to the conditions as may be prescribed by the executive Council.

S17.47: Recruitment of the Teaching and Non-Teaching Staff in autonomous centre

The recruitment of the teaching and non-teaching staff and their qualifications, and service conditions shall be as per the Standard Code prescribed by the State Government and as per the reservation policy prescribed by the State Government, from time to time.

CHAPTER EIGHTEEN

RECOVERY OF DAMAGE OR LOSS

(under Section 25(2) of the Act)

S18.1: Competent Authority

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

S18.2: Grounds for Recovery of Damage or Loss

Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-

- (1) by any action, wilful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith; or
- (2) due to failure to act in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, by wilful neglect or default on its or his part, as the case may be.

S18.3: Procedure for Recovery of Damage or Loss

- (1) On a complaint being received against the authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is that a *prima facie* case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.
- (2) In case it is found that a *prima facie* case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of

recovery and the period, being a period which shall not be less than thirty days within which the person/s concerned should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.

- (3) On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause (2), the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.
- (4) After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months. Provided that-
 - (a) the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;
 - (b) recovery shall be compensatory and not penal in nature;
 - (c) recovery shall not be made for any remote or indirect loss or damage sustained by the University.
- (5) The decision of the competent authority shall be communicated to the alleged person/s.
- (6) The procedure prescribed in Clauses (3) and (4) need not be followed when the person alleged admits the alleged act in writing.
- (7) The amount so recovered shall be deposited in the appropriate fund of the University.

CHAPTER NINETEEN

CONVOCATION

(Under Section 97 of the Act)

S19.1 Convocation Procedure

- (a) The University shall declare the tentative date of the Convocation in advance in its academic calendar.
- (b) Convocation shall be held on the date to be fixed by the Vice-Chancellor in consultation with the Chancellor.
- (c) In a meeting preceding the Convocation, the Academic Council shall recommend the names of the persons who have duly qualified for and sought admissions to the Degrees, Diplomas, or Certificates to the Executive Council; and also the names of the persons on whom Honorary Degrees and other Academic distinctions will be conferred.
- (d) The Executive Council shall consider the names recommended by the Academic Council and give assent to confer the Degrees, Diplomas, Certificates, Honorary Degrees and other Academic Distinctions on the persons duly qualified for the same and in accordance with such assent of the Executive Council, the Degrees, Diplomas, Certificates, Honorary Degrees and other Academic Distinctions shall be conferred on the candidates.
- (e) No degrees, diplomas, certificates and academic distinctions shall be conferred unless the same has been specified by the University Grants Commission and instituted by the University in accordance with the provisions of the Act. Such degrees, diplomas, certificates and academic distinctions shall be prescribed by the Ordinance.
- (f) The university shall notify a programme of the convocation at least 30 days before the date of convocation fixed.
- (g) The ceremony of Convocation shall be conducted as per the provisions made in the ordinance.
- (h) The University may assign affiliated colleges/recognized institutions to hold graduation ceremony for their students on its behalf, on the date so fixed, for the purpose of distribution of degrees.

Provided that such graduation ceremony shall be held within one month after the convocation is held by the University.

- (i) Such affiliated colleges/recognized institutions shall follow the directions given by the University in this regard and hold the graduation ceremony as per the schedule and protocol fixed.

S19.2 Convocation Ceremony

At the convocation, Dean of each Faculty, or in his absence, a member of the Faculty, nominated by the Vice-Chancellor, shall present the candidates who have sought admissions to respective Degrees, Diplomas, or Certificates.

S19.3 Degrees at the Convocation

On recommendation of the Academic Council, the Executive Council shall institute and confer the following Degrees at the Convocation.

(A) Faculty of Engineering and Technology

(1) Doctor of Philosophy(Ph.D.) in

Automobile Engineering
 Biochemical Engineering
 Biotechnology
 Biomedical Engineering
 Chemical Engineering
 Civil Engineering
 Computer Science
 Computer Engineering
 Electrical Engineering
 Electronics Engineering
 Electronics and Instrumentation Engineering
 Electronics and Telecommunication Engineering
 Environmental Engineering
 Information Technology
 Instrumentation Engineering
 Mechanical Engineering
 Petrochemical Engineering
 Polymer Engineering
 Production Engineering
 Telecommunication Engineering

Thermal Power Engineering

(2) Master of Technology (M.Tech.)

Automobile Engineering

Biochemical Engineering

Biotechnology

Biomedical Engineering

Chemical Engineering

Civil Engineering

Computer Science

Computer Engineering

Electrical Engineering

Electronics Engineering

Electronics and Instrumentation Engineering

Electronics and Telecommunication Engineering

Environmental Engineering

Information Technology

Instrumentation Engineering

Mechanical Engineering

Petrochemical Engineering

Polymer Engineering

Production Engineering

Telecommunication Engineering

(3) Bachelor of Technology(B.Tech.) in

Automobile Engineering

Biochemical Engineering

Biotechnology

Biomedical Engineering

Chemical Engineering

Civil Engineering

Computer Science

Computer Engineering

Electrical Engineering

Electronics Engineering

Electronics and Instrumentation Engineering
Electronics and Telecommunication Engineering
Environmental Engineering
Information Technology
Instrumentation Engineering
Mechanical Engineering
Petrochemical Engineering
Polymer Engineering
Production Engineering
Telecommunication Engineering

(B) Faculty of Pharmacy

- (1) Doctor of Philosophy (Ph.D.) in
Pharmacy
- (2) Master of Pharmacy (M.Pharm.) in
Pharmacy
- (3) Bachelor of Pharmacy (B.Pharm.) in
Pharmacy

(C) Faculty of Architecture

- (1) Doctor of Philosophy in (Ph.D.) in
Architecture
- (2) Master of Architecture(M.Arch.) in
Architecture
- (3) Bachelor of Architecture (B.Arch.) in
Architecture

(D) Faculty of Hotel Management and Catering Technology

- (1) Doctor of Philosophy (Ph.D.) in
Hotel Management and Catering Technology
- (2) Master of Hotel Management and Catering Technology(M.HMCT.) in
Hotel Management and Catering Technology

- (3) Bachelor of Hotel Management and Catering Technology (B.HMCT.) in
Hotel Management and Catering Technology

(E) Faculty of Sciences

- (1) Doctor of Philosophy(Ph.D.) in
Chemistry
Physics
Mathematics

(F) Faculty of Humanities

- (1) Doctor of Philosophy (Ph.D.) in
English

(G) Faculty of Vocational Training (B.Voc.) in

- (1) Bachelor of Vocation (B.Voc.) in
Software Development
Production Technology
Industrial Tool Manufacturing
Electronics Manufacturing Services
Industrial Tool Manufacturing
Automotive Manufacturing Technology
Refrigeration and Air Conditioning

CHAPTER TWENTY

MISCELLANEOUS

S20.1 Institution of Awards, Medals, Prizes, Fellowships and Scholarships

- (1) The University, depending on its financial conditions, may offer fellowships, scholarships, free studentships to eligible candidates
- (2) The Criteria and Procedure of award of Scholarships shall be as per corresponding ordinances.
- (3) The University shall institute medals, and prizes for the students for exemplary performance to students in Academics, Sports, NCC, NSS, co-curricular and extracurricular activities
- (4) The Criteria and Procedure of award of Medals and prizes shall be as per corresponding ordinances.
- (5) The University shall accept donations and financial support to support the scholarships, medals and prizes to the students, staff, faculty members, alumni and other stake holders of the University.
- (6) The University shall form Committees for award of Scholarship and medals and prizes as prescribed in corresponding ordinances.

S20.2 Honorary Degrees and Academic Distinctions (*Section 66 of the Act*)

- (1) Doctor of Science (D.Sc.) *Honorius Causa* may be conferred upon persons or proven exceptional merit.
- (2) The University may confer not more than two honorary degrees on academic distinctions per year, in the fields of Science, Technology, Engineering, Pharmacy, Architecture, and Social service.
- (3) The Honorary Degrees and Academic Distinctions are conferred on suitable persons without undergoing any test or examination, on the ground solely that he/she by reason of his/her eminent position, attainments and public service, is a fit and proper person to receive such a degree or other academic distinction..
- (4) The honorary degrees and academic distinctions shall be conferred at the convocation of the University.
- (5) An Honorary Degree or Academic Distinction shall not be considered as an academic qualification.

S20.3 Eligibility for Honorary Degree

(1) The following persons shall be considered eligible for conferment of Honorary Degrees and Academic Distinctions

(i) Nobel Laureates.

(ii) Padma Awardees.

(iii) Persons of distinguished merit who have made outstanding contributions in the sphere of their activities as evidenced by their individual standing and stature, eminence of their personality, and impact of their contribution on the society.

(iv) Distinguished scholars of international recognition/reputation who have put in highest quality research work as demonstrated by high quality publications, very high citations for research work done (excluding self-citations and services/monograph citations), H-index, large number of patents exploited, etc.

S20.4 Procedure for the conferment of Honorary Degrees and Academic Distinctions

(under Section 66 of the Act)

- (1) There shall be a Standing Committee constituted by Academic Council of four eminent persons who are senior professors from the University, senior professors/scientists from Institutes of National Importance, which would invite and receive nominations for such awards from distinguished persons, public institutions and Academic bodies of the University.
- (2) The Professors of the University, the Heads of the University Departments, the Executive Council members, and the Academic council members may send recommendations along with the required details to the Vice Chancellor, throughout the year.
- (3) The persons nominated should not belong to any of the nominating institutions.
- (4) The Standing Committee appointed by the Academic Council shall examine such nominations and forward their recommendations for considerations of the Academic Council
- (5) The Academic Council shall evaluate the recommendations and make specific recommendations to the Vice-Chancellor of suitable names for the award of Honorary Degrees and Academic Distinctions.
- (6) The Vice-Chancellor shall put up the recommendation to the Executive Council,

- (7) The Executive council may consider and decide the conferment of an Honorary Degrees and Academic Distinctions and such recommendation shall be deemed to have been duly passed if supported by a majority of not less than two-thirds of the members present at the meeting of the Executive Council, being not less than one-half of the total membership.
- (8) The Executive Council shall recommend the proposal to the Chancellor for approval for conferment of the Honorary Degrees.
- (9) The Vice-Chancellor shall obtain approval of the Chancellor to the name(s) recommended.

S20.5 Acceptance and management of any property, legacy, endowment, donation, bequest or gift*(Under Sections 29(1)(xviii) and 8(31) of the Act)*

- (1) The University may accept any legacy, endowment, donation, bequest, gift, or any movable or immovable property for the purpose of education and research or otherwise in furtherance of the objects of the University, on conditions which are mutually acceptable to both the parties concerned.
- (2) The University may act as trustees or managers for any property, legacy, endowment, bequest for the purpose of education and research or otherwise in furtherance of the objects of the University.
- (3) For each such case the Registrar shall receive the request from the interested party and submit the proposal to the Executive Council.
- (4) The Executive Council discuss the proposal and decide about the acceptance of the offer and stipulate appropriate conditions, if any, for the acceptance; or reject the offer.
- (5) After the approval of the Executive Council, the Registrar shall sign the deed or Memorandum of Understanding on behalf of the University.
- (6) The University shall not accept any legacy, endowment, donation, bequest, gift, or transfer of any movable or immovable property from any person with conditions not in line with objects of the University.
- (7) Wherever necessary suitable rules shall be made to operate endowments and trusts.
- (8) Once such legacy, endowment, donation, bequest, gift, or any movable or immovable property is accepted and acquired by the University, the donor party at no time can request to refund the money or property given and terminate the associated activities; unless otherwise stipulated in the agreement.

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

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

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

S20.6 Annual Report of the University (*under Section 92 of the Act*)

- (1) The annual report of the University shall be prepared under the direction of the Executive Council, on or before such date as may be prescribed. The format shall be approved by the Executive Council .
- (2) The University shall publish its Annual report in English and Marathi within four months of conclusion of Academic Year giving salient features of the progress of the University.
- (3) The Registrar shall appoint a Committee of five members from the University to collate the information from Directors of Regional Centres, Jt. Directors of SubCentres, Heads of Departments at the Main Centres, Finance Officer, Director of Academics, Examination and Evaluation, Sectional Heads and Directors of different Boards at the University.
- (4) The Committee shall submit the draft report to the Registrar before 15th September and initiate the process of printing the report.
- (5) The final draft shall be presented to members of the Executive Council by 30th October.
- (6) The Printed copies of the report shall be made available to the State Government before the winter session of the Assembly in December

S20.7 Establishment and Maintenance of Hostels(*under Section 8(20), 41(c), 41(g), of the Act*)

- (1) The University shall strive to provide accommodation to all students, research scholars and research fellows in the Hostels built by the University for the purpose.
- (2) The University shall establish separate hostels for boys and girls at its campuses.
- (3) A student pursuing his studies in the University may reside in hostel, owned and maintained by the University during the studentship of the academic programme.
- (4) Every resident in the Hostels shall conform to rules laid clown by the Executive Council for the purpose.
- (5) The information regarding hostels shall be provided on the University website as well as in the prospectus of academic programmes.
- (6) Hostel shall have the following infrastructure and facilities, namely:-

- (a) hostel rooms with an adequate furniture;
 - (b) sufficient toilet and bathroom facilities with wash basins on each floor of the students' hostel;
 - (c) visitor's room with comfortable seating, lighting and toilet facilities.
- (7) The University shall provide the facility of mess and dining hall for the students staying in the hostels, with adequate tables, chairs, water coolers, refrigerators and heating facilities. Hand washing facilities shall be provided in the mess.
 - (8) Allotment of the rooms in the hostel to the students shall be made as per the regulations prescribed by the University in that regard.
 - (9) The University shall engage adequate staff for each hostel, such as warden, sweeper, gardener, security guards, etc.
 - (10) The University shall frame necessary regulations to ensure that the hostel property is protected, students staying in the hostel are comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates.
 - (11) The University shall take all necessary measures to prohibit ragging in any form in the hostel and shall take appropriate action against the student found guilty of ragging.
 - (12) For each Hall of Residence there shall be a Rector and such number of Assistant Rectors and other staff as may be determined by the Executive Council from time to time.
 - (13) The offices of Rector and Assistant Rector shall be held by the members of the Academic Staff of the University. The appointments shall be made by the Registrar.
 - (14) Rectors and Assistant rectors shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition, they shall be paid an allowance provided that in case a Professor is appointed as Warden, he shall not be entitled to receive any allowance.
 - (15) The management of the Hostels shall be in accordance with the rules laid down by the Executive Council.

S20.8 Residential Accommodation for Staff (Section 8(20) of the Act)

- (1) An employee of the University may be allotted an unfurnished house within the campus of the University for residential use, if available, in which he shall be required to reside, subject to such conditions as may be laid down by the Executive Council
- (2) (a) An employee of the University who has been allotted house for residential use shall be charged licence fee at a rate prescribed by the Government, time to time.

- (b) In addition to the licence fee, charges for water, electricity and any other service rendered shall be recovered from an employee at such rates as may be determined by the Director from time to time and in the case of Vice-Chancellor, by the Executive Council.
- (3) The Executive Council may allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the University.

Explanation: - For the purpose of this Statute the expression "allot" means to grant a licence to an employee of the University to occupy a house or a portion thereof, owned or leased by the Institute, for use by him as residence.