

THE SCHEDULE
(See section 26)
THE STATUTES OF THE UNIVERSITY

The Chancellor

- 1.(1) The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country.

Provided that if the Visitor does not approve of any of the persons so recommended he may call for fresh recommendations from the Executive Council.

- (2) The Chancellor shall hold office for a term of three years and shall be eligible for re-appointment:

Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until his successor enters upon his office.

The Vice-Chancellor

- 2.(1) The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a Committee as constituted under clause (2):

Provided that if the Visitor does not approve of any of the persons included in the panel, he may call for a fresh panel.

- (2) The Committee referred to in clause (1), shall consist of three persons, none of whom shall be an employee of the University or an institution associated with the University, or a member of the Executive Council or Academic Council or of any other authority of the University. Out of the three persons, two shall be nominated by the Executive Council and one by the Visitor and the nominee of the Visitor shall be the convener of the Committee.

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

- (4)♦ The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office, and shall, on the expiration of his term of office, be eligible for re-appointment in that office for a second term.

Provided that the Visitor may direct any Vice-Chancellor after his term has expired, to continue in office for such period, not exceeding a total period of one

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year as may be specified by him all till his successor is appointed and enters upon his office, which ever is earlier

(5) Notwithstanding anything contained in clause (4) a person appointed as Vice-Chancellor shall, if he attains the age of seventy years during the term of his office or any extension thereof, retire from office.

(6) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows: -

(i) The Vice-Chancellor shall be paid a monthly salary and allowances other than house rent allowance at the rates fixed by the Central Government from time to time:

Provided that if he assumes office after retiring on superannuation from a pensionable post, his salary and allowance shall be reduced by the gross amount of his pension prior to commutation or the payment of pension shall be held in abeyance until he relinquishes office;

Provided further that if he assumes office after retiring on superannuation from a non-pensionable post, his salary and allowances shall be reduced by the gross amount equivalent of retirement benefits availed of by him on superannuation;

Provided also that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

(ii) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Executive Council.

(iii) The Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half yearly instalments of fifteen days each on the 1st day of January and July every year:

Provided that if the Vice-Chancellor assumes or relinquishes charge of the office of the Vice-Chancellor during the currency of a half year the leave shall be credited proportionately at the rate of two and-a-half days for each completed month of service.

(iv) In addition to the leave referred to in sub-clause (iii), the Vice-Chancellor shall also be entitled to half pay leave at the rate of twenty days for each completed year of service. This half pay leave may also be availed of as commuted leave on full pay on medical certificate. When commuted leave

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is availed, twice the amount of half pay leave shall be debited against half pay leave due.

- (v) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time.
- (7) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior-most professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor attends to the duties of his office as the case may be.

Powers and duties of the Vice-Chancellor

- 3. (1) The Vice-Chancellor shall be *ex officio* Chairman of the Executive Council, the Academic Council, Finance Committee and shall in the absence of the Chancellor preside at the convocations held for conferring degrees.
- (2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed, and he shall have all the powers necessary to ensure such observance.
- (4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.
- (5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons or person as he deems fit.
- (6) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Executive Council, the Academic Council and the Finance Committee.

Pro-Vice-Chancellor

- 4. (1) The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either

appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council:

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of the Pro-Vice-Chancellor in addition to his own duties as a Professor.

- (2) The term of Office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment:

Provided further that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of Sixty-five years.

- (3) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be prescribed by the Executive Council from time to time.
- (4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

Registrar

5. (1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.
- (2) He shall be appointed for a term of five years and shall be eligible for re-appointment.
- * (3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Registrar shall retire on attaining the age of sixty two years:

- (4) When the Office of the Registrar is vacant or when the Registrar is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

* Letter No. F.27-3/2006-Desk-U dated 13th October 2006 from Department of Higher Education, Ministry of Human Resource Development, Government of India.

- (5) (a) The Registrar shall have power to take disciplinary action against such of the employees, other than teachers and academic staff, as may be specified in the Ordinances, to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).
- (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (6) The Registrar shall be *ex officio* secretary of the Executive Council, the Academic Council and the Boards of Studies, but shall not be deemed to be a member of any of these authorities and he shall be *ex officio* Member-Secretary of the Court.

- (7) It shall be the duty of the Registrar:-

- (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charges;
- (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Boards of Studies and of any Committees appointed by those authorities;
- (c) to keep the minutes of all the meeting of the Executive Council, the Academic Council and of any Committees appointed by those authorities;
- (d) to conduct the official correspondence of the Executive Council and the Academic Council;
- (e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances;
- (f) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued; and the minutes of such meetings;
- (g) to represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his representative for the purpose; and
- (h) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

The Finance Officer

6. (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (2) He shall be appointed for a term of five years and shall be eligible for re-appointment.
- * (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time:

Provided that a Finance Officer shall retire on attaining the age of sixty two years:
- (4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (5) The Finance Officer shall be *ex officio* Secretary of the Finance Committee, but shall not be deemed to be a Member of such Committee.
- (6) The Finance Officer shall:-
 - (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
- (7) Subject to the control of the Executive Council, the Finance Officer shall:-
 - (a) hold and manage the property and investments of the University including trust and endowed property;
 - (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balances and on the state of investment;

* Letter No. F.27-3/2006-Desk-U dated 13th October 2006 from Department of Higher Education, Ministry of Human Resource Development, Government of India.

- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories and Institutions maintained by the University;
 - (g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - (h) call for from any office, Centre, Laboratory or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- (8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Deans of Schools of Studies

7. (1)* Every Dean of a School of Studies shall be appointed by the Vice-Chancellor from among the Professors in the School for a period of three years and he shall be eligible for re-appointment:

Provided that a Dean on attaining the age of sixty five years shall cease to hold office as such.

Provided further that if at any time there is no Dean in a School the Vice-Chancellor, Pro-Vice-Chancellor or a Dean authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School.

- (2) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.

* Letter No. F.27-1/2008-Desk (U) dated 3rd November 2008 from Department of Higher Education, Ministry of Human Resource Development, Government of India.

- (4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof..

Heads of Departments

8. (1) In the case of Departments which have more than one Professor the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors.

- (2) In the case of Departments where there is no Professor or there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Head of the Department:

Provided that it shall be open to a Professor or Reader to decline the offer of appointment as the Head of the Department.

- (3) A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for re-appointment.
- (4) A Head of a Department may resign his office at any time during his tenure of office.
- (5) A Head of a Department shall perform such duties as may be prescribed by the Ordinances.

Proctor

9. (1) The Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

- (2) The Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

Librarian

10. (1) The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

- (2) The Librarian shall exercise such powers and perform such duties and shall have such emoluments, terms and conditions of service as may be prescribed by the Executive Council.

The Court

11. Ten members of the Court shall form a quorum for a meeting of the Court.

The Executive Council

12. Five members of the Executive Council shall form a quorum for a meeting of the Executive Council.

Powers and functions of the Executive Council

13. (1) The Executive Council shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

- (2) Subject to the provisions of this Act, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:-

- (i) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff and Principals of Institutions maintained by the University:

Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers and academic staff otherwise than after consideration of the recommendations of the Academic Council;

- (ii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, and Principals of the Institutions maintained by the University on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- (iii) to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;
- (iv) to grant leave of absence to any officer of the University, other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;
- (v) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- (vi) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;

- (vii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
- (viii) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;
- (ix) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (x) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xi) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xii) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;
- (xiii) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;
- (xiv) to select a common seal for the University and provide for the custody and use of such seal;
- (xv) to make such special arrangements as may be necessary for the residence and discipline of women students;
- (xvi) to delegate any of its powers to the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans, the Registrar or the Finance Officer or such other employee or authority of the University or to a committee appointed by it as it may deem fit;
- (xvii) to institute fellowships, scholarships, studentships, medals and prizes;
- (xviii) to provide for inviting Writer in Residence and determine the terms and conditions of such invitations;
- (xix) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments; and
- (xx) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or the Statutes.

The Academic Council

- *14. (1). The Academic Council shall consist of the following members namely:
- i. The Vice-Chancellor
 - ii. The Pro-Vice Chancellor
 - iii. Deans of Schools of Studies
 - iv. Directors of Directorates
 - v. Heads of teaching Departments
 - vi. All Professors (except those who are Deans of Schools of Studies & Heads of the Departments)
 - vii. One Reader who is not Head of Teaching Department by rotation according to seniority to be appointed by the Vice-Chancellor
 - viii. One Academic staff equivalent to Reader's grade by rotation according to seniority to be appointed by the Vice-Chancellor
 - ix. One Lecturer by rotation according to seniority to be appointed by the Vice-Chancellor
 - x. One Academic staff equivalent to Lecturer's grade by rotation according to seniority to be appointed by the Vice-Chancellor
 - xi. Librarian
 - xii. Six persons not in the service of the University co-opted by the Academic Council for their special knowledge in educational progress and development
- (2). All members of the Academic council, other than the ex-officio members, shall hold office for a term of three years
- (3). Ten members of the Academic Council shall form quorum for a meeting of the Academic Council.

Powers and functions of the Academic Council

15. Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:-
- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, co-ordinating teaching among the Institutions and evaluation of research or improvement in academic standards;
 - (b) to bring about inter-School co-ordination, to establish or appoint committees or boards, for taking up projects on an inter-School basis;

* Letter No. F.27-5/2004-Desk-(U) dated 7th March 2005 from Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India.

- (c) to consider matters of general academic interest either on its own initiative or on a reference by a School or the Executive Council and to take appropriate action thereon; and
- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

Schools of Studies and Departments

16.(1) The University shall have such Schools of Studies as may be specified in the Statutes.

- (2) Every School shall have a School Board and the members of the first School Board shall be nominated by the Executive Council and shall hold office for a period of three years.
- (3) The powers and functions of a School Board shall be prescribed by the Ordinances.
- (4) The conduct of the meetings of a School Board and the quorum required for such meetings shall be prescribed by the Ordinances.
- (5) (a) Each School shall consist of such Departments as may be assigned to it by the Ordinances:

Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.

- (b) Each Department shall consist of the following members, namely:-
 - i) Teachers of the Department;
 - ii) Persons conducting research in the Department;
 - iii) Dean of the School;
 - iv) Honorary Professors, if any, attached to the Department; and
 - v) such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

Board of Studies

17. (1) Each Department shall have a Board of Studies.

- (2) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the Ordinances.

(3) Subject to the overall control and supervision of the Academic Council, the functions of the Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances: -

- a) Courses of studies and appointment of examiners for post-graduate courses, but excluding research degrees;
- b) appointment of supervisors of research; and
- c) measures for the improvement of the standard of post-graduate teaching and research;

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of the Act, be performed by the Department.

Finance Committee

18. (1) The Finance Committee shall consist of the following members, namely:-

- (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) three persons nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and
 - (iv) three persons nominated by the Visitor.
- (2) Five members of Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (3) All the members of the Finance Committee, other than *ex-officio* members, shall hold office for a term of three years.
- (4) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure.
- (5) All proposals relating to creation of post, and those items which have not been included in the Budget, should be examined by the Finance Committee for consideration and comments and thereafter submitted to the Executive Council.
- (6) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.

- (7) The Finance Committee shall recommend limits for the, total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

Selection Committees

19. (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professors, Readers, Lecturer, Registrar, Finance Officer, Librarian and Principals of the institutions maintained by the University.

- (2) The Selection Committee for appointment to the posts specified in column 1 of the Table below shall consist of the Vice-Chancellor, Pro-Vice-Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in column 2 of the said Table: -

TABLE

1	2
Professor	i) The Dean of the School concerned. ii) The Head of the Department Concerned if he is a professor. iii) Three persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Professor will be concerned.
Reader/Lecturer	i) The Dean of the School concerned ii) The Head of the Department concerned. iii) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Reader or a Lecturer will be concerned.
Registrar/ Finance Officer	i) Two members of the Executive Council nominated by it. ii) One person not in the service of the University nominated by the Executive Council.
Librarian	i) Two persons not in the service of the University, who have special knowledge of the subject of the Library Science/ Library Administration to be nominated by the Executive Council. ii) One person not in the service of the University, nominated by the Executive Council.
Head of the Institutions maintained by the University	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of, or interest in, a subject in which instruction is being provided by the institution.

- Note: 1. Where the appointment is being made for an inter-disciplinary project, the head of the project shall be deemed to be the Head of the Department concerned.
2. The professors to be nominated shall be Professor concerned with the speciality for which the selection is being made and that the Vice-Chancellor shall consult the Head of the Department and the Dean of the School before nominating the Professor.
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- (3) The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor shall preside the meetings of a Selection Committee:

Provided that the meetings of the Selection Committee shall be fixed after prior consultation with and subject to the convenience of, Visitor's nominee and the persons nominated by the Executive Council under clause (2):

Provided further that the proceedings of Selection Committee shall not be valid unless: -

- a) Where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
- b) Where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.
- (4) The meeting of a Selection Committee shall be convened by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor.
- (5) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.
- (6) If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.
- (7) Appointments to temporary posts shall be made in the manner indicated below:-
- i) If the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:
- Provided that if the Vice-Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.
- ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection

Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor:

Provided further that in case sudden vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.

- iii) No teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.

Special mode of appointment

- 20.(1) Notwithstanding anything contained in Statute 19, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor or Reader or any other academic post in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.
- (2) The Executive Council may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.

Appointment for a fixed tenure

- 21. The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 19 for a fixed tenure on such terms and conditions as it deems fit.

Committees

- 22.(1) Any authority of the University may appoint as many standing or special Committees as it may deem fit, and may appoint to such Committees persons who are not members of such authority.
- (2) Any such Committee appointed under clause (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing.

Terms and conditions of service and code of conduct of the teachers, etc.

- *23. (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the notification of the UGC and as amended from time to time and also as specified in the Statutes, Ordinances and the Regulations of the University.
- (2) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.
- (3) A copy of every contract referred to in clause (2) shall be deposited with the Registrar.
- (4) **The age of superannuation for all the persons who were holding teaching positions on regular employment against sanctioned post as on 15.03.2007 would be 65 years and thereafter no extension in the service would be given. However, it will be open to the university to re-employ a superannuated teacher upto the age of 70 years.

Terms and conditions of service and code of conduct of other employees

24. All the employees of the University, other than the teachers and other academic staff of the University, shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

Seniority list

- 25.(1) Whenever, in accordance with the Statutes, any person is to hold an Office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade, and in accordance with such other principles as the Executive Council may, from time to time, frame.
- (2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provision of clause (1).
- (3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

* Letter No. F.27-3/2006-Desk-U dated 13th October 2006 from Department of Higher Education, Ministry of Human Resource Development, Government of India

** Letter No. F.27-5/2007-Desk-(U) dated 12th June 2007 from Department of Higher Education, Ministry of Human Resource Development, Government of India

Removal of employees of the University

26.(1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee, may, by order in writing, place such teacher, member of the academic staff or other employee, as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

- (2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff or as the case may be, other employee on ground of misconduct.
- (3) Save as aforesaid, the Executive Council or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months notice or on payment of three months salary in lieu thereof.
- (4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him
- (5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:

Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

- (6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign:-
 - (a) if he is a permanent employee, only after giving three months notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three months salary in lieu thereof.
 - (b) if he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be.

Honorary degrees

27.(1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may, on its own motion, make such proposals.

(2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.

Withdrawal of degrees etc.

28. The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

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

Maintenance of discipline among students of the University

29.(1) All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.

(2) The Vice-Chancellor may delegate all or any of his powers as he deems proper to a Proctor and to such other officers as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in a Institution or a Department of the University for stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.

- (4) The Heads of Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Institutions, Schools and teaching Departments in the University as may be necessary for the proper conduct of such Institutions, Schools and teaching Departments in the University.
- (5) Without prejudice to the powers of the Vice-Chancellor, and other persons specified in clause (4), detailed rules of discipline and proper conduct shall be made by the University. The principals of Institutions, Deans of Schools of Studies and heads of teaching Departments in the University may also make the supplementary rules as they deem necessary for the aforesaid purposes.

Convocations

30. Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

Acting Chairman of meetings

31. Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

Resignation

32. Any member, other than an *ex-officio* member, of the Court, the Executive Council, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

Disqualifications

33. (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University:-
 - i) if he is of unsound mind;
 - ii) if he is an un-discharged insolvent;
 - iii) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.
- (2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred to the Visitor and his decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

Residence condition for membership and office

34. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

Membership of authorities by virtue of membership of other bodies

35. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Ordinances how made

- 36.(1) The first Ordinances made under sub-section (2) of section 27 may be amended, repealed or added to at any time by the Executive Council in the manner specified below.
- (2) No Ordinances in respect of the matters enumerated in section 27, other than the one enumerated in clause (m) of sub-section (1) thereof, shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.
- (3) The Executive Council shall not have power to amend any draft of any Ordinance proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part together with any amendment, which the Executive Council may suggest.
- (4) Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.
- (5) Every Ordinance made by the Executive Council shall come into effect immediately.
- (6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption. The Visitor shall have the power to direct the University within four weeks of the receipt of the Ordinance to suspend the operation for any such Ordinance and he shall, as soon as possible, inform the Executive Council about his objection to the proposed Ordinance. The Visitor may, after receiving the comments of the University, either withdraw the order suspending the Ordinance or disallow the Ordinance and his decision shall be final.

Regulations

- 37.(1) The authorities of the University may make Regulations consistent with the Act, the Statutes and the Ordinances for the following matters, namely:-
- i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
 - ii) providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations;
 - iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by the Act, the Statutes or the Ordinances.
- (2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceeding of meetings.
- (3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.

Delegation of powers

38. Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.
- 39 The University shall have presently the following Schools, Departments and Centers namely:

Schools of Studies:

1. School of Languages, Linguistics & Indology¹
2. School of Commerce and Business Management¹
3. School of Journalism and Mass communication¹
4. School of Arts and Social Sciences²
5. School of Sciences²
6. School of Education and Training²

1. Letter no. F. 27-7/98 Desk- (U) dated 20.07.1999 from the Department of Education, Ministry of Human resource Development, Government of India

2. Letter no. F. 27-4/2005 Desk- (U) dated 13.10.2006 from the Department of Higher Education, Ministry of Human resource Development, Government of India

Departments:

1. Department of Urdu¹
2. Department of English¹
3. Department of Hindi¹
4. Department Management¹ & Commerce³
5. Department of Mass Communication¹ & Journalism³
6. Department of Education and Training²
7. Department of Translation²
8. Department of Women Education²
9. Department of Distance Education²
10. Department of Political Science & Public Administration³
11. Department of Sociology and Social Work³
12. Department of Computer Sciences & Information Technology³
13. Department of Arabic⁵
14. Department of Persian⁵

Directorates:

1. Directorate of Women Education¹
2. Directorate of Distance Education¹

Regional centers:

1. Regional center, Delhi¹
2. Regional center, Patna¹
3. Regional center, Bangalore¹
4. Regional center, Bhopal²
5. Regional center, Darbhanga²
6. Regional center, Srinagar³
7. Regional center, Mumbai³
8. Regional center, Kolkata³
9. Regional center, Ranchi⁴

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1. Letter no. F. 27-7/98 Desk- (U) dated 20.07.1999 from the Department of Education, Ministry of Human resource Development, Government of India
 2. Letter no. F. 27-4/2005 Desk- (U) dated 07.11.2005 from the Department of Secondary and Higher Education, Ministry of Human resource Development, Government of India
 3. Letter no. F. 27-4/2005 Desk- (U) dated 13.10.2006 from the Department of Higher Education, Ministry of Human resource Development, Government of India
 4. Letter no. F. 27-4/2005 Desk- (U) dated 05.09.2007 from the Department of Higher Education, Ministry of Human resource Development, Government of India
 5. Letter no. F. 27-4/2005 Desk- (U) dated 12.11.2007 from the Department of Higher Education, Ministry of Human resource Development, Government of India

40*. Amendment to the Statute 12:

- (1) The Executive Council shall consist of the following members, namely:
 - (i). Vice-Chancellor
 - (ii). Pro-Vice Chancellor
 - (iii). Four members from among Deans of Schools of Studies, by rotation according to seniority, to be appointed by the Vice-Chancellor;
 - (iv). One Professor who is not a Dean by rotation according to seniority, to be appointed by the Vice-Chancellor;
 - (v). One Reader, by rotation according to seniority, to be appointed by the Vice-Chancellor
 - (vi). One Lecturer, by rotation according to seniority, to be appointed by the Vice-Chancellor
 - (vii). Two members of the Court, none of whom shall be an employee or a student of the University or an Institution recognized by or associated with the University, to be nominated by the Visitor; and
 - (viii). Four persons of distinction in academic and public life, to be nominated by the Visitor;
 - (ix)** Directors of Women Education and Distance Education to be appointed by the Vice-Chancellor
- (2). All the members of the Executive Council, other than the Vice-Chancellor and Pro-Vice Chancellor, shall hold office for a term of three.
- (3). Five members of the Executive Council shall form a quorum for a meeting of the Executive Council.
- (4). If any members of the Executive Council consequent on becoming a Member of Parliament (Lok/Rajya Sabha) is inducted into the cabinet in the capacity of either the Union Minister/Minister of State/Deputy Minister or Speaker/Deputy Speaker, Lok Sabha or Deputy Chairman, Rajya Sabha, his or her nomination/election to the Executive Council of the University shall be deemed to have been terminated.

* Letter No. F.27-8/2001-Desk (U), dated 14.01.2002 from the Department of Secondary and higher Education, Ministry of Human Resource Development, Government of India

** Letter no. F. 27-4/2005 Desk- (U) dated 07.11.2005 from the Department of Secondary and Higher Education, Ministry of Human resource Development, Government of India