



MONAD UNIVERSITY
DRAFT MODEL FIRST STATUTES

Under clause 34 of the Uttar Pradesh Private University Act, 2019

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**CHAPTER I
PRELIMINARY**

Short title Scope and Commencement

1. (1) These Statutes may be called First statutes of the Monad University, 2019 under the Uttar Pradesh Private Universities Act, 2019.
- (2) These Statutes shall come into force with effect from the date of publication by the University either by displaying it on its website or through newspaper or by both.

Definitions

2. In these Statutes, unless the context otherwise requires:
 - (1) **“Act”** means the Uttar Pradesh Private University Act, 2019 (U.P. Act No 12 of 2019);
 - (2) **“Academic Council”** means the Academic Council of the University;
 - (3) **“Board”** means the Faculty Board, the Board of studies or the Planning Board, or any other Board of the University;
 - (4) **“Chancellor”, “Pro-Chancellor”, “Vice-Chancellor” and “Pro –Vice-Chancellor”** Means respectively the “Chancellor”, “Pro-Chancellor”, the “Vice-Chancellor” the “Pro-Vice-Chancellor” of the University appointed in accordance with the provisions of the Act, Statute, Ordinances in force at the time being ;
 - (5) **“Controller of Examinations”**, means the person who has been put in charge to conduct the examination(s) of the University;
 - (6) **"Committee"** shall mean the Admission Committee, Examination Committee, or any other Committee of the University.
 - (6) **“Degree”** means the Degree of Doctor of Letter or Doctor or Science or Doctor of Law or Doctor of Philosophy or a Master's Degree or a Bachelor's Degree or such other degrees of the University as may be approved by the Executive Council.
 - (7) **"Department"** means a University Teaching Department established by the University for the purpose of teaching and research.

- (6) **“Employee”** means any person duly appointed through appointment letter etc. by the University, and includes a teacher or any other member of the staff of the University;
- (7) **“Executive Council”** means the Executive Council of the University;
- (8) **"Finance Committee"** means the Finance Committee of the University;
- (9) **“Governing Body”** means the Governing Body of the University;
- (10) **"Ordinances"** and **"Regulations"** shall mean the Ordinances and Regulations of the University as made and amended by the Executive Council in accordance with the provisions of the Act and the Statute and as enforce at the time being.
- (11) **“Planning Board”** means the Planning Board of the University;
- (12) **"Sponsoring Body"** shall mean the Monad Edukasional Society, Delhi registered under Society Registration Act, 1860.
- (13) **"State Government"** shall mean the State Government of Uttar Pradesh.
- (13) **“University”** means the Monad University;

**Seal, Flag, Anthem, etc. of 3.
the University**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be approved by the Executive Council. The seal shall remain in the custody of the Registrar.
- (2) The University may decide to make and use such Flag, Anthem, and other symbolic or graphic expression, Abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted by the state or the central Government.

**Academic Calendar of the 4.
University**

- (1) Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines issued by the State Government and other regulatory Bodies from time to time.
- (2) The University shall publish its Academic Calendar on its website.

- (3) In case of international students, the University may follow a different admission process and Academic Calendar as maybe prescribed in the Ordinances.

CHAPTER II OFFICERS OF THE UNIVERSITY

Appointment, Powers and Functions of Chancellor

- (1) A person of eminence shall be appointed as the Chancellor by the Governing Body for a period of five years.
- (2) The Chancellor shall be selected and appointed in the Manner to be decided and prescribed by the Sponsoring Body from time to time. Provided that, the person so appointed should not be disqualified under Section 30 of the Act.
- (3) Sponsoring Body shall have the power to reappoint the Chancellor for the second or successive terms.
- (4) Subject to the provisions of the Act, the sponsoring Body shall determine the salary of the Chancellor.
- (5) The Chancellor, by virtue of his office shall be the head of the University and shall preside over the meetings of the Governing body and shall determine the date for conducting the annual meeting of the Governing body.
- (6) The Chancellor shall preside over the convocation of the University.
- (7) The Chancellor shall have power to call for any Information Or summon any document from the University for the purposes of exercising his powers and functions under the Act. After perusal of the information or documents, the chancellor shall have the power to give such directions or take such actions as may be deemed necessary and in the interest of the University.
- (8) The Chancellor, either on receipt of a representation or *suo-moto*, may conduct inspection of any college, hostel, office, examination centres or any other establishment of the University or he may delegate this power to any other officer of the University. the chancellor shall have the power to give such directions or take such actions as may be deemed necessary and in the interest of the University
- (9) The Chancellor shall have power to order an enquiry to be conducted in respect of any department, authority, body or establishment of the University, if he deems the same to be necessary. The chancellor has the right and power to give advice and directions to the

concerned department, authority, body or establishment.

- (10) The Chancellor shall have power to himself issue cheques and authorize payments on behalf of the University or he may delegate this power to any other Officer/officers or member of the Finance Committee. Notwithstanding anything under this clause, the chancellor has the right to modify or recall his order of delegation of such power.
- (11) The Chancellor may delegate, subject to such terms and Conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and have right to modify or recall his order of delegation of such power.
- (12) Notwithstanding anything contained in the statutes, the Chancellor may discharge all or any of the function of the University for the purposes of carrying out the provisions of the Act and statutes, when such officer or Authority of the University is not available.
- (13) Subject to the provisions of the Act and the Statute, the Chancellor shall appoint the Pro-chancellor and Vice-Chancellor with approval of the Governing Body.
- (14) The Chancellor may, by addressing in writing to the Pro Chancellor, resign from office of the Chancellor. The Pro-Chancellor shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its decision.
- (15) Subject to the Provisions of the Act, the Governing Body by a simple majority may order after recording reasons for doing so, the removal of the person appointed as the Chancellor, in the event the same is deemed necessary and in the interest of the University. Provide, before taking any action the chancellor shall be given opportunity to be heard.
- (16) Decisions taken by the Chancellor shall be placed before the Governing Body, for information.
- (17) The Chancellor shall be authorised to issue directions to any officer/authority of the University from time to time as necessary in the interest of the University.
- (18) If any vacancy arises in the office of the Vice Chancellor and it is not being possible to appoint a regular Vice Chancellor by following the procedure prescribed for appointing of such Vice Chancellor, the Chancellor shall have the power to appoint a person as officiating Vice Chancellor for a period of not beyond six months.

- (19) The Executive Council shall only send recommendations to state Government for the purpose of conferment of an honorary Degree after procuring confirmation/ approval from the Chancellor.
- (20) The Chancellor may by an written order suspend, amend, or modify any resolution, order, proceeding of the officer(s)and/or authority, which is in contradiction with or is not in conformity with the Act, Statute, Ordinance or Regulations. Provided that, before passing the order of suspension, amendment or modification the Chancellor shall give opportunity to show cause to the concerned the officer(s) and/ or authority.
- (21) The Chancellor shall hear and decide over any and all appeals that are preferred under Section 39 of the Act. Subject to the provisions of the Act, decision so taken by the Chancellor shall be final and binding.
- (22) The Chancellor shall also have such other powers as may be specified elsewhere in the Act or statute.

Appointment, Powers and Functions of Pro-Chancellor **6.**

- (1) The Pro-Chancellor shall be appointed in accordance with section 16 of the Act by the Chancellor with the approval of the Governing Body for a period of five years. Upon the expiry of the term of the Pro-Chancellor, he/she may be re-appointment for successive term(s).
- (2) The Pro-Chancellor shall assist the Chancellor in discharging his/her duties. Without prejudice to the generality of the forgoing, the Pro-Chancellor shall exercise such power as may be delegated to him in writing by the Chancellor and/or such other powers as may be specified elsewhere in the Act , statute or Ordinance.
- (3) The Pro-chancellor shall preside over the convocation of the University, in the absence of the Chancellor.
- (4) Subject to Section 16(5) of the Act, the sponsoring Body shall determine the salary of the Pro-Chancellor.
- (5) The Pro-Chancellor by addressing in writing to the Chancellor resign from office of the Pro-Chancellor.
- (6) Subject to the Provisions of the Act, the Chancellor with the approval of the Governing Body may after recording reasons for the same direct the removal of the person appointed as the Pro chancellor, in the event the same is deemed necessary and in the interest of the University. Provide, before taking any action the pro-chancellor shall be given opportunity to be heard.

**Appointment, Powers 7.
and Functions of Vice-Chancellor**

- (1) Subject to the Provisions of the Act, the Vice - Chancellor shall be appointed by the Chancellor after obtaining the approval of the Governing body as a whole time salaried officer of the University. The candidate to be appointed as the Vice-Chancellor shall be selected by a search Committee to be constituted by the Chancellor.
- (2) The Search Committee shall comprise of following members:
 - (a) One member nominated by the Sponsoring Body.
 - (b) One serving or retired professor from outside the University nominated by the Governing Body.
 - (c) One member nominated by the Chancellor.;
- (3) The Search Committee shall recommend a panel of three names to the Governing Body within the period stipulated by the Chancellor in his order constituting the Search Committee or as prescribed in the Ordinance.
- (4) The Governing Body shall after receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chancellor for appointment of the Vice-Chancellor. Provided, where none of the recommended names are found to be suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
- (5). The Vice chancellor shall be appointed for a period of Five years or till the time he/she attains Seventy (70) years of age, whichever is earlier. However, the on expiry of the term the Vice-Chancellor may be reappointed for subsequent term(s) by the Chancellor on the recommendation of the search committee.
- (6). The office of the Vice chancellor shall not remain vacant for any period of time, therefore in case of any vacancy for any reasons whatsoever till the time appointment is made, the Pro-vice-chancellor shall automatically officiate as the Vice chancellor.
- (7) Subject to provisions of the Act, the sponsoring Body shall determine the salary of the Vice-Chancellor.
- (8). The Vice chancellor shall be the principle academic officer and the executive officer of the University and shall exercise supervision and control over the affairs of the University. The Vice-chancellor shall also be the chairperson of the executive Council and shall execute the decisions of the executive Council and other bodies.

- (9). The Vice chancellor shall be the *ex-officio* chairperson of the Academic Council and *ex-officio* member of the Finance Committee.
- (10) Subject to the Provisions of the Act, any dispute between the University and any of its regular employees shall be referred to the Vice chancellor, who shall decide the dispute after affording an opportunity to be heard to the employee within three months from receiving the reference.
- (11) Subject to the Provisions of the Act, any dispute in respect of any temporary or ad-hoc employees shall be heard and decided by the Vice Chancellor.
- (12). The Vice Chancellor shall also have such powers as are specified under the Act or statute. Not prejudicing the forgoing, the Vice Chancellor shall have the following additional powers and functions:
 - (a) The Vice Chancellor shall be entitled to be present at and to address any meeting of any authority or any Body of the University. However, the Vice Chancellor shall not vote in such meetings, unless he/she is a member of the said authority/Body or has been specifically authorised by the Act, statute or the Ordinances;
 - (b) It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Rules, Statutes, Ordinance and Regulation of the University are duly observed.
 - (c) The Vice Chancellor shall have power to grant leave to any officer, teacher, employee or student of the University, other than the Chancellor and Pro-Chancellor and make necessary arrangements for the discharge of the functions of such person during the period of his absence. Provided that the Vice-Chancellor may delegate such power to any other officer or officers the University;
 - (d) The Vice Chancellor shall have the power to convene or cause to be convened meeting of the various bodies/committees of the University other than the sponsoring Body, finance committee, planning board and the Governing Body.
 - (e) The Vice Chancellor shall be responsible for supervising and conducting the examination of the University properly and at due time. Further the Vice Chancellor shall also ensure that the results of such examinations are published timely.
 - (f) The Vice chancellor shall be responsible for ensuring that the academic session of the University is conducted in a timely manner.

- (g) The Vice chancellor shall be responsible to give effect to the decisions and recommendations of the various bodies and authorities.
- (h) The Vice chancellor shall be responsible for ensuring that discipline is maintained in the University.
- (i) Where the matter concerned is of urgent nature, and the department/authority concerned is unable to take the appropriate action for any reasons, whatsoever, the Vice Chancellor shall take such actions as he deems fit and shall inform the concerned authority in respect to the actions taken. Provided that if the concerned authority is dissatisfied with the action taken, it may appeal to the Chancellor who shall settle the dispute.

(13) The Vice-Chancellor may by writing addressed to the Chancellor, resign his office, and his resignation shall be effective from the date of acceptance by the Governing Body.

(14) Subject to the Provisions of the Act, the Governing Body may pass a written order recording reasons for same, removing the Vice-Chancellor from his/her office, in the event the same is deemed necessary and in the interest of the University. Provide, before taking any action the vice-chancellor shall be given opportunity to be heard.

**Appointment, Powers 8.
and Functions of Pro-
Vice-Chancellor**

(1) The Vice Chancellor with the approval of the Executive Council appoint the Pro-Vice Chancellor from among the professors of the University on the advice of the Vice-Chancellor. It is therefore clarified that the discharge of duties as a Pro-Vice-Chancellor shall be in addition to and not in derogation of his/her duties as a professor of the University.

(2) The Pro-vice Chancellor shall assist the Vice chancellor in discharging his duties as and when required by the Vice Chancellor. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall discharge the day to day duties of the office of the Vice-Chancellor unless otherwise directed by the Vice-Chancellor or the Chancellor/President.

(3) The Pro vice Chancellor shall officiate as the Vice chancellor in event the Vice chancellor is on leave or has been suspended or is unable to hold office for any reason whatsoever.

(4) Subject to provisions of the Act, the sponsoring Body shall determine the salary of the Pro Vice-Chancellor.

- (4) Subject to provisions of the Act, the Pro-Vice chancellor shall hold the office for the term of Three (3) Years. However, he/she may be reappointed for subsequent term(s).
- (5) The Pro-Vice-Chancellor may by writing addressed to the Vice Chancellor, resign his office and his resignation shall be effective from the date of acceptance by the Executive Council.

**Appointment 9.
Power and
Functions of Registrar**

- (1) The Registrar shall be an whole time officer of the University and shall be appointed by the Executive Council of the University.
- (2) The qualification, term of office, conditions of service and procedure of appointing of the Registrar shall be determined by the Governing Body.
- (3) The Registrar shall have the power to authenticate records on behalf of the University.
- (4) The Registrar shall be responsible for the due custody of records and common seal of the University. have the power to authenticate records on behalf of the University.
- (5) The Power and Function of the Registrar shall be as may be determined by the Governing Body or may be provided under the Act, statute or Ordinance.
- (6) Subject to the provisions of the Act, the Registrar shall be the *ex-officio* Secretary of the Governing body, the Executive Council, Academic Council, admission Committee and every selection committee for appointment of teachers of the University.
- (7) The Registrar may by writing addressed to the Vice-Chancellor, resign his office.

**Appointment, 10.
Power and
Functions of Dean of
Schools of studies**

- (1) Dean of every school of studies shall be appointed by the Executive Council from amongst the Professor of the concerned school of studies.
- (2) The Dean shall hold the office for a term of Three (3) Years. However, he/she may be reappointed for subsequent term(s).
- (3) The Executives Council shall have power to remove the Dean if he is found guilty of any misconduct or if he fails to perform the duties of his office to the satisfaction of the Executive Council.
- (4) The Dean shall preside over all meetings of the schools and to ensure that various decisions of the board of the concerned school are implemented.

- (5) The Dean shall have a right to be present at and speak of the Board of School of Studies , however, he/she shall have no right to vote unless the dean is otherwise a member.
- (6) The Dean shall preside over all the meetings of the Schools of studies Board.
- (7) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or regulations.
- (8) The Dean may by writing addressed to the Vice-Chancellor, resign his office.

**Appointment 11 .
Power and
Functions of Dean of
Students Welfare**

- (1) Dean of student' Welfares shall be appointed by the Executive Council from amongst the teachers in accordance with the terms as prescribed under the Ordinances .
- (2) The Dean of student' Welfare shall discharge his duties as a Dean of student' Welfare in addition to and not in derogation of his/her duties as a teacher of the University.
- (3) An Associate Dean of Students Welfare shall be appointed from amongst the lady teachers of the University by the Executive Council in consultation with the Dean, student Welfare if the Dean is a male teacher .She shall look after the welfare of the girl students of the University. Likewise, if the Dean is a female teacher a male teacher shall be appointed as an Additional Dean.
- (4) The Dean of student' Welfare shall have hold the office for a term of Three (3) Years. However, he/she may be reappointed for subsequent term(s).
- (5) The Dean of the Students Welfare will help and advise the students and prospective students in regards:
 - (i) Obtaining admission to the University and its courses;
 - (ii) The choice of suitable courses and hobbies;
 - (iii) Finding living accommodation;
 - (iv) Obtaining medical advice and assistance;
 - (v) Securing scholarships, stipends, part-time employment and other pecuniary assistance; and
 - (vi) Counseling them as and when required.
- (6) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or regulations.
- (7) The Dean may by writing addressed to the Vice-Chancellor, resign his office.

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| Appointment, Power and Functions of Directors | 12. | <ul style="list-style-type: none"> (1) The Director shall be appointed by the Executive Council from amongst the Professors of the concerned School/Centre. (2) The qualification, term of office, conditions of service, Procedure of appointment of the Director and Resignation shall be determined by the Executive Council. |
| Appointment, Powers and Functions of Controller of Examinations | 13. | <ul style="list-style-type: none"> (1) The Controller of Examination shall be appointed by the Executive Council. (2) The Controller of Examination shall be the principal officer responsible for conducting examinations and tests in the University and the subsequent declaration of results. (3) The Controller of Examination shall report to and shall act under the superintendence, direction and guidance of the Academic Council. (4) The qualification, term of office, conditions of service, procedure of appointment, the roles & function of the Controller of Examinations, manner of vacancy of office shall be determined by the Executive Council. |
| Appointment, Power and Functions of Chief Proctor | 14. | <ul style="list-style-type: none"> (1) The Chief Proctor shall be appointed by the Executive Council. (2) The Chief Proctor shall assist the Vice-Chancellor in maintaining discipline among the students of the University. (3) The Vice-Chancellor may nominate as many Deputy Proctors and Assistant Proctors as he deems proper to assist the Chief Proctor. (4) The Chief Proctor shall hold the office for a term of Three (3) Years. However, he/she may be reappointed for subsequent term(s). (5) The chief Proctor may by writing addressed to the Vice-Chancellor, resign his office. |
| Appointment, Powers and Functions of Finance Officer | 15. | <ul style="list-style-type: none"> (1) The Finance Officer shall be appointed by the Executive Council of the University on the advice of the Governing body. (2) The qualification, term of office, condition of service, procedure of appointment of the Finance Officer and the manner of vacation of office shall be determined by the Governing Body. |

- (3) The power and functions of the Finance Officer shall be as may be determined by the Governing Body from time to time.
- (4) The Finance officer shall be the *ex-officio* secretary of the Finance Committee.

**Appointment, 16.
Powers and
Functions of Head of
Department.**

- (1) Head of Department shall be appointed by the Executive Council from amongst the Professors of the concerned Department.
- (2) The Executive Council shall have power to remove the Head, if he is found guilty of any misconduct or if he fails to perform the duties of his office.
- (3) The Head of Department shall preside over the meeting of the Board of Studies.
- (4) The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations.

**Appointment, Powers 17.
and Functions of
Chief Administrative Officer**

- (1) The Chief Administrative Officer shall be appointed by the Executive Council on the direction and/or advice by the Governing Body.
- (2) The qualification, term of office, condition of service, procedure of appointment of the Finance Officer and the manner of vacation of office shall be determined by the Governing Body.

**CHAPTER III
BODIES OF THE UNIVERSITY**

The Sponsoring Body 18.

- (1) The Sponsoring Body shall not mortgage the land or other assets of the university to any person other than a bank or other financial Institutions established under any law for the time being in force for any purpose other than availing loan for establishing the University or any later extension/addition/development in the existing university infrastructure
- (2) The Sponsoring Body of the university shall have power to determine the limits of the financial powers of any officer, authority, teacher or employee of the University from time to time.
- (3) The Sponsoring Body shall have power to take decision in all such matters which have not been specifically conferred on any Officer/Authority/Board of the University.

The Governing Body 19.

- (1) The Governing Body shall consist of following members;
 - (a) The Chancellor- Chairman
 - (b) The Pro-Chancellor
 - (c) The Vice-Chancellor
 - (d) One Member to be nominated by the Sponsoring Body.
 - (e) One eminent educationist to be nominated by the Sponsoring Body.
 - (f) One member from industry/corporate to be nominated by the Sponsoring Body.
 - (g) One legal expert to be nominated by the Sponsoring Body.
 - (h) One Financial expert to be nominated by the Sponsoring Body.
 - (i) Registrar as ex-officio Secretary who shall have right to speak at the meeting but not the right to vote.
 - (j) The Sponsoring body shall have the power to nominated up to six additional persons as members to the governing body.
- (2) Provided that the number of members of the Governing body shall not be less than nine and more than fifteen.
- (3) The Governing body shall meet once a year, or as and when required, on the date to be fixed by the Chancellor/President and such meeting shall be called the annual meeting of the Governing body;
- (4) The term of nominated members shall be three years or till they hold their office.
- (5) The term of office of ex-officio member shall continue so long as they hold the office by virtue of which they are members.
- (6) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final. The governing body shall have the right to review and modify nomination made by it.
- (7) Meeting of the Governing Body shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than one fourth of the total membership of the Governing body.
- (8) Decision on all issues considered in the meeting of the Governing Body shall be taken by majority votes of the member present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.

- (10) The Chancellor/President, if present, shall preside at the meeting of the Governing Body. In his absence, the Chancellor/President may nominate pro Chancellor/Vice-President or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.
- (11) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting.
- (12) Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- (13) The notice may be delivered either by hand or e-mail or to be sent by post at the address of each member as recorded in the office, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.
- (14) Agenda shall be circulated by the Registrar to the members at least 10 days before the meeting except in case of emergent meeting.
- (15) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- (16) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (17) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman and circulate to all members of the Governing Body.
- (18) The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
- (19) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he ceases not to be a member of the Governing Body unless the Chairman desires otherwise.
- (20) The Governing Body shall review from time to time, the broad policies and programmes of the University and suggest measures for the working, improvement and development of the University.

- (21) The Governing body has power to appoint Chancellor, vice -Chancellor in the university.
- (22) The Governing body has the power to consider along with the observation of executive council, thereof, the annual report, annual account, balance sheet together with audit report as submitted to it.
- (23) The Chairperson of the governing body may further provide his observation made by him to the executive council.

The Executive Council 20.

- (1) The Executive Council shall be the principal executive body of the University
- (2) The Vice-Chancellor shall be the Chairperson of the Executive Council, which shall consist of the following other members, namely :
 - (i) three members to be nominated by the Governing body;
 - (ii) two eminent educationist nominated by the Chancellor;
 - (iii) one officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh;
 - (iv) one Professor and one Associate Professor of the University in order to seniority on rotation basis for a period of one year;
 - (v) one educationist not below the rank of Associate Professor from a panel of three names to be approved by the State Government, for which the University shall submit a list of three names of eminent educationists;
 - (vi) the Registrar who shall be *ex-officio* Member Secretary;
 - (vii) the Finance Officer shall have the right to speak in and otherwise to take part in the proceedings of the executive Council but shall not be entitled to vote;
- (3) Power and Functions of the Executive Council shall be as under :
 - (i) to make and amend the Statute and Ordinances of the University;
 - (ii) to hold and control the property and funds of the University
 - (iii) to make, amend or repeal rules and regulations to carry out the provisions of the Act and the Statutes and Ordinances.
 - (iv) to acquire any movable and immovable property on behalf of the University

- (v) to approve the budget of the University
- (vi) to administer any funds placed at the disposal of the University for specific purposes;
- (vii) to institute scholarships, fellowships, bursaries, medals and other rewards in accordance with the Statutes and Ordinances;
- (viii) to appoint Registrar, auditors, officers, teachers and employees of the University and define the duties and conditions of their service;
- (ix) to fix the honorarium, emoluments, travelling and other allowances of the examiners;
- (x) to direct the form and use of the common seal of the University
- (xi) to institute, abolish or suspend any teaching post in the University for reasons to be recorded in writing;
- (xii) to regulate and enforce discipline among other members of the teaching, administrative and other staff of the University, in accordance with the Statutes and Ordinances;
- (xiii) to appoint such Committee for such purpose and with such powers as may be required for the efficient functioning of the university;
- (xiv) to manage and regulate the finances, accounts, investments property and all other administrative affairs of the University;
- (xv) to invest any money belonging to the university including endowed property;
- (xvi) to provide the buildings, premises, furniture, equipments, apparatuses and other means needed for carrying on the work of the University;
- (xvii) to enter into, vary, carry out and cancel contract on behalf of the University;
- (xviii) to regulate and determine all other matters concerning the University in accordance with the Act, the Statutes, the Ordinances and the Regulations.
- (xix) to establish/abolish faculties, departments, school, centres in the campus of the University on the advice of Academic Council.

(4) Meetings :

- (i) The Executive Council shall meet as often as maybe necessary but not less than twice during an academic year.
- (ii) Meeting of the Executive Council shall be convened by the Vice- Chancellor *suo-moto* or on a requisition signed by not less than four members of the Executive Council.
- (iii) A written notice of every meeting shall be sent by the Registrar to every member of the Executive Council at least two weeks before the

date of the meeting. The notice shall state the place, date and time of the meeting; Provided that the Chairman may call a special meeting of the Executive Council at short notice to consider urgent/special matters.

- (iv) The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.
 - (1) Agenda shall be circulated by the Registrar to the members at least one week before the meeting except in case of urgent meeting call by the Chairperson at short notice. Requests for inclusion of any item on the agenda must reach the Registrar at least 10 days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
 - (2) The ruling of the Chairman in regard to all question of procedure shall be final.
 - (3) The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Executives Council.
 - (4) The minutes of the Executive Council shall be placed before the Governing body
 - (5) If a member of the Executive Council fails to attend three Consecutive meetings without due notice, he shall cease to be a Member of the Executive Council, unless the Chairman desires otherwise.
 - (6) The Executive Council may delegate such of its powers to the Chancellor/President, Pro-Chancellor/Vice-President and Vice-Chancellor or Pro Vice-Chancellor, as it may deem appropriate. However, the decisions taken under such delegated powers shall be reported to the Executive Council in its next meeting.
- The Academic Council** 21.
- (1) The Academic Council shall consist of the following members, namely-
 - (i) The Vice- chancellor-Ex-Officio Chairman
 - (ii) The Pro-Vice-Chancellor-Ex-Officio

- (iii) All Deans-Ex-Officio
 - (iv) All Director-Ex-Officio
 - (v) All Heads of Department-Ex-Officio
 - (vi) All Professors,
 - (vii) Two Associate Professors and two Assistant Professors - Members by rotation in order of Seniority.
 - (viii) Two distinguished academicians from outside the University to be nominated as members by the Chancellor
 - (ix) The Registrar – Secretary (Ex-Officio)
- (2) The terms of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members
- (3) All members of the Academic Council other than the ex-officio members, shall hold office for a term of two years.
- (4) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act and shall co-ordinate and exercise general supervision over the academic policies of the University.
- (5) The Procedure for the meeting of the Academic Council shall be as follows:
- (a) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meeting of the Academic Council shall be convened by the Chairman either suo motu or on a requisition signed by not less than 20% members of the Academic Council.
 - (b) A Written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting: Provided that the Chairman may call a special meeting of the Academic Council at short notice to consider urgent matters.
 - (c) Agenda shall be circulated by the Registrar to the member at least one week before the meeting except the urgent meetings call by the Chairperson.
 - (d) All questions considered at the meeting of the Academic Council shall be decided by a majority of the votes of the Members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- (6) In emergency cases, the Chairman of the Academic Council may exercise the powers of the Academic Council. In case, the Chairman exercise any of the powers of the Academic Council, the members shall be informed through email, ex-post facto, and such

decision of the Chairman shall be placed at the next meeting of the Academic Council for its ratification.

- (7) The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all the members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the Minutes are confirmed and signed by the Chairman, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.
- (8) The recommendations of the Academic Council shall be placed before the Executive Council for its decision.
- (9) Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions-
 - (a) to consider the proposals submitted by the Board of Faculties of the University;
 - (b) to recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalent degree and diplomas of the University;
 - (c) Frame regulations for admission in the University departments and its centres, covering eligibility requirements for admission to courses of Study at entry points and selectivity for horizontal entry, procedures for selection for admission and any other matter related to admission;
 - (d) Supervise and control the admission of student in the University and the examinations of the University;
 - (e) Make broad and also course-specific provisions and regulations for integration/taking over, collaboration/association by the University;
 - (f) Approve courses, curricula and syllabi for the courses of study in the constituent unit of the University;
 - (g) Frame regulations and guidelines for academic matters including the structure of examination and/or any method of testing for declaration of results;
 - (h) Recommend to the executive council rates of remuneration and allowances for the examination work;

- (i) Control, regulate and maintain the standards of instruction, education, training and research carried on or imparted in the University;
- (j) Co-ordinate the working of Boards of studies and scrutinize and approve their proposals in regards to the scheme of teaching and examinations in the University;
- (k) Assess and under take periodic review of the academic activities of the University to enhance standards of education and research and to take new initiatives;
- (l) Maintain contact with employees organisations with a view to assess their current and changing needs, the pattern of education required to be imparted by the University and to take necessary action there to and to update and upgrade the course contents of its academic offerings; and
- (m) Perform in relation to academic matters all such duties as may be necessary for properly carrying out the provisions of the Act.
- (n) Has the power to advice executive council in order to establish/abolish faculties, departments, schools and centres in the campus of the University.
- (o) To supervise the minimum standards lay down by the UGC in respect of academic matters.

The Finance Committee 22.

- (1) The Finance Committee shall consist of the following:
 - (a) The Chairman, who shall be nominated by the Sponsoring body.
 - (b) The Vice- Chancellor –Ex-Officio member.
 - (c) One member nominated by the Governing Body.
 - (d) One Member nominated by the Executive Council.
 - (e) The Pro- Vice-Chancellor-Ex-Officio
 - (f) One Financial Expert nominated by the Sponsoring Body.
 - (g) The Finance Officer-Ex-Officio Secretary.
 - (h) Any special invitees whom the Finance Committee deems fit.
- (2)
 - (a) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members

- (b) The term of office of a nominated member shall be three years
- (3) Four members of the Finance Committee including the Chairman shall form a quorum for a meeting of the Finance Committee.
- (4) In the event of absence of the Chairman, a member chosen from among the present members shall preside over the meeting.
- (5) The procedure for the meeting of Finance Committee shall be as follows:
 - (a) The Finance Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than three members of the Finance Committee.
 - (b) A written notice of every meeting shall be sent by the Finance Officer to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Finance Committee at short notice to consider urgent matters.
 - (c) Agenda shall be circulated by the Finance Officer to the members at least one week before the meeting except urgent meeting call by the Chairperson.
 - (d) All question considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- (6) In emergency cases, the Chairman of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairman exercise any of the powers of the Finance Committee, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
- (7) The Finance Committee shall have the following powers and function:
 - (a) To examine and recommend the annual budget of the university;

- (b) To examine and recommend the budget for any purchase or construction exceeding rupees five lakh;
- (c) To give its view on any financial matter solicited from it by an officer or authority of the University;
- (d) To recommend mechanisms to generate resources for the University;
- (e) To advise the University to any questions affecting its finances; and
- (f) To be responsible for the observance of Regulations relating to maintenance of accounts of the University.

(8) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.

THE PLANNING BOARD 23.

- (1) The Planning Board shall consist of the Following:
 - (a) The Chairman, who shall be a nominee of the Sponsoring Body
 - (b) Vice Chancellor –Ex Officio
 - (c) Pro Vice Chancellor – Ex Officio
 - (d) One Architect/Engineer to be nominated by the Chancellor
 - (e) Such other persons from whom planning board needs any assistance from.
 - (f) The Finance Officer-Ex-Officio
 - (g) The Registrar -Ex-Officio Secretary
- (2)
 - (a) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.
 - (b) The term of office of nominated members shall be three years.
- (3) The Planning Board shall advise the Executive Council to ensure that the necessary infrastructure and academic support system are available to the University as per the norms of the regulatory Bodies;
- (4) The Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support system together with its advice tendered to the Executive Council.

- (5) The Planning Board shall meet as and when needed but atleast once in a year and be free to adopt its own procedure for such meetings. A notice of meeting of the Board shall be given so as to reach the members atleast three weeks in advance of the meeting and the agendas papers shall be issued ten days before the meeting.
- (6) The Planning Board shall have the following powers and functions:
 - (a) To ensure compliance of the norms laid down the University Grant Commission and other statutory bodies in respect of infrastructure and supportive teaching facilities;
 - (b) To plan the development of the University campus and ensure its implementation;
 - (c) To make an assessment of the requirement of the academic support facilities and the infrastructure of the University to ensure that the University attains and sustains the highest possible academic standards;
 - (d) To suggest ways and means to generate resources and mobilize them for their optimal utilization;
 - (e) To prepare perspective plan for development and growth of the University; and
 - (f) Any other work that might be in the interest of the University.

**Boar of Faculties, 24.
Board of Studies
Admissions Committee
Examinations Committee
and other
Authorities of the
University**

The constitution, powers and functions of the Board of Faculties, the Board of Studies, the Admissions Committee, the Examinations Committee and so such other authorities of the University which may be declared by the Statutes to be the authorities of the University, shall be as may be laid down in the Ordinances of the University.

CHAPTER IV TEACHERS AND EMPLOYEES OF THE UNIVERSITY

**Minimum Qualifications 25.
of teachers**

- (1) The minimum eligibility for appointment and career advancement of teacher in the University shall be such as may be prescribed by the Executive Council in conformity with the guidelines of the relevant Regulatory Bodies.
- (2) NET/SLET/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant

Professors and Assistant Librarian/Librarian. Provided that, NET/SLET/SET shall not be required for such discipline for which the NET/SLET/SET is not conducted.

The appointment of teachers of the University and other Academic and Administrative staff and their emoluments 26. (1)

All regular/contractual appointments of teachers and other academic and Admission staff shall be made on the recommendation of a duly constituted selection committee. The Selection Committee for Professors, Associate Professors and Assistant Professors will comprise of the following;

- i. The Vice Chancellor- Chairman
- ii. One nominee of the Chancellor
- iii. Three subject experts to be nominated by the chancellor.
- iv. Dean / Director of the concerned Faculty / School / Centre.
- v. Head of the Concerned Department.
- vi. The Registrar- ex officio non-member secretary

(2) Recommendation of Selection Committee will be placed before the Executive Council for its decision. Provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision.

(3) Teaching positions shall be advertised in at least two leading National Dailies and the University Website as per the norms prescribed by the UGC or any other Regulatory Body for wide circulation at least one month before the last date for application.

(4) The salary and allowances shall be paid to the teachers and employees online into their bank accounts.

(5) For non-teaching staff, the constitution of the selection committees shall be decided by the Executive Council.

The conditions of service of Employees 27. (1)

Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contraction such terms and conditions as may be agreed between the parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

(2) Subject to the conditions laid down in the Ordinance, the terms and conditions of service shall be made in the form of service rules and approved by the Executive

council, it would cover all the conditions as would be applicable to an employee and would generally includes, but not be restricted to the following :

- (a) Recruitment norms
 - (b) Personnel policies
 - (c) Pay & Allowances
 - (d) Travel Rules.
 - (e) Leave Rules:
 - (f) Policy covering health and wellbeing/medical/insurance
 - (g) Policy on Loan and Advances
 - (h) Department's Policy
 - (i) Appraisal and career progression
 - (j) Ethics policy and code of conduct
 - (k) Policy on Sponsored Projects and Consultancy
 - (l) Policy on dealing with sexual harassment at work places
 - (m) Discipline, Policy
 - (n) Gratuity, Provident Fund
 - (o) Honorarium rates and rules
- (3) Any dispute arising between the University and any of its employees appointed on substantive basis, shall be referred to the Vice- Chancellor which shall decide the dispute within three months from date of its reference after affording an opportunity to the employee condoned to be heard.
- (4) The aggrieved employee may file an appeal against the Order of the Vice- Chancellor to the Chancellor.
- (5) Any dispute in respect of any employee engaged temporarily or on ad-hoc or part time or casual basis shall be heard and decided finally by the Chancellor.
- (6) The Decision of the Chancellor shall be final and no suit shall lie in any court of law in respect of matters decided by the Chancellor.

**Disciplinary Action
against Teacher of
The University** **28.**

- (1) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of the Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- (2) A breach of any of the provision of the Code of Professional Ethics prescribed by the Regulatory Bodies shall be deemed to be misconduct.
- (3) A teacher of the University may be removed or his services terminated on one of the following grounds:

- (a) wilful neglect of duty;
 - (b) misconduct;
 - (c) breach of any of the terms of contract of service;
 - (d) dishonestly connected with University Examination;
 - (e) Scandalous conduct or conviction for an offence involving moral turpitude;
 - (f) physical or mental unfitness;
 - (g) incompetence;
 - (h) abolition of the post;
- (4) No order of dismissal, removal or termination of the services of a teacher of the University on any ground mentioned in clause (1) (except in the case of conviction for an offence involving moral turpitude or of abolition of post) shall be passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action. He/she has must be provided with an adequate opportunity of hearing –
- (a) of submitting a written statement of his defence;
 - (b) of being heard in person, if he/she so chooses; and
 - (c) of calling and examining such witnesses in his/her defence as he/she may wish. Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.
- (5) The Executive Council may, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the teacher concerned from service or terminating his/her services mentioning the ground of such dismissal removal or termination
- (6) The resolution shall forthwith be communicated to the teacher concerned.
- (7) The Executive Council may instead of dismissing, removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding three years and or by stopping increments of his salary for specified period or may deprive the teacher of his pay during the period of his suspension, if any.
- (8) A teacher of the University shall be deemed to have been placed under supervision:
- (a) With effect from the date of his conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment

exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction

- (b) In any other case, for the duration of his/her detention if he/she is detained in custody, whether the detention is for any criminal charges or otherwise.

**Disciplinary action against
Non-Teaching Employees**

29.

- (1) Where there is an allegation of misconduct against an employee, the Vice-Chancellor shall institute an inquiry committee for the purpose. The Vice-Chancellor may, if he thinks fit, order in writing, place the employee under suspension.
- (2) Based on the report of inquiry committee, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of service of the employee concerned.
- (3) No employee shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her
- (4) The removal of an employee shall take effect from the date on which the order of removal is made.
- (5) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee if:-
- (i) He/ She is of unsound mind;
 - (ii) He/ She is an undercharged insolvent;
 - (iii) He/ She has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
 - (iv) he/she is otherwise guilty of misconduct provided that no employee of the University shall be removed unless resolution to that effect is passed by the Executive Council.

CHAPTER V

MISCELLANEOUS PROVISIONS

**Withdrawals of
Degree, Diploma,
Certificate and other
Academic Distinctions**

30.

- (1) The Executive Council may on the recommendation of the academic council by a special resolution passed by a majority of not less than two- third of the members present and voting, recommend Withdrawal of 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 the concerned individual, calling upon him/her to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his/her objections, of any, and any evidence he/she produces in support of them, have been considered by the Academic Council.

- (2) The decision stating the reason there for shall be communicated to the person concerned.
- (3) Any person aggrieved by the decision taken by the Executive Council, may appeal to the Chancellor within thirty days from the date of such decision.

**Institution of 31.
Fellowship,
Scholarship,
Studentships, Medals
And prizes**

- (1) The Rules as provided for in the Ordinance of the University shall be applicable.

**Maintenance of 32.
Discipline among the
Students**

- (1) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-Chancellor.
- (2) Without prejudice to the generality of his power relating to the Maintenance of discipline and taking such action in the interest of Maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order that any student be expelled from the University, or be fined a sum that May be specified in the ordinances, or be debarred from taking an Examination or examinations for one or more years or that the results of the examination or examinations in which he has appeared be cancelled.
- (3) The Vice-chancellor may delegate all or such of his powers, as he deems proper, to the chief Proctor, and to such other persons as he may specify in this behalf.

**The Establishment 33.
And Abolition of
Faculties, Departments,
Schools, Centres, etc.**

- (1) The Executive Council based on the advice of the Academic Council may establish Faculties, Departments, Schools, Centres in the campus of the University.
- (2) The Executive Council may based on the advice of the Academic Council may abolish Faculties, Departments, Schools, Centres of the campus of the University in accordance with the Procedure stipulated in the

Regulation or Ordinances and/or as stipulated by the state Government .

- (3) The University shall offer such programs in the Faculties, Departments, Schools, Centres as the Executive Council may approve on this recommendation of the Academic Council, through Ordinances.
- (4) The Executive Council may reconstitute a Faculty, Department, Centre or School on recommendation of the Academic Council.
- (5) The Executive Council based on the advice of the Academic Council may phase out any Faculty, Department, School or Centre based on the following:
 - (a) When the courses offered by the Department become obsolete.
 - (b) When the subscription to such courses becomes untenable to continue.
 - (c) When alternate and better programs become available.
 - (d) Before approving such discontinuation, the Executive Council shall ensure that the existing students in the Programs are allowed to complete their courses in which they are registered.

The Delegation of Powers Vested in the Authorities or Officers of the University 34.

- (1) Subject to the provisions of the Act, Statute and Ordinance any officer or authority of the University, may delegate in writing his or its powers to any other officers or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegate shall continue to vest in the Officer or Authority delegating such powers. Provided that, the person/office who has been delegated power under this Clause shall exercise all reasonable skill, care and diligence in the performance of the Services under this Agreement, and shall carry out all its responsibilities in accordance with recognised professional standards.

Conferment of Honorary degrees and other distinctions. (Ref. section 11(e) of the Act) 35.

- (1) Subject to the provisions of sub-section (e) of section 11 of the provisions of this Statute and Ordinances of the University the Act and the Executive Council shall send recommendation to the State Government for approval for granting of honorary degrees and other distinctions.

