



St. JOSEPH UNIVERSITY

(A State Private University)

**Established under Tamil Nadu Private Universities Act, 2019
(Tamil Nadu Act 14 of 2019)**

FIRST STATUTES

Under Clause 31 of the Aforesaid Act

St. Alphonsa Trust

KMMC, St. Devasahayam Nagar, Muttom – Eraniel Road, Kanyakumari District – 629 202.

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CHAPTER 1 - PRELIMINARY

1.1 Short title, Scope and Commencement

- (1) These Statutes may be called First Statutes of the St. Joseph University, 2019, under section 31 of the Tamilnadu Private Universities Act, 2019.
- (2) These first Statutes shall come into force with effect from the date of publication by the University.

1.2 Definitions

In these Statutes, unless the context otherwise requires:

- (a) "Act" means the Tamilnadu Private Universities Act, 2019 (T.N. Act No 14 of 2019);
- (b) "Academic Calendar", means the calendar of academic activities of the University;
- (c) "Academic Council" means the Academic Council of the University;
- (d) "Admission Committee" means the Admission Committee of the University in terms of section 30 of the Act;
- (e) "Authorities" of the University shall mean all authorities of the University stated in Chapter 3 of this Statutes;
- (f) "Board" means, the Board of Studies or the Planning Board, or any other Board of the University;
- (g) "Chancellor" shall mean the Chancellor of the University;
- (h) "Vice Chancellor" shall mean the Vice Chancellor of the University;
- (i) "Finance Officer" shall mean the Finance Officer of the University;
- (j) "Controller of Examinations", means the Controller of Examination of the University;
- (k) "Deans of Schools, Dean Academic Affairs, Dean Research and Development" means the Deans of Schools, Deans Academic Affairs, Dean Research and Development of the University;

- (l) "Degree / Diploma" shall mean the Degrees / Diplomas as specified by the UGC and / or any other regulatory body;
- (m) "Department" means a Department of Studies and includes a Centre of Studies and Research of the University;
- (n) "Director" means the Head of an "Institute", "Centre" or "School", or "Function" or the person appointed for the purpose to act as such in his absence of the University;
- (o) "Employee" means Employee of the University, and includes a teacher or any other member of the staff of the University;
- (p) "Executive Council" means the Executive Council of the University;
- (q) "Fee" means the fee charged by the University from the students, by whatever name it may be called;
- (r) "Governing Council" means a committee constituted by the Sponsoring Body;
- (s) "Officers of the University" or "Officers" shall mean all Officers of the University stated in Chapter 2 of this Statutes.
- (t) "Prescribed" means prescribed by this Statutes;
- (u) "Pro Chancellor" shall mean the "Pro-Chancellor" of the University;
- (v) "Pro Vice Chancellor" shall mean the "Pro-Vice-Chancellor" of the University;
- (w) "Registrar", "Controller of Examinations", "Librarian" or, "Chief Proctor" means respectively the "Registrar", the "Controller of Examinations", the "Librarian" or the "Chief Proctor" of the University;
- (x) "Regulatory Body" means the statutory bodies as defined in section 2 of the Act;
- (y) "School" means a School established by the University in accordance with the Act and approved by the Governing Council;
- (z) "Sponsoring Body" in relation to the St. Joseph University established under the Act means: St. Alphonsa Trust, registered under Indian Trusts Act, 1882 (Central Act 2 of 1882);
- (aa) "Statutes", "Ordinances" and "Regulations" means respectively, the Statutes, the Ordinances and the Regulations of the University for the time being in force;

- (bb) "University" means the St. Joseph University, Tindivanam, incorporated under the Act;
- (cc) "UGC" means University Grants Commission established under section 4 of the University Grant Commission Act, 1956; and
- (dd) "Words and Expressions" used but not defined in these Statutes, shall have the same meaning as assigned to them in the Act.

1.3 Seal, Flag, Anthem, Insignia etc. of the University

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Executive Council, subject to further changes or amendments, in writing, as deemed necessary from time to time.
- (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.

1.4 Academic Calendar of the University

- (1) Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines, if any, 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 may be prescribed in the Ordinances of the University.

1.5 Objects of the University

The objects of the University shall be to disseminate and advance education, knowledge and skill by providing instructional, research and extension of facilities in such branches of learning as it may deem fit and the University shall endeavor to provide to students and teachers the necessary atmosphere and facilities for the promotion of,-

- (a) Innovations in education leading to restructuring of courses, new methods of teaching, training and learning including on-line learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality;

- (b) Studies in various disciplines;
- (c) Interdisciplinary studies;
- (d) National integration, secularism, social equity and engineering of international understanding and ethics;
- (e) Educational programmes for diplomas, degrees and postgraduate courses, doctorate degrees and postdoctoral programmes and to maintain high standards of education;
- (f) Collaboration with national and global institutions, and creation of capabilities for upgrading programmes to the global standards, subject to the guidelines of the UGC and other regulatory bodies.

CHAPTER 2 - OFFICERS OF THE UNIVERSITY

2.1 Officers of the University

The following shall be the Officers of the University. The University may appoint all or any of the Officers, as per the list below

- (a) The Chancellor
- (b) The Pro Chancellor
- (c) The Vice Chancellor
- (d) The Pro Vice Chancellor
- (e) The Registrar
- (f) The Controller of Examinations
- (g) The Dean of Academics & Research
- (h) The Dean of Student Affairs
- (i) The Dean of Schools
- (j) The Dean of Internal Quality Assurance Cell (IQAC)
- (k) The Director of International Collaborations
- (l) The Director of Admissions, Branding and Marketing
- (m) The Director of Alumni Relations
- (n) The Director of General Administration
- (o) The Finance Officer
- (p) The Human Resource Manager
- (q) The Head of Departments
- (r) Such other Officers may be declared by this Statutes to be the Officers of the University.

2.2 Chancellor: Appointment, Powers and Functions

- (1) A person of eminence shall be appointed as the Chancellor by the management Committee of the University for a period of three years, on such terms and conditions and in the manner decided by the Sponsoring Body.
- (2) The Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body. The Sponsoring Body shall alone have the power to reappoint the Chancellor for the second or successive terms, as the Sponsoring Body deems fit.
- (3) The Chancellor shall, by virtue of his office, be the Head of the University and shall constitute an interim Executive Council. The interim Executive Council so constituted shall cease to exist on the constitution of the Executive Council under section 26 of the Act; Provided he shall preside over the meetings of the Governing Council and the Annual Convocation.
- (4) The Chancellor shall have the power to himself to issue cheques and authorized payments or he may delegate this power to any other Officer / Officers or member(s) of the Finance Committee of the University.
- (5) The Chancellor shall have the 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, this Statute or the Ordinances of the University.
- (6) The Chancellor shall have power to conduct inspection of a School of Study, a Hostel, an Office or any other department of the University, on his own or direct any Officer or Authority of the University to do so on his behalf. He also shall have powers to order an inquiry in respect of any of these establishments or in any other matter connected with the University administration and financial management.
- (7) The Chancellor may address the Vice Chancellor with reference to the result of such an inspection / inquiry, together with his views and advice to the Vice Chancellor on the follow up action. The Vice Chancellor shall communicate forthwith to the authority concerned the result of the inspection / inquiry, and the views / advice of the Chancellor thereon, and who shall take follow up action within a reasonable time.
- (8) If the Chancellor is of the opinion that the Vice Chancellor wilfully abuses the powers vested in him and / or refuses to carry out the business of the University in accordance with the provisions of the Act

and Statutes or it appears to the Chancellor that the continuance of the Vice Chancellor in office is detrimental to the interests of the University, the Chancellor may place the Vice Chancellor under suspension.

- (9) In such a situation the Pro Vice Chancellor or any other Professor may be assigned the officiating charge of the office of Vice Chancellor by the Chancellor.
- (10) The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice Chancellor from his office; Provided that the Vice Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor before arriving at a decision.
- (11) 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 and any extension thereafter may be allowed only with the approval of the Governing Council.
- (12) 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 may have the right to modify or recall his order of delegation of such power.
- (13) The Chancellor shall be authorized to issue directions to any Officers / Authorities of the University from time to time, as necessary in the interest of the University, such directions shall be complied by the Officers / Authorities of the University.
- (14) Notwithstanding anything contained in the Statutes to the contrary, the Chancellor may discharge all or any of the functions 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.
- (15) The Chancellor may in writing under his hand addressed to the Management Committee, resign his office, without assigning any reasons. The Pro Chancellor shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Council for its decision.
- (16) Decisions taken by the Chancellor shall be placed before the

Governing Council, for information, in its next meeting.

- (17) The Chancellor shall exercise such other powers as may be prescribed under the Act, and / or by any Regulatory Body, and / or by recommendation by any authority of the University or by this Statutes or the Ordinance of the University or take any actions in the interest of the University.

2.3 Pro Chancellor: Appointment, Powers and Functions

- (1) The Pro Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body for a period of three years and upon expiry of his / her term, the Sponsoring Body shall alone have the power to reappoint the Pro Chancellor for the second or successive terms, as the Sponsoring Body Deems fit.
- (2) The Pro Chancellor shall assist the Chancellor in discharging his / her duties /exercise such powers as may be delegated to him /her by the Chancellor.
- (3) The Pro Chancellor may by writing under his / her hand addressed to the Chancellor, resign his / her office with a notice period of one month without assigning any reason.
- (4) If, at any point of time and upon receipt of a representation or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuation of Pro Chancellor is not in the interest of University, the Chancellor with the approval of Governing Council and by an order in writing stating the reasons thereof, may ask the Pro Chancellor to relinquish his office before expiration of his term, from such date as may be specified in the order; Provided that before taking an action under this sub section, the Pro Chancellor / Vice- Chancellor shall be given an opportunity of being heard.
- (5) The Sponsoring body shall determine the salary of the Pro Chancellor which shall be less than that of the Chancellor of the University.

2.4 Vice Chancellor: Appointment, Powers and Functions

- (1) The Vice Chancellor shall be selected by a Search Committee to be constituted by the Chancellor.
- (2) The Search Committee shall comprise of the following members:
 - (a) One member nominated by the Sponsoring Body.
 - (b) One serving or retired Professor from outside the University nominated by the Governing Council.

- (c) One member nominated by the Chancellor, and;
- (3) The Search Committee shall recommend a panel of three names to the Governing Council through Chancellor within the period stipulated by the Chancellor in his order constituting the Search Committee.
 - (4) In case, none of the recommended names are found suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
 - (5) The Governing Council shall after the 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.
 - (6) The Vice Chancellor shall be appointed by the Chancellor with the approval of the Governing Council, based on the recommendations of a Search Committee And shall hold the office for a period of three years or until he / she attains the age of sixty-five years whichever is earlier and shall be eligible for reappointment after the expiry of his / her term.
 - (7) The Vice Chancellor shall be a full time salaried officer of the University; the salary, allowances and other conditions of services, shall be such as decided by the Governing Council, and as amended from time to time, in writing.
 - (8) The Vice Chancellor will report the Chancellor only.
 - (9) The Vice Chancellor may by writing addressed to the Chancellor, resign his office with one-month notice or three month's salary in lieu of notice, without assigning any reason.
 - (10) After the expiration of the term of three years, the Vice Chancellor shall continue to hold his / her office for a period of not exceeding six months or till regularly appointed Vice Chancellor takes over his / her office, whichever is earlier, provided further that if no Vice Chancellor could be appointed by the Governing Council during the aforesaid period of six months the Governing Council shall have the power to further extend the term of office of the Vice Chancellor for a period of not beyond three months.
 - (11) The services of the Vice Chancellor can be terminated by the Chancellor with the prior approval of the Governing Council, by giving him / her one-month notice or one month's salary in lieu of notice. If, at any time, upon representation made or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the Vice Chancellor is not in the interest of the University, the Governing

Council, may, by an order in writing stating the reasons therefore, ask the Vice Chancellor to relinquish his / her office before expiration of his / her tenure from such date as may be specified in the order; Provided that before taking an action under this sub section, the Vice Chancellor shall be given an opportunity of being heard.

- (12) The Vice Chancellor is the Chief Executive and Academic Officer (CEAO) of the University and is charged with the responsibility to provide general superintendence and control over the affairs of the University; direct the establishment and is responsible for the achievement of the University's mission and strategic goals; and execute the decisions of the Executive Council and other competent bodies and the State Government made under the provisions of the Act and Statutes, Ordinances and Regulations made thereunder.
- (13) All University Academic Officers - the Deans, Directors of the disciplinary schools, the Registrar, the Controller of Examinations, the Chairs as well as the administrative Heads - report directly to the Vice Chancellor.
- (14) The VC along with Pro VC and Registrar will conduct regular review meetings with all Deans/ Directors on a weekly basis. The Registrar will maintain the Minutes of each meeting for Records.
- (15) The Vice Chancellor in consultation with Pro Vice Chancellor recommends to the Governing Council the creation or continuance of academic units, programs and recruitment, retention and promotion of faculty and other employees of the university and formulate and issue rules and regulations consistent with statutory policies and procedures.
- (16) The Vice Chancellor is the interface between the University and local, state, regional, national, and international governmental and non-governmental agencies and institutions in order to enhance and extend the University's programs and services to the broader community.
- (17) All decisions of the University should be collectively taken by the Vice Chancellor only in consultation with the Pro Vice Chancellor and then it should be informed to the Chancellor for approval.
- (18) During the temporary absence of the Vice Chancellor by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of the Vice Chancellor.
- (19) The Vice Chancellor, in addition to the powers vested in him / her,

shall have the following additional powers and responsibilities:

- (20) The Vice Chancellor shall be entitled to be present at and to address any meeting of any authority of the University;
- (a) It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Rules, Statutes, Ordinances and Regulations of the University, as applicable to the University, are duly observed;
 - (b) 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 powers to any other Officers of the University;
 - (c) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various Authorities, of the University other than the Sponsoring Body, Governing Council, Executive Council, Finance Committee and the Planning Board (Advisory Board);
 - (d) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University be it the faculty / staff or student;
 - (e) The Vice Chancellor shall preside over the annual convocation of the University in the absence of the Chancellor and the Pro Chancellor;
 - (f) The Vice Chancellor shall have the powers to enter into agreements on behalf of the University, as approved by the respective and relevant statutory committees or as approved by the Chancellor; and
 - (g) The Vice Chancellor may delegate any of his powers to other Officers of the University with the prior written approval of the Chancellor.

2.5 Pro Vice Chancellor: Appointment, Powers and Functions

- (1) The Pro Vice Chancellor shall be appointed by the Executive Council on the recommendations of the Vice Chancellor, from amongst the Professors of the University and shall discharge his duties as prescribed by the Statutes and provided in the Ordinances and Regulations in addition to his duties as Professor of the University.

- (2) The Pro Vice Chancellor supports the Vice Chancellor in all academic and research matters of St. Joseph University.
- (3) In the absence of the Vice Chancellor, the Pro Vice Chancellor will act as Acting Vice Chancellor and shall discharge the day to day duties of the office of the Vice Chancellor, unless otherwise entrusted to him by the Chancellor.
- (4) The Pro Vice Chancellor is charged with the responsibility to provide executive supervision over all academic and research affairs to contribute to the core academic and research mission of the University.
- (5) The Pro Vice Chancellor will design executive strategies for Academic Regulations, Research Regulations, IQAC, NAAC / NBA accreditations and will report to the Vice Chancellor on a day to day basis.
- (6) The Pro Vice Chancellor reports to the Vice Chancellor Only.
- (7) If the Vice Chancellor is of the opinion that the Pro Vice Chancellor willfully abuses the powers delegated to him and / or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice Chancellor that the continuance of the Pro Vice Chancellor in office is detrimental to the interests of the University, the Vice Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry.
- (8) The matter shall be reported to the Executive Council in its next meeting and the Council, after due deliberations, shall either confirm or revoke the action or take an action as deemed fit.
- (9) The appointment of Pro Vice Chancellor shall be for a period of three years and can be terminated by the Executive Council / Chancellor without assigning any reason.

2.6 Registrar: Appointment, Powers and Functions

- (1) The Registrar shall be appointed by the Executive Council of the University.
- (2) The Registrar shall be a full time salaried officer of the University; the term of office, salary, allowances and other conditions of services, shall be such as decided by the Governing Council, and as amended from time to time, in writing.
- (3) The qualifications for recruitment to the post of Registrar shall be as prescribed by the University Grants Commission from time to time.

- (4) The Registrar Office serves the students, faculty and staff of the University by performing a wide range of functions related to student records and academic administration.
- (5) The Registrar reports to the Vice Chancellor Only.
- (6) The Registrar shall be Member Secretary of the Executive Council, Academic Council, the Admission Committee and unless specifically specified herein, of every other committee including selection committee for the appointment of teachers of the University, but will not have the right to vote on any matter placed before any of the committees.
- (7) The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University and shall exercise such other powers and perform such other functions as may be prescribed under the Act, and / or by any Regulatory Body, and / or by recommended by any authority of the University or by this Statutes or the Ordinance of the University or take any actions in the interest of the University.
- (8) The Registrar shall be assisted in his work by a number of other officials, including Deputy Registrars, Assistant Registrars and OSD level Officers, whose work and conduct shall be supervised by him.
- (9) The Registrar may also be assisted, in discharge of his duties and responsibilities, by such other officials as may be assigned to him by the Vice Chancellor.
- (10) When the office of the Registrar is vacant or when the Registrar is unable to perform his duties by reason of illness, or any other cause, the Vice Chancellor may assign the work of the Office of Registrar to a Deputy Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back;
- (11) Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other important matters shall be taken by the Vice chancellor.
- (12) The Registrar 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.
- (13) The services of Registrar can be terminated by the Chancellor by giving him one-month notice or one-month salary in lieu of notice, without assigning any reason.
- (14) The Executive Council, in a case of misconduct, may place the

Registrar under suspension suo- moto, or on the recommendations of the Vice Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.

- (15) If the Executive Council, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, the Executive Council may, by an order in writing stating the reasons therefore, ask the Registrar to relinquish his office from such date as may be specified in the order. Provided that before taking an action, the Registrar shall be given an opportunity of being heard.
- (16) The Power, Functions and responsibilities of the Registrar shall be as maybe determined by the Governing Council and may include,
 - (a) The Registrar shall work directly under the superintendence, and directions of the Vice Chancellor and / or the Chancellor; provided shall work with all Deans of all Schools of St. Joseph University;
 - (b) The Registrar shall be the custodian of records and common seal of theUniversity and have the power to authenticate records on behalf of the University;
 - (c) All Notices and Official St. Joseph University Orders will be released by Registrar;
 - (d) Conduct the external official correspondence of the University on behalf of all or any of its Authorities;
 - (e) As secretary to said Authorities, as above, he shall issue notices conveying the dates of meeting of the University authorities to the members and make necessary arrangements for the conduct of such meetings. Further, he shall supply to the Chancellor or Chairman of various Authorities / statutory committees, copies of the agenda and minutes of meetings, as soon as they are issued;
 - (f) In an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith, and take its directions for carrying on the work of the University;
 - (g) 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;
 - (h) Responsible for implementation of admission / scholarship policies of the University, issue of admission offers to the

candidates and registration of all new and returning students as per academic calendar and announced schedule;

- (i) Shall be key coordinator for conduct of Convocation, obtaining approvals for award of degrees, preparation and maintaining scroll of degrees;
- (j) Maintaining academic archives / records and issue of academic credentials / certificates or relevant documents etc. to the students;
- (k) Arranging the issue of medals and prizes to the students as per defined policies;
- (l) Update the Handbook of the Statutes, Ordinances and Regulations approved by the relevant Authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University;
- (m) Shall be responsible for preparation of Annual Report of the University;
- (n) Have the power to seek information in regard to any matter of the University, from the Deans, Schools, Finance and any other officers of the University for submission to the State Government and other external agencies / Regulatory Bodies;
- (o) Perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or as may be required, from time to time, by the Chancellor, Executive Council or the Vice Chancellor.

2.7 Controller of Examinations: Appointment, Powers and Functions

- (1) The Controller of Examinations shall be a whole time salaried officer of the University having a teaching experience of at least 10 years at a University / Institution of repute.
- (2) The Controller of Examination (CoE) shall be appointed by the Executive Council; Provided that the Executive Council may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University.
- (3) The Controller of Examination shall be the Principal Officer in-charge and without prejudice to generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding free and fair examinations maintaining highest

integrity and ensuring compliance to the rules and procedures as per Ordinances related to examinations, besides declaration of results.

- (4) He shall discharge his functions under the direct guidance of the Vice Chancellor and report to the Vice Chancellor Only.
- (5) He shall be the Member of the Examination Committee and discharge his functions under the recommendations of the Examination Committee as specified in Ordinances and evolve and implement the processes for proper and smooth conduct of examinations and evaluation.
- (6) The Controller of Examination shall be a member in the meetings of Academic Council and Executive Council in case not included as Professor or other designation.
- (7) During the temporary absence of the Controller of Examinations by reason of leave, illness or any other cause, the Vice Chancellor may make such arrangements as he deems fit for carrying on the duties of the Controller of Examinations.
- (8) The Controller of Examinations may resign his office after giving a one-month notice to the Vice Chancellor and shall cease to hold his office on the acceptance of his resignation on acceptance by the Executive Council or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice Chancellor at his discretion.
- (9) If, at any point of time and based upon a complaint received by the Vice Chancellor or on his own, the Vice- Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examination under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Executive Council the removal of the Controller of Examinations from his office from such date as may be specified; provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.
- (10) The appointment of the COE, can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one- month notice or one-month salary in lieu of notice, in case of direct recruit, or withdrawn if selected amongst existing professors, without assigning any reason.
- (11) The Vice Chancellor, in order to strengthen the Examination system, may appoint a Deputy Controller of Examination(s), Assistant Registrar from amongst the employees of the University,

on such terms and conditions as may be decided by the Vice Chancellor.

- (12) The Controller of Examination shall perform such other functions as prescribed by the Ordinances and approved by the Executive Council from time to time. The functions shall include all, but not restricted to,
- (a) Prepare and announce the Calendar of Examinations;
 - (b) Coordinate with all Deans/Directors of respective Schools as per Examination and Academic Calendar;
 - (c) Monitor examination schedule as per the announced Academic Calendar of University. He may postpone or cancel examination impart or in whole, in the event, where such need arises, with prior approval from the Vice Chancellor;
 - (d) Issue of Date sheets for conducting different programmes, theory as well as practical examinations based on the Academic Calendar of the University;
 - (e) Issue suitable guidelines and notices to all concerned, on impending examinations of all nature including supplementary examination or examination of additional semesters or Internships etc.;
 - (f) Co-ordinate all the Examinations and keep record including printing, sealing and safe custody of all Examination Question Papers, Solutions, Records and Notices of Each Semester of all Schools under St. Joseph University;
 - (g) Issue of Invigilation Plan and duties, examiners etc;
 - (h) Preparation of seating plan / Hall preparation;
 - (i) Finalize the students list eligible to take examinations in coordination with Schools / ERP system, announce the list and where required declare list of students who shall not be provided hall ticket due to shortage of attendance or any disciplinary action;
 - (j) Nomination of flying squads or such like committees to ensure smooth and fair conduct of exams, it may involve appointing external agency(s) / observer(s) for conducting and monitoring the examinations;
 - (k) To arrange for the answer books and their safe custody;

- (l) Manage conduct of examinations on daily basis;
- (m) To arrange to evaluation and to process the timely publication of results and declaration of same to the students;
- (n) In case of reported incident of Unfair means initiate necessary action including calling for meeting of UFM committee to investigate the incident as per the rules on UFM and promulgate the orders based on the report / findings;
- (o) Recommend disciplinary action where necessary, against the students, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;
- (p) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation;
- (q) Provide to the Registrar the hard copy of signed results and after same are uploaded / locked on the ERP system to enable issue of grade sheets and Transcripts;
- (r) To submit report regarding examination(s) and results review to the Vice Chancellor and to the Academic Council;
- (s) The Controller of Examination may initiate proposal to the Vice Chancellor to carry out suitable changes in the Ordinance of the University dealing with Examination and Processes there to;
- (t) Carry out all other duties and functions assigned to him by the University Examination Committee, undertake any other task assigned to him / her by the University authorities to carry out the objectives of the Examinations and Evaluation, and to ensure that the objects of the University are accomplished; and
- (u) Exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Vice-Chancellor, from time to time.

2.8 Dean of Academics & Research

- (1) The Dean Academics & Research shall be appointed by the Executive Council, on the recommendations of a committee constituted under the chairmanship of the Vice Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University; for a period of three years or a period as may be specified; Provided that the Director Academic Affairs may be re- appointed for further term(s) as decided by the Executive Council.
- (2) A teacher having a minimum of 10-year experience as a Professor and having sound Academic credentials, publications in indexed Journals and having at least 5-year Administrative experience at the level of Dean / Director or above, will be eligible for appointment as Director Academic Affairs.
- (3) The Dean Academics & Research occupies a unique place in St. Joseph University as the facilitating link among School Deans, Directors, Faculty members, Staff, Students.
- (4) The Dean Academics & Research will report to the Vice Chancellor and should coordinate in implementing St. Joseph University's Vision, Mission and Objectives; Provided all approvals of Academics & Research will be decided by the Vice Chancellor.
- (5) The Dean Academics & Research may submit his resignation to the Vice Chancellor and shall cease to hold his office on acceptance by the Executive Council.
- (6) The Vice Chancellor, based upon a complaint received against the Dean Academics & Research or on his own, if arrives at a conclusion that continuance of the Dean Academics & Research is detrimental to the interests of the University, may recommend to the Executive Council in writing regarding the removal of the Dean Academics & Research from his office from such date as may be specified; Provided that before taking an action under this sub section, the Dean Academics & Research shall be given an opportunity of being heard.
- (7) The Dean Academics & Research should,
 - (a) Assist the Vice Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
 - (b) Ensure that the decisions of the Academic Council are followed in letter and spirit;

- (c) Advise the Vice Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute;
- (d) He / She should release the necessary Notices and Office Orders to all School Deans as per the direction of Vice Chancellor;
- (e) Scrutinize the academic proposals emanating from the schools before these are forwarded for consideration of the Vice Chancellor or the Academic Council;
- (f) Be responsible for developing, implementing, managing and coordinating the academic and administrative policies of St. Joseph University; Provided collaborates to monitor and sustain University wide standards of teaching and training Undergraduate, Graduate and Research students;
- (g) Be highly responsible in St. Joseph University strategic planning including Curriculum Development, Programme Structure, Courses, Time Table, Credit Structure, Academic Monitoring, Day to Day Classwork, Teaching & Learning Process and Labs;
- (h) Supervise, evaluate, all Schools and their Departments in a manner that promotes excellence in instruction, scholarly and creative productivity;
- (i) Lead the processes of Faculty Selection along with Registrar and the Dean of the respective Schools in overseeing the Faculty and Staff selection and retention;
- (j) Coordinate the professional development of St. Joseph University's Faculty and staff;
- (k) Review all St. Joseph University Academic Policies and Procedures, Regulations, and should review them from time to time;
- (l) Coordinate and conduct the BoS for all Schools with the help of the respective School Deans;
- (m) Perform Academic Audit for each School in each Semester;
- (n) Be the Member of the Doctoral Advisory Committee (Research Board) and as such will give effect to its decisions;

- (o) Be overall in- charge of the Ph.D. programme and shall ensure that the topic of research selected has relevance to the present day requirement;
- (p) Ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;
- (q) Help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry;
- (r) Organize proper FDPs with respect to Academics, Research and Development;
- (s) Interact with all Dean/Directors of all St. Joseph University Schools through Research Coordinators;
- (t) Evaluate overall School productivity in terms of Teaching Learning Process, Research, Projects, Consultancy, Patents, Research Publications responsibilities;
- (u) Develop, lead, and encourage to get Projects in support of the University goals and its departments and programs, as well as outreach and public service efforts;
- (v) Assist all Schools and Departments of St. Joseph University to inculcate rigorous research programs, integrate research into classroom teaching besides developing and implementing policies governing the conduct of research at St. Joseph University;
- (w) Collaborate and engage with national and international academic research policies and regulations such that it meets or exceeds globally accepted standards in the field of research;
- (x) Monitor existing Funded Research Projects and foster to get additionalFunding;
- (y) Organize joint workshops, short programs, summer schools for Research Awareness with the help of School Deans;
- (z) Explore funding opportunities for international ventures, scholarships etc;

- (aa) Appoint Full Time/Part Time PhD Research Scholars across all Schools of St. Joseph University and;
- (bb) Provide research support services such as seed money, Establishment Of Research Centers and Research Labs.

2.9 Dean Student Affairs: Appointment, Powers and Functions

- (1) The Dean Student Affairs works to create a cohesive campus community, integrating the academic mission of the University with activities outside the classroom.
- (2) The Dean Student Affairs shall be appointed by the Executive Council, based on recommendations of the Vice Chancellor from amongst the faculty members, but not below the rank of Professor and as specified in the Ordinances of the University. The Dean Student Affairs shall discharge his duties in addition to his duties as a Professor.
- (3) The Dean Student Affairs shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations or such duties as may be delegated /assigned to him / her by the Vice Chancellor from time to time.
- (4) The Dean Student Affairs shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.
- (5) The Dean Student Affairs reports directly to the Vice Chancellor and indirectly to the Pro Vice Chancellor.
- (6) The Dean Student Affairs may delegate any part of the duties / responsibilities to the Student Development Officer or any other person, with approval of the Vice Chancellor.
- (7) The appointment of Dean Student Affairs can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one-month notice or one-month salary in lieu of notice, in case of direct recruit, or withdrawn if selected amongst existing professors, without assigning any reason.
- (8) The scope of Dean Student Affairs shall generally encompass non-academic aspects of student life. The Dean Student Affairs shall plan and direct the University activities related to student services and campus life. The Dean Student Affairs shall generally be responsible for serving as a point of information for students and responding to student's needs. He / she shall look after the general welfare of the

students and implement initiatives to obtain a harmonious blend of intellectual and social life for the students. The Dean Student Affairs shall attend to all aspects of the University life which fall outside the classroom and which contribute to the student's development as mature, ethical and responsible human beings.

- (9) The Dean Student Affairs shall have following general functions, roles and powers,
- (a) To create a cohesive campus community; integrating the academic mission of the University with out of classroom activities;
 - (b) To Strengthen the value added services for student welfare on campus;
 - (c) To provide assistance to students in their personal development and academic achievement;
 - (d) To formulate campus wide policies and provide academic and non- academic support services including, out of classroom learning services; services for differently abled members of the campus community and support for minority and economically disadvantaged students;
 - (e) To formulate and enforce University's general code of conduct and code of academic and student conduct;
 - (f) Campus life including all extracurricular pursuits and student discipline
 - (g) Promote student personality grooming through various Clubs, student Forum, Sports etc.;
 - (h) Organization and development of student's bodies;
 - (i) Counseling and guidance facilities for student's;
 - (j) Promotion of student's participation in co-curricular and social activities;
 - (k) Create social consciousness and responsibility through avenues such as NSS, Red Cross, NCC and through working with NGOs;
 - (l) Recommend financial aid to the students as per policies in effect from time to time;
 - (m) Foster healthy relationships between the students and

academic faculty as well as with the administration staff members;

- (n) Maintain close liaison with Career advice services and guide students accordingly;
- (o) Health and Medical Services for the students;
- (p) Residential life of the students;
- (q) Arrange facilities for the student's Educational Tours and Excursions, other than those prescribed as part of academic curricula;
- (r) Make arrangements with the Railway and Airlines for the issue of concessional tickets to students during vacations, for educational tours and for students' participation in extracurricular activities and sports;
- (s) Securing facilities for students for further studies in the country and / or abroad, and career advancement; and
- (t) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Academic Council / Vice Chancellor from time to time;

(10) The Dean Student Affairs is responsible and the Chairman of the following Committees,

- Student Placement Committee
- Student Clubs Committee
- Student Amenities Committee
- Student Grievance Committee
- Student Counseling Committee
- Student Recreation Committee
- Security and protection committee
- Woman Empowerment committee
- Student Disciplinary Committee

2.10 Dean of School: Appointment, Powers and Functions

(1) The Dean of School is responsible for developing, implementing, managing and coordinating the academic and administrative policies for St. Joseph University, Undergraduate and Graduate Programs.

The Deans Office collaborates to monitor and sustain University wide standards of teaching and training Undergraduate, Graduate and Research Students.

- (2) The Dean of every School shall be appointed by the Executive Council from amongst the Professors of the concerned Faculty or as a Direct recruitment as specified in the Ordinances of the University, subject to fulfilling the eligibility criteria as Professor for a period of three years or a period as may be specified, provided that the Dean of School(s) may be re- appointed for further term(s) as decided by the Executive Council.
- (3) The Dean of every School shall work directly under the superintendence, direction and control of the Vice Chancellor and will directly report to the Vice Chancellor.
- (4) The Dean of School shall preside over the meeting of the Board of Studies of Schools and be a special invitee to other Board of Studies of the departments of the Schools.
- (5) The Dean of every School should consult the Vice Chancellor for all requirements of Faculty and Staff.
- (6) The Dean of every School will place his requirements to the Registrar at least 1 Semester prior.
- (7) The Office of the Dean of School will work with all other Offices of St. Joseph University in line with policies of St. Joseph University.
- (8) When the Office of the Dean is vacant or when the Dean, by reason of illness absence or any other reason, is unable to perform his duties, the duties of the Office of Dean may be performed by such other Dean or Professor, as the Vice Chancellor may decide; Provided further that no person shall continue to be a Dean after he ceases to hold the post by virtue of which he was appointed to the Office of Dean;
- (9) The Executive Council may remove a Dean from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and / or place him under suspension till completion of an inquiry.
- (10) The appointment of Dean can be terminated by the Executive Council or Chancellor on recommendation of the Vice Chancellor, by giving him one month notice or one month salary in lieu of notice, without assigning any reason.
- (11) The Dean of every School shall exercise such other powers and

discharge such other functions as may be laid down by the Ordinances or Regulations. Further, The Dean of School shall have following functions, roles / powers,

- (a) Be responsible for the academic planning, conduct of the programs and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education, standards of teaching and research and training of teachers within his School;
- (b) Recommend to the Academic Council, offering of new programs or discontinuation of existing ones;
- (c) To facilitate the creation of a learner centric environment conducive for quality education;
- (d) To coordinate quality related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
- (e) To organize inter-institutional and intra-institutional workshops, seminars, conferences etc. on quality related themes and promotion of quality circles;
- (f) Be responsible for development of quality culture in the School;
- (g) Should have a good understanding and exposure to emerging World Universities;
- (h) To Strengthen, Control, regulate and coordinate research and educational activities in the School;
- (i) Be empowered to ask the Controller of Examinations to withhold the Hall Ticket of student for examination for valid reasons as per policy;
- (j) Ensure implementations of measures decided, based on feedback from students or take remedial measures to address the points given by Internal Quality Assurance Cell (IQAC);
- (k) Render necessary assistance for redressal of grievances / address academic queries of the students / parents / stakeholders in the School;

- (l) Set strategic planning priorities for the School in concordance with its mission;
- (m) Provide oversight for all the academics, budget, facilities, and other responsibilities, as applicable, and setting of priorities and working towards the goals;
- (n) Create an environment that supports world class faculty recruitment and retention and develop permanent faculty;
- (o) Provide leadership, direction and communicate a compelling vision that energizes existing potential faculty, staff, and alumni and actively promote staff development to take the team along the journey of building for the future;
- (p) Supervise and interact with faculty, staff and students and build a great culture and establish best in class faculty and staff governance;
- (q) Deepen ties with academic partners, corporations, and government entities;
- (r) Build strong relationships with board members, alumni, corporate supporters, and other donors and lead the School's fundraising efforts and maintain productive relationships with national and international business communities; Provided to be comfortable in working with a corporate Style Board
- (s) Manage School financial resources effectively;
- (t) Attract high potential students and continue to enhance student experience including opportunities for international exchanges;
- (u) Strategically think with strong execution skills to develop and implement a long range vision for School, future in consultation with the School faculty, board, alumni, and partner Schools;
- (v) Ability to innovate technological and hybrid (online & offline) models of teaching;
- (w) Foster diversity as a key institutional value and ensure that the School promotes this value actively; and
- (x) To exercise such other powers and perform such other functions, as may be delegated or assigned by the Vice Chancellor.

2.11 Dean Internal Quality Assurance Cell (IQAC)

- (1) The Dean of Internal Quality Assurance Cell (IQAC) shall be appointed by the Executive Council from amongst the Professors of the concerned Faculty or as a Direct recruitment as specified in the Ordinances of the University, subject to fulfilling the eligibility criteria as Professor for a period of two years or a period as may be specified; Provided that the Dean IQAC may be re-appointed for further term(s) as decided by the Executive Council.
- (2) The Dean IQAC will report to the Vice Chancellor directly.
- (3) The University shall constitute an Internal Quality Assurance Cell consisting of the following members:-
 - (i) The Vice Chancellor, Chairman
 - (ii) The Pro Vice Chancellor;
 - (iii) The Registrar, Member;
 - (iv) Dean Academics & Research;
 - (v) Dean of all Schools;
 - (vi) Student Welfare Officer;
 - (vii) Controller of Examinations;
 - (viii) Five experts from industry / employers nominated by the Chancellor;
 - (ix) Up to five faculty members to be nominated by the Vice Chancellor;
 - (x) Three students / alumni nominated by the Vice Chancellor;
 - (xi) Dean IQAC, Convener
- (4) It shall be ensured that there are at least five women members nominated under various categories.
- (5) Each member of the IQAC, except the Ex- Officio members, shall have a term of two years.
- (6) The Dean IQAC should coordinate with all Deans of all Schools of St. Joseph University as per the NAAC Guidelines.
- (7) He/She should monitor and review all Schools for NAAC Preparedness by

end of every week and submit a 1 page Activity status report to the Pro Vice Chancellor.

- (8) He/She should conduct regular NAAC & IQAC Meetings as per the direction of the Pro Vice Chancellor.
- (9) He/She should meet the Pro Vice Chancellor on a regular basis for discussions to finalize the Minutes of IQAC/ NAAC Meetings
- (10) The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
- (11) The quorum of the meeting shall be one third of the total strength of the IAQC.
- (12) The Convener shall form a quorum for a meeting of the IAQC; Provided a written notice of every meeting shall be sent by the Convener to every member at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting;
- (13) The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting;
- (14) The Dean IQAC shall develop a mechanism for its robust functioning by optimizing on the strength and contribution by the members.
- (15) The Dean IAQC shall have the following roles and functions as:-
 - (a) Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning process;
 - (b) Development and application of quality benchmarks / parameters for various academic and administrative activities of the University;
 - (c) Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes and analysis thereof;
 - (d) Should work with NAAC Execution team and IQAC team very closely and conduct regular inter and intra institutional workshops, seminars, FDPs on quality related themes and promotion of quality circles as per the approval of the Pro Vice Chancellor;

- (e) Dissemination of information on various quality parameters of higher education;
- (f) Documentation of the various programmes / activities leading to quality improvement;
- (g) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- (h) Acting as a nodal agency of the University for Quality related activities, including adoption and dissemination of best practices;
- (i) Development of Quality Culture in the University and;
- (j) Preparation of the Annual Quality Assurance Report for submission to NAAC.

2.12 Director International Collaborations

- (1) The Director of International Collaborations shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Professors of the concerned School / Centre or as direct recruitment as per the procedure laid down by the Executive Council and / or as specified by the Ordinances of the University; Provided that such Director shall work under the direct supervision and report to the Vice Chancellor.
- (2) The qualification, term of office, conditions of service and procedure of appointment of the Director of International Collaborations, shall be determined by the Executive Council.
- (3) The Director of International Collaborations shall have the following roles and functions as:-
 - (a) He should coordinate with all Deans of all Schools of St. Joseph University for all Programmes and FDPs with respect to student mobility, Sandwich 2+1, 3+1 Programmes with International Universities;
 - (b) He/She should take proper approvals from the Pro Vice Chancellor for all proposals and;
 - (c) He/She should strictly follow St. Joseph University International Relations Standard Guidelines and Operating Procedures laid down by the Pro Vice Chancellor.

2.13 Director Admissions, Branding and Marketing: Appointment, Powers and Functions

- (1) The Director of Admissions, Branding and Marketing shall be appointed by the Executive Council, based on recommendations of the Governing Council and / or as specified in the Ordinances of the University. The Director of Admissions, Branding and Marketing should discuss the plans with the Vice Chancellor and Pro Vice Chancellor for all Publicity and Marketing strategies and the final approval will be given by the Chancellor.
- (2) The Director of Admissions, Branding and Marketing shall be a whole time salaried officer of the University; the salary and allowances and other conditions of services of the Director of Admissions, Branding and Marketing at the time of appointment shall be such as decided by the Governing Council, based on recommendations of the Chancellor, and as amended from time to time.
- (3) During the temporary absence of the Director of Admissions, Branding and Marketing by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of Director of Admissions, Branding and Marketing.
- (4) The Director of Admissions, Branding and Marketing may by writing under his hand addressed to the Vice Chancellor, resign his office with a notice period of one month or one-month salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice Chancellor for consideration and acceptance.
- (5) Provided that if, at any time, upon representation made or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the Director of Admissions, Branding and Marketing is not in the interest of the University, the Chancellor, after taking approval from the Governing Council, may, by an order in writing stating the reasons therefore, ask the Director of Admissions, Branding and Marketing to relinquish his office from such date as may be specified in the order.
- (6) The Director of Admissions, Branding and Marketing should formalize all programmes with respect to Admission, Branding and Marketing related activities only after discussing with the Vice Chancellor and Pro Vice Chancellor and report to the Vice Chancellor.
- (7) Subject to the powers, roles and responsibilities of the Director of Admissions, Branding and Marketing include overseeing all the non-

academic functions of the University (under supervision and control of the Vice Chancellor) including but not limited to,

- (a) Marketing & Brand Building;
- (b) Admissions/ Enrolments;
- (c) Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice Chancellor, in consultation with the Chancellor / Pro Chancellor

2.14 Director Alumni Relations

- (1) The Director of Alumni Relations shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Professors of the concerned School / Centre or as direct recruitment as per the procedure laid down by the Executive Council and / or as specified by the Ordinances of the University; Provided that such Director shall work under the direct supervision and report to the Vice Chancellor.
- (2) The Director of Alumni Relations will report to the Vice Chancellor directly and indirectly to the Pro Vice Chancellor.
- (3) The Director of Alumni Relations shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations or such duties as may be delegated /assigned to him / her by the Vice Chancellor from time to time.
- (4) The Director of Alumni Relations shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.
- (5) The appointment of Director of Alumni Relations can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one-month notice or one-month salary in lieu of notice, in case of direct recruitment, or withdrawn if selected amongst existing professors, without assigning any reason.
- (6) The Director of Alumni relations shall have following general functions, roles and powers,
 - (a) He/She should plan calendar of activities which will be finalized and approved by the Vice Chancellor and Pro Vice Chancellor;
 - (b) All alumni should be able to register in the portal of St. Joseph University Alumni Relations and;

- (c) Maintain the register of Alumni and foster communication for their career progression and models have to be designed to implement the same. Proper approvals have to be taken by the Vice Chancellor and Pro Vice Chancellor.

2.15 Director General Administration

- (1) The Director of General Administration shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Professors of the concerned School / Centre or as direct recruitment as per the procedure laid down by the Executive Council and / or as specified by the Ordinances of the University; Provided that such Director shall work under the direct supervision and report to the Vice Chancellor.
- (2) The Director of General Administration shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations or such duties as may be delegated /assigned to him / her by the Vice Chancellor from time to time.
- (3) The Director of General Administration shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.
- (4) The appointment of Director of General Administration can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one-month notice or one-month salary in lieu of notice, in case of direct recruitment, or withdrawn if selected amongst existing professors, without assigning any reason.
- (5) The Director General Administration shall have following general functions, roles and powers,
 - (a) Oversee campus cafeteria & eateries, their modernization, upkeep and quality delivery;
 - (b) Hostel Administration; Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall / Hostel to another, if deemed necessary;
 - (c) Complete Maintenance of Infrastructure;
 - (d) To oversee the Facilities, Transportation and day to day operations;
 - (e) Develops, evaluates, and maintains the Information Technology (IT) and Enterprise Resource Planning (ERP).
 - (f) Maintaining the organization's administrative policies and

procedures manual.

- (g) Supervise and maintain security processes and systems;
- (h) Supervise, control, regulate and maintain Housekeeping and delegate tasks and monitoring daily operations;
- (i) Ensures the organizations compliance with applicable health, building, zoning, and safety licensing and certification requirements and;
- (j) Travel Desk; Manage end to end travel plans efficiently and cost effectively - airlines, trains, transport, and hotels

2.16 Finance Officer: Appointment, Powers and Functions

- (1) The qualifications and procedure for selection for the post of Finance Officer (FO) shall be as per the law and /or as specified in the Ordinances of the University.
- (2) The Finance Officer shall be appointed by the Executive Council of the University on the advice of the Governing Council.
- (3) The Finance Officer shall be a full time salaried officer of the University. The term of office and conditions of service of the Finance Officer shall be determined by the Governing Council.
- (4) The power and functions of the Finance Officer shall be as may be determined by the Governing Council.
- (5) The Finance Officer shall be the Member secretary of the Finance Committee and shall not have the right to vote.
- (6) The Finance Officer shall report to the Chancellor and the Vice Chancellor
- (7) The Finance Officer may by writing under his hand addressed to the Vice Chancellor, resign his office with a notice period of one month or one-month salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice Chancellor for consideration and acceptance.
- (8) When the Office of the Finance Officer is vacant or if the Finance Officer on account of illness or any other reason is unable to perform the duties of his Office, the duties of the office of Finance Officer shall be performed by such person as the Chancellor may decide.
- (9) The services of the Finance Officer can be terminated by the Chancellor on his own or as advised by the Vice Chancellor by giving

him one-month notice or one-month salary in lieu of notice, without assigning any reason.

- (10) Provided that If, at any time, upon representation made or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the Finance Officer is not in the interest of the University, the Executive Council may, on advice of the Governing Council, by an order in writing stating the reasons therefore, ask the Finance Officer to relinquish his office from such date as may be specified in the order, provided that before taking an action, the Finance Officer shall be given an opportunity of being heard.
- (11) Subject to the supervision and directions of the Finance Committee, the Finance Officer shall,
 - (a) Exercise general supervision of the funds of the University and advise it as regards its financial policy;
 - (b) Supervise and manage the property and investments including endowed property for furthering any of the objects of the University;
 - (c) Subject to the powers of the Officers of the University, see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - (d) Be responsible for the preparation of the annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
 - (e) Keep a constant watch on the state of the cash and bank balances and on the state of investments, if any;
 - (f) Watch the progress of collection of revenue and advise on the methods collection employed;
 - (g) Maintain and update the registers of buildings, land and equipment and conduct of the Physical verification of the Stores and other facilities/departments and also the consumable materials;
 - (h) Have the account of the University regularly audited by the auditors as may appointed for the purpose;
 - (i) Call for from any office under the University any information or return that he may consider necessary to discharge his

financial responsibilities;

- (j) The Finance Officer shall be responsible for all regulatory compliances, with all authorities, related to the following,
 - (i) Salaries disposal;
 - (ii) Tax Calculations;
 - (iii) Purchase Orders;
 - (iv) Bills Clearance;
 - (v) Auditing of Accounts;
 - (vi) Bank related Transactions and Operations;
 - (vii) Loans, Fund Management;
 - (viii) Trust Fund Management;
 - (ix) Movable and Immovable Asset Management;
 - (x) Cash flow and Liquidations;
 - (xi) Budget Formulations and;
- (k) Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Ordinances, Rules and the Regulations.

2.17 Human Resource Manager: Appointment, Powers and Functions

- (1) The Human Resource Manager reports to the Vice Chancellor for recruitment of all Teaching and Non-Teaching Staff/Appraisals of faculty and he/ she will indirectly report to the Registrar
- (2) The roles and responsibilities, qualification, term of office, conditions of service and procedure of appointment of the Human Resource Manager shall be approved by the Chancellor and / or as specified by the Ordinances of the University.
- (3) All recruitment process will be carried out through St. Joseph University Recruitment Committee which comprises of the following members,
 - (i) Vice Chancellor, Chairman
 - (ii) Pro Vice Chancellor, Vice Chairman

(iii) Dean of School, Member

(iv) 2 External Subject Experts

- (4) The Faculty, Teaching, and Non-Teaching Staff Recruitments should be done in a systematic way and only after the above committee approves, he/she should be discussed further for financials and salary negotiation.
- (5) The decision of the St. Joseph University Recruitment Committee is final and binding in all aspects.
- (6) All formal Letters of Appointment will be issued by the Registrar.

2.18 Head of Department: Appointment, Powers and Functions

- (1) The Head of Department shall be appointed by the Executive Council, based on the recommendations of the Vice Chancellor, from amongst a panel of three names of the senior teachers of the Department received from the Dean of the School or as a direct recruitment as per the procedure laid down by the Executive Council and / or as specified by the Ordinances of the University, and in addition he / she shall continue to perform his / her teaching duties.
- (2) The appointment of Head of Department shall be for a period of two years from the date of such appointment.
- (3) The Head of Department shall preside over the meetings of the Board of Studies.
- (4) The Executive Council shall have power to remove the Head of Department, if he / she is found guilty of any misconduct or if he / she fails to perform the duties of his / her office, after seeking a report or being provided a report by the Vice Chancellor and revert him / her to his / her substantive post and / or place him under suspension till completion of an inquiry.
- (5) The appointment of the Head of Department, can be withdrawn by the Chancellor, without assigning any reason.
- (6) The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations and may include,
- (a) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department;
 - (b) Assign to the teachers in the Department such duties as may

- be necessary for the proper functioning of the Department;
- (c) Maintain discipline in the classrooms and Laboratories through teachers of the Department;
 - (d) Be responsible for the coordination and supervision of teaching and research in the Department both for students and faculty;
 - (e) Be responsible for monitoring and mentoring the academic progression and reaching learning of the students, including identifying weak students and providing requisite guidance;
 - (f) Ensure that the academic rules are fully implemented and compiled by the faculty and students of the department in all spheres of the academics from conduct of classes, evaluation and assessment;
 - (g) Inculcate the good academic practices;
 - (h) Recommend / approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
 - (i) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
 - (j) Operate the Budget of the Department in consultation with the Dean of School; and
 - (k) Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

2.19 The Director Infrastructure Projects

- (1) The Director of Infrastructure Projects shall be appointed by the Executive Council; Provided that such Director shall work under the direct supervision and report to the Chancellor and the Vice Chancellor.
- (2) The qualification, term of office, conditions of service and procedure of appointment of the Director of Infrastructure Projects, shall be determined by the Executive Council.
- (3) The appointment of Director of Infrastructure Projects can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one-month notice or one-month salary in lieu of notice without assigning any reason.

(4) The Functions of the Director of Infrastructure Projects include,

- (a) Tender the Construction and Infrastructure Projects;
- (b) Procurement and Purchase of Construction Materials;
- (c) Inventory / Bill of Quantities (BoQ) and;
- (d) Quotations Procurement

2.20 Senior IT Manager

(1) The Senior IT Manager shall be appointed by the Executive Council; Provided the Senior IT Manager shall work under the supervision and report directly to the Vice Chancellor and Indirectly to the Director of General Administration.

(2) The qualification, term of office, conditions of service and procedure of appointment of the Director of Infrastructure Projects, shall be determined by the Executive Council.

(3) The appointment of Senior IT Manager can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one-month notice or one-month salary in lieu of notice, in case of direct recruitment without assigning any reason.

(4) The functions of the Senior IT Manager includes,

- (a) Website Development & Maintenance;
- (b) Portal /Dashboard Management;
- (c) Payment Gateway and Integration;
- (d) Procurement of Software and Hardware Requirements;
- (e) Creation and Maintenance of all Wi-Fi, Servers, Routers, LAN, WAN, Firewalls, Access points, etc;
- (f) Cloud Security and Management;
- (g) Procurement of Academic Software and Hardware Tools.

2.21 Librarian

- (1) The Librarian shall be appointed by the Executive Council; Provided the Librarian shall work under the direct supervision and report to the Registrar.
- (2) The qualification, term of office, conditions of service and procedure of appointment of the Director of Infrastructure Projects, shall be determined by the Executive Council.
- (3) The appointment of Librarian can be terminated by the Executive Council / Chancellor in consultation with the Vice Chancellor, by giving him one-month notice or one-month salary in lieu of notice, in case of direct recruitment without assigning any reason.
- (4) The Functions of the Librarian include,
 - (a) Procurement of Books, Periodicals , Magazines, Newspapers, Journals,Subscriptions etc;
 - (b) Library Software Management;
 - (c) Book Lending Automation Tools like Card Readers , Barcode systems;
 - (d) Procurement of Quotations;
 - (e) MOOCS , SWAYAM, NPTEL , COURSERA and;
 - (f) Proper Record Maintenance of all Books, Journals, Documents etc.

CHAPTER 3 - AUTHORITIES OF THE UNIVERSITY

The following shall be the authorities of a Private University, namely:-

- (a) Management Committee;
- (b) Governing Council;
- (c) Executive Council;
- (d) Academic Council;
- (e) Doctoral Advisory Committee (Research Board);
- (f) Finance Committee;
- (g) Planning Board (Advisory Board);
- (h) Board of Studies;
- (i) Admission Committee;
- (j) Examination Committee and;
- (k) Such other authorities may be required in the interest of the University, as advised by the Governing Council, in consultation and advice from the Sponsoring Body.

3.1 Management Committee

- (1) The Management Committee shall be the Sponsoring Body and shall have the power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.
- (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 powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University.

3.2 Governing Council

- (1) The Governing Council shall consist of the following members,
 - (a) The Chancellor - Chairman;
 - (b) The Pro Chancellor;
 - (c) The Vice Chancellor;
 - (d) The Registrar, Member Secretary
 - (e) The Sponsoring body shall have the power to nominate up to six additional persons as members to the Governing Council: Provided that the number of members of the Governing Council shall not be less than nine and more than twelve.
- (2) The term of nominated members shall be two years or till they hold their office, unless the nomination is withdrawn by the Sponsoring Body.
- (3) The term of office of members shall continue so long as they hold the office by virtue of which they are members.
- (4) The Management Committee shall have power to remove any member of the Governing Council for reasons to be recorded in writing.
- (5) The other terms and conditions of nomination of the members to the Governing Council including their remuneration, if any, shall be determined by the Chancellor from time to time and its decision thereon shall be final. The Governing Body shall have the right to review and modify nominations made by it.
- (6) The Governing Council shall meet as many times as required but shall at least meet once a year on the date to be fixed by the Chancellor and such meeting shall be called the annual meeting of the Governing Council.
- (7) The quorum of the meeting shall be one third of the total membership of the Governing Council.
- (8) A member nominated / co- opted member of the Governing Council not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Council and the vacancy will be duly filled in.
- (9) Meetings of the Governing Body shall be convened by the Chairman (Chancellor) suo-motto or on a requisition signed by not less than four

members of the Governing Council. The presence of Chancellor shall be necessary to constitute a valid quorum for all meetings of the Governing Council, unless if the Chancellor is unable to attend any meeting of the Governing Council, the Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.

- (10) 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. The notice shall state the place, date and time of the meeting; Provided that the Chairman may call a special meeting of the Governing Council at short notice to consider any urgent / special matter.
- (11) The notice may be delivered either by hand or e-mail 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 the same ought to have been delivered in the ordinary course.
- (12) Agenda shall be circulated by the Registrar to the members at least 10 days before the meeting except in case of emergent meeting.
- (13) 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.
- (14) Decisions on all issues considered in the meetings of the Governing Council shall be taken by majority votes of the members present. If the votes are equally divided, the matter shall be decided by the casting vote of the Chairman.
- (15) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (16) The minutes of the proceedings of the Governing Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Governing Council. The minutes along with amendments, if any, shall be placed for ratification at the next meeting of the Governing Council. After the minutes are ratified 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 Council.
- (17) The Governing Council may, in accordance with the provision of clause (d) to Sub-Section (2) of Section (25) of the Act create such other posts of officers, teachers and employees of the University to perform such functions or give directions to the Officers or Authorities

of the University, as it deems necessary.

- (18) All orders and decisions of the Governing Council shall be authenticated by the signature of the Registrar or any other person authorized by the Governing Council on its behalf.

3.3 Executive Council

- (1) The Executive Council shall be the chief executive body of the University. The administration, management and control of the University shall be vested with the Executive Council.
- (2) The Chancellor shall be the Chairman of the Executive Council which shall consist of the following other members, namely:-
- (a) The Pro Chancellor;
 - (b) The Vice Chancellor;
 - (c) The Pro Vice Chancellor;
 - (d) The Registrar, Member Secretary;
 - (e) The Secretary to Government In-charge of Higher Education Department, Ex-Officio;
 - (f) The Director of Collegiate Education, Ex-Officio;
 - (g) Three Members nominated by the Chancellor;
- (3) The term of office of a member shall continue so long as he / she holds the office.
- (4) The term of office of a nominated member shall be for so long as they are specified by the Sponsoring body while nominating such member or unless the nomination is withdrawn by the Sponsoring body.
- (5) The Executive Council shall meet as often as may be necessary but not less than twice during an academic year.
- (6) The Quorum of the meeting of the Executive Council shall not be less than six members.
- (7) A nominated member, other than the state nominees, not attending three consecutive meetings without prior notice, shall cease to be a member of the Executive Council and the vacancy will be duly filled in.

- (8) Meetings of the Executive Council shall be convened by the Chancellor suo- moto or on a requisition signed by not less than four members of the Executive Council. The presence of Chancellor shall be necessary to constitute a valid quorum for all meetings of the Executive Council, unless if the Chancellor is unable to attend any meeting of the Executive Council, the Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (9) 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.
- (10) The notice may be delivered either by hand or e-mail 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 the same ought to have been delivered in the ordinary course.
- (11) Agenda shall be circulated by the Registrar to the members at least one week before the meeting except in case of emergent meeting. Notices of motions 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
- (12) Decisions at any meeting of the Executive Council shall be taken by majority of the members present at such meeting and shall have affirmative vote; provided that, in case of tie in any proposal the proposal shall be decided by the casting vote of the Chairman.
- (13) The ruling of the Chairman in regard to all the questions of procedure shall be final.
- (14) 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 the members of the Executive Council. The minutes along with amendments, if any, shall be placed for ratification 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 Executive Council.

- (15) The minutes of the Executive Council shall be reported in the meeting of the Governing Council.
- (16) The Executive Council may delegate such of its powers to the Pro Chancellor, Vice Chancellor or Pro Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting.
- (17) In emergent cases, the Chairman, Executive Council may exercise the powers of the Executive Council. Further, in the case of the Chairman, exercising any of the powers on the Executive council, the members shall be informed through email, post facto, and the decision put up in the next meeting of the Executive Council for ratification.

3.4 Academic Council

- (1) The Academic Council shall be the principal academic body of the University and shall be subject to the provisions of the statutes, the ordinances and the applicable regulations, co-ordinate and exercise general supervision over the academic policies of the University.
- (2) The Academic Council shall consist of the following members,
 - (a) The Vice Chancellor - Chairman;
 - (b) The Pro Vice Chancellor - Vice Chairman;
 - (c) The Registrar - Member Secretary;
 - (d) Dean Academics;
 - (e) Dean Research;
 - (f) All Deans of Schools;
 - (g) Dean Student Affairs;
 - (h) Six members nominated by the Vice Chancellor, other than Heads of the Departments, at the level of Senior Professor, Professors, Associate Professors or Assistant Professors;
 - (i) Two students nominated by the Vice Chancellor.

- (3) The term of office of the members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council shall hold office for a term of two years.
- (4) The Academic Council shall meet as often as may be necessary but not less than twice during an academic year. Meetings of the Academic Council shall be convened by the Chairman suo-moto or on a requisition signed by not less than 20% members of the Academic Council.
- (5) The quorum of the meeting shall be one third of the total strength of the Academic Council.
- (6) 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 / special matters.
- (7) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
- (8) All questions considered at the meetings 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 are equally divided, the Chairman shall have a second or casting vote.
- (9) 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 ratification at the next meeting of the Academic 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 Academic Council.
- (10) The minutes of every meeting of the Academic Council shall be reported to the Executive Council.
- (11) The recommendations of the Academic Council shall be placed before the Executive Council for its approval.
- (12) The Vice Chancellor or in his absence Pro Vice Chancellor shall form quorum for a meeting of the Academic Council.
- (13) In emergent cases, the Chairman of the Academic Council may exercise the powers of the Academic Council. In case, the Chairman exercises any of the powers of the Academic Council,

the members shall be informed through email, post facto and such decision of the Chairman shall be placed at the next meeting of the Academic Council for its ratification.

- (14) The Academic Council shall, in addition to all other powers vested in it, have the following powers and functions, in the interest of the University;
- (a) To consider the proposals submitted by the Board of Studies of the University or refer back for further considerations;
 - (b) To ensure that the University becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;
 - (c) To review achievements in research and consultancy and to ensure that the spirit of research and entrepreneurship percolates to all Schools and Departments;
 - (d) To report on any matter referred to it by the Chancellor or Governing Council or Executive Council, as the case may be;
 - (e) To make proposals to the Governing Council for the establishment of Departments, Special Centre's, Specialized Laboratories, Libraries and Museums;
 - (f) Frame and revise curricula and syllabi for the courses of studies for the various Departments / Academic Centers;
 - (g) To promote research within the University and to requisition from time to time reports on such research;
 - (h) To recommend to the Executive Council the recognition of degrees and diplomas of other Universities and Institutions and to determine their equivalence with degree and diplomas offered by the University;
 - (i) To make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to Management);
 - (j) Supervise the working of the Library;
 - (k) To publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;

- (l) To recommend to the Management the draft Ordinances regarding examinations of the University and the conditions on which student should be admitted to such examinations;
- (m) To make recommendation to the Management in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and traveling and other expenses;
- (n) To make recommendations for the conferment of honorary degrees and to confer degrees, academic distinction, honors, diplomas, licenses, title and marks of honor to be awarded by the University;
- (o) To make proposals to the Governing Council for the institutions of Fellowships, Assistantship, Studentships medals and prizes and to award the same;
- (p) To supervise the co-curricular activities of the students of the University and submit reports thereon to the Management;
- (q) To ensure that the academic calendar of the University for the subsequent academic semester / year as per the guidelines from the University Grants Commission and the State Government; and
- (r) To perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act these Statutes and Ordinances.

3.5 Doctoral Advisory Committee (Research Board)

- (1) The Doctoral Advisory Committee (Research Board) shall be constituted as under:
 - (a) The Vice Chancellor - Chairman
 - (b) The Pro Vice Chancellor;
 - (c) Dean Research & Academics - Member Secretary;
 - (d) All Deans of Schools;
 - (e) All the Professor Emeritus and Distinguished Professors of the University;
 - (f) Outside experts, not exceeding five, nominated by the Chancellor and;

- (g) The Vice Chancellor may co-opt distinguished Scientists / Professors from within or outside to any meeting of the Doctoral Advisory Committee.
- (2) All the members of the Doctoral Advisory Committee shall hold membership for a term of two years.
- (3) The Doctoral Advisory Committee shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.
- (4) The Doctoral Advisory Committee shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
- (5) The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
- (6) The Board may select e- resources such as e- journals, e- books, online lectures, reference material and reference websites for students and faculty.
- (7) The Board, shall develop, sustain and manage:
 - (a) Incubation / Innovation Centre, basic workshop for entrepreneurs;
 - (b) Develop business models and field test products and services and;
 - (c) Development of start- up ventures.
- (8) The Board shall advise the Deans of Schools in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.
- (9) The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
- (10) The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.
- (11) The Board shall oversee all the issues related to bio- safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.

- (12) The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.
- (13) The recommendations made by the Doctoral Advisory Committee shall be reported to the Executive Council.

3.6 Finance Committee

- (1) The Finance Committee shall be the principal financial body of the University to take care of the financial matters. It shall consist of the following members:-
 - (a) The Chairman shall be nominated by the Sponsoring Body, who shall be the Chancellor;
 - (b) One Member nominated by the Governing Council;
 - (c) One Member nominated by the Executive Council;
 - (d) The Vice Chancellor, Member;
 - (e) The Pro Vice Chancellor, Member;
 - (f) The Registrar, Member;
 - (g) One Financial Expert nominated by the Sponsoring Body;
 - (h) The Finance Officer, Member with voting rights;
 - (i) Any special invitees whom the Finance Committee deems fit.
- (2) The term of office of the members shall continue so long they hold the office by virtue of which they are members.
- (3) The term of office of a nominated member shall be for so long as they are specified by the nominating body while nominating such member, or unless the nomination is withdrawn by the nominating body.
- (4) The Finance Committee shall meet at least twice in an academic year and shall be convened by the Chairman suo-moto or on a requisition signed by at least one third of the members of the Finance Committee; Provided that the Chancellor shall be authorized to call a special meeting of the Finance Committee at short notice.
- (5) 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. The notice shall state the place, date and time of the meeting;

Provided that the Chairman may call a special meeting of the Finance Committee at short notice to consider urgent / special matters.

- (6) The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.
- (7) Four members of the Finance Committee, including the Chairman shall form a quorum for a meeting of the Finance Committee, the presence of one member amongst Chairman and or one Financial Expert nominated by the Sponsoring Body is mandatory and they should be in agreement with all financial recommendations of the Finance committee. Any financial decision taken without their written consent will be treated as null and void.
- (8) All questions 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 are equally divided, the Chairman shall have a second or casting vote.
- (9) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.
- (10) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Executive Council.
- (11) In emergent cases, the Chairman of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairman exercises any of the powers of the Finance Committee, the members shall be informed through email, post facto, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
- (12) In the event of absence of the Chairman, one financial expert nominated by the Sponsoring Body preside over the meeting or if the Chancellor is unable to attend any meeting of the Finance Committee, the Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.
- (13) The Finance Committee shall have the following powers and functions:
 - (a) Examine, scrutinize and recommend the annual budget of the University. The Finance Committee shall recommend limits for the total recurring expenditure and the total nonrecurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Executive Council, which shall then get the same approved from the Governing Council;

- (b) To give its views on any financial matter solicited from it by any officer or authority of the University, including exploring the possibilities of, and resort to, augmenting further the resources for the development of the University;
- (c) Give its views and make its recommendations to the Executive Council, either on the initiative of the Executive Council or on its own initiative on any financial question affecting the University;
- (d) To examine and recommend the budget for any purchase or construction exceeding rupees five lakh;
- (e) The annual accounts and 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 with or without amendments;
- (f) Report to the Executive Council any lapse or irregularity in financial matters which comes to its notice and;
- (g) Consider and make its recommendations to the Executive Council on all such matters connected with the University, which have financial implications.

3.7 Planning Board

- (1) The Planning Board shall be the principal planning body of the University. The Planning Board shall ensure that the infrastructure and academic support system meets the norms prescribed by the regulatory bodies.
- (2) The Planning Board shall consist of the following members:-
 - i. Chancellor - Chairperson
 - ii. Vice Chancellor, Vice Chairperson;
 - iii. Pro Vice Chancellor, Member;
 - iv. The Registrar, Member Secretary;
 - v. The Dean Academics, Member;
 - vi. The Dean Research, Member;
 - vii. The Dean IQAC;
 - viii. The Finance Officer, Member;

- ix. The Director of Infrastructure Projects, Member;
 - x. The Director of General Administration;
 - xi. The Director of Admissions, Branding & Marketing;
 - xii. Three members nominated by the Chancellor and;
 - xiii. Such other persons from whom the Planning Board needs any assistance from.
- (3) The term of office of a member shall continue so long as he holds the office by virtue of which he/she are members.
 - (4) The term of office of a nominated member shall be for so long as they are specified by the nominating body while nominating such member, or unless the nomination is withdrawn by the nominating body.
 - (5) The Chairperson shall form a quorum for a meeting of the Planning Board and shall be one third of the total strength. Presence of one member amongst Chairman and or one person nominated by the Sponsoring Body is mandatory and they should be in agreement with all recommendations of the Planning Board. Any decision taken without their written consent of the Sponsoring Body will be treated as null and void.
 - (6) The Planning Board shall meet as and when needed and be free to adopt its own procedure for such meetings.
 - (7) The Planning Board shall advise the Executive Council to ensure that the necessary infrastructure and academic support systems are available to the University as per the norms of the Regulatory Bodies; Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems together with its advice tendered to the Executive Council.
 - (8) In the event of absence of the Chairperson or is unable to attend any meeting of the Planning Board, the Chairman shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.

3.8 Board of Faculties, Admission Committee, Examination Committee and other Authorities of the University

- (1) The constitution, powers and functions of the Boards of Faculties, Admission Committee, Examination Committee being the authorities

of the University are laid down under the current Statutes.

(2) Board of Faculties

- (a) The Faculty Board of each of the School of study shall be constituted as under:
 - (i) The Dean of School, Chairperson;
 - (ii) All the Heads of the Departments;
 - (iii) All the Professors of the School; Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the Board of Faculties; Provided further that the Department having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor / Associate Professor;
- (a) The Board of Faculties shall meet frequently, to review the academic activities in the Schools; Provided a written notice of every meeting shall be sent by the Chairperson to every member 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 Chairperson may call a special meeting of the Board of Faculties at short notice to consider urgent / special matters.
- (b) The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.
- (b) In case it is not possible to convene the meeting of the Board of Faculties for any reason, the Dean of the School shall have emergency powers to take a decision on behalf of the Board of Faculties.
- (c) All emergent decisions taken by the Dean shall be placed before the next meeting of the Board of Faculties for ratification.
- (d) The Board of Faculties shall have such powers and shall perform such duties as:-
 - (i) To consider and approve the decisions taken by the Board of Studies of a Department;

- (ii) Shall carry out internal audit and take corrective measures where needed;
- (iii) The Faculty Board shall also discuss points from individual faculty members or those received from Dean or reverted for consideration by Academic Council / Board of studies;
- (iv) To review the existing curricula and suggest changes which can then be taken up with Board of Studies or implement the same, if no approvals are needed;
- (v) To approve the names of the examiners in each subject recommended by the Board of Studies of a Department;
- (vi) To consider and approve the research proposals / schemes received from the Department before their submission to the Doctoral Advisory Committee and;
- (vii) Review, propose and organize Lectures, Seminars, Symposia, Conferences etc., from time to time.

(3) Board of Studies

- (a) Every School / Centre / Department shall have a Board of studies, approved by the Vice Chancellor, consisting of the following members, namely:
 - (i) The Dean of the Schools / Director of Centre(s) as Chairperson respectively;
 - (ii) The Heads of Departments;
 - (iii) Professors in the Departments in the school;
 - (iv) One Associate and Assistant Professor each, by rotation according to the seniority, from each Department in the School;
 - (v) Two external members (one from academia and one from industry) elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge, based on recommendations made by the Schools / Departments.
- (b) All members of Boards of studies, other than the members shall hold the office for a term of two years. Terms of members shall commence from such date as may be notified.

- (c) The Board of Studies shall meet frequently, to review the academic activities in the Schools; Provided a written notice of every meeting shall be sent by the Chairperson to every member 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 Chairperson may call a special meeting of the Board of Studies at short notice to consider urgent / special matters.
- (d) The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.
- (e) The quorum of the meeting shall be one third of the total strength of the Board of Studies.
- (f) Every Board of Studies shall have such powers and shall perform such duties as:-
 - (i) Organize instructions and research in the subjects under the general supervision of the Dean and the Academic Council;
 - (ii) To understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;
 - (iii) To consider and make recommendation to the Dean of school and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
 - (iv) To recommend introduction, alteration and modification of courses in the Program;
 - (v) To recommend introduction of new degree or diploma programs or discontinuation of existing ones in the Schools/Department;
 - (vi) To suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject;
 - (vii) To recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs and;
 - (viii) To propose names of the examiners both internal and external;

- (g) All the decisions of the Board of Studies shall be placed before the Board of Faculties of the School for approval / recommendations to the Academic Council.

(4) Admission Committee

- (a) The University shall have an Admission Committee which shall be responsible to plan, organize and control the admissions to various programs conducted by the University.
- (b) The Admission Committee shall comprise of members namely:-
- (i) The Vice Chancellor, Chairman;
 - (ii) The Pro Vice Chancellor (if appointed);
 - (iii) The Registrar, non-voting member;
 - (iv) The Director of Admissions, Branding & Marketing, Member;
 - (v) Dean Academics & Research;
 - (vi) All the Deans of Schools;
- (c) The Chairman shall form a quorum for a meeting of the Admission Committee; Provided a written notice of every meeting shall be sent by the Admission Director to every member 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 Admission Committee at short notice to consider urgent / special matters.
- (d) The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.
- (e) The quorum of the meeting shall be one third of the total strength of the Admission Committee.
- (f) A copy of the minutes of every meeting of the Admission Committee shall be sent to the Academic Council.
- (g) Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process; Provided that in Council based courses, the decision of the Council concerned shall be final and binding.

(h) The admission made each academic year shall be reported to the Academic Council. The Admission Committee shall also be responsible for ensuring:

- (i) Compliance to all regulatory requirements in respect of admissions to various programs;
- (ii) Review and dispose any representations from candidates;
- (iii) Ensure that admissions policies, if any, approved by the Academic Council are complied.

(5) Examination Committee

(a) The Examination Committee shall be the authority to deal with all matters relating to examinations and evaluation and shall be assisted by the Controller of Examinations.

(b) The Admission Committee shall comprise of members namely:-

- (i) The Vice Chancellor, Chairperson;
- (ii) The Pro Vice Chancellor (if appointed);
- (iii) The Registrar, non-voting member;
- (iv) All the Deans of Schools and;
- (v) One expert in the field of evaluation in a computerized environment, nominated by the Vice Chancellor / IT Head.
- (vi) The Controller of Examinations, Member Secretary; Provided that any Deputy Controller or an Assistant Controller of Examinations appointed by the University shall have the right to attend the meetings and express their opinion, however they will not be eligible to vote.

(c) The quorum of the meeting shall be one third of the total strength of the Examination Committee.

(d) The Examination Committee shall meet at least twice in an academic year.

(e) The Examination Committee shall have such powers and shall perform such duties as:-

(f) To devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;

- (i) To ensure proper organization of examinations and tests of

the University, including moderation, tabulation, evaluation and timely declaration of results;

- (ii) To prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the University and shall submit the same to the Finance Committee;
- (iii) To arrange for strict vigilance and to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice;
- (iv) It shall scrutinize and recommend to the Academic Council the names of examiners received from School, for approval;
- (v) To undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
- (vi) To review the results of University examinations and;
- (vii) To hear and decide the complaints relating to conduct of examinations and evaluation.

CHAPTER 4 - TEACHERS AND EMPLOYEES OF THE UNIVERSITY

4.1 Minimum Qualification of Teachers

- (1) The minimum eligibility for Appointment and Career advancement of teachers in the University shall be as decided by the Executive Council and in line with the guidelines of the UGC / relevant Regulatory Authorities / Councils.
- (2) The minimum qualification of teachers shall be those as may be prescribed by UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in Higher Education, 2018, as amended from time to time.

4.2 The appointment of Teachers and other Academic and Administrative staff and their emoluments

- (1) Regular / contractual appointments of teachers and other academic and Administrative staff shall be made on the recommendation of a duly constituted selection committee.
- (2) The St. Joseph University Recruitment Committee for Professors, Associate Professors and Assistant Professors will comprise of the following:
 - (a) The Vice Chancellor, Chairman;
 - (b) The Pro Vice Chancellor, Vice Chairman;
 - (c) The Registrar;
 - (d) Dean of the concerned School
 - (e) Two subject experts to be nominated by the Chancellor from the panel out of the panel of names approved by the Executive Council;
- (3) At least four members, including two outside subject experts, shall constitute the quorum.
- (4) Recommendations of the Selection Committee will be placed before the Executive Council for its approval; 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.

- (5) The Teaching positions shall be advertised in at least two leading National Dailies and in 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.
- (6) The selected person shall be appointed for a fixed tenure on such terms and conditions as may be determined by the Executive Council; Provided the salary and allowances shall be paid to the teachers and employees online into their bank accounts.
- (7) For non-teaching Staff, Librarian etc., the constitution of the Selection Committee shall be decided by the Executive Council, as per the guidelines of MHRD / UGC.

4.3 The conditions of service of employees

- (1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract on such terms and conditions as may be agreed to 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 Ordinances, the terms and conditions of the 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, as per guidelines laid down by the Central Government / State Government / regulating bodies / authorities and would generally include, but not be restricted to following:-
 - (a) Recruitment Rules;
 - (b) Personnel Policies;
 - (c) Employee Welfare Policy;
 - (d) Employee Benefits;
 - (e) Pay & Allowances;
 - (f) Travel Rules;
 - (g) Faculty Development Policy;
 - (h) Appraisal & Career Progression Policy;
 - (i) Consultancy and Sponsored Projects Policy;

- (j) Staff Development Policy;
- (k) SOP for creating New positions;
- (l) Ethics Policy and Code of Conduct;
- (m) Exit Policy and Procedure;
- (n) Policy on dealing with cases of sexual harassment at work places;
- (o) Discipline Policy;
- (p) Gratuity, Provident fund and;
- (q) Grievance Redressal Committee.

4.4 Disciplinary Action against Teachers of the University

- (1) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of 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 provisions of the Code of Professional Ethics prescribed by the University or Regulatory Authority / Body shall be deemed to be misconduct.
- (3) A teacher of the University may be removed or his / her services terminated on one or more of the following grounds:-
 - (a) Willful 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 offense 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 clauses (3) (except in the case of a conviction for an offense involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the teacher and communicated to him / her with a statement of the grounds on which it is proposed to take action and he /she has been given adequate opportunity;
- (a) of submitting a written statement of his / her defense;
 - (b) of being heard in person, if he / she so chooses; and
 - (c) of calling and examining such witnesses in his / her defense 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 grounds of such dismissal, removal or termination.
- (6) The decision 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 / her salary for a specified period or may deprive the teacher of his / her pay during the period of his / her suspension, if any.
- (8) A teacher of the University shall be deemed to have been placed under suspension:
- (a) With effect from the date of his / her conviction, if in the event of a conviction for an offense, 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 charge or otherwise.

4.5 Disciplinary Action against Non- Teaching Employees

- (1) Where there is an allegation of misconduct against an employee of the University below the rank of Deputy Registrar, the Vice Chancellor shall institute an inquiry committee for the purpose. The Vice Chancellor may, if he thinks fit, by order in writing, place the employee under suspension.
- (2) Based on the report of the inquiry committee, the Vice Chancellor may decide the appropriate course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of services of the employee concerned.
- (3) No employee shall be removed and penalties imposed 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 or termination of an employee shall take effect from the date on which the order of removal or termination is made.
- (5) Notwithstanding anything contained in the terms of his / her contract of service or of his / her appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee if:-
 - (a) He/she is of unsound mind;
 - (b) He/she is an undercharged insolvent;
 - (c) He/she has been convicted by a court of law of any criminal offense or an offense involving moral turpitude and;
 - (d) 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.

4.6 The Principles Governing Seniority of Service of Employees

- (1) Subject to the provisions of the Act, the following shall be the principles governing the seniority of service of employees. The inter-se seniority of a direct recruitment shall be determined with reference to the date of joining, and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the Central / State Government, as applicable shall apply, for all other matters of seniority.

(2) The seniority of teachers appointed or promoted under the merit promotion scheme shall be determined from the date of their appointment (joining) or promotion to the post:-

(a) Provided that if the date of appointment / promotion of two or more teachers is the same, their seniority shall be determined:-

(i) In the case of Assistant Professors, on the basis of the order of merit recommended by the Selection Committee and;

(ii) In the case of Professors and Associate Professors, on the basis of their length of continuous service in the University in the lower post of Associate Professor or Assistant Professors, as the case may be.

(b) Provided further that if both the date of appointment / promotion and the length of service in the lower post happen to be the same, the seniority in age shall be given priority.

(c) The seniority of the teachers whose services are obtained on deputation will be counted from the date they are permanently absorbed in the service of the University.

(d) The period of appointment of teachers on adhoc basis shall not be counted for the purpose of seniority unless such appointment had been made on the recommendations of a Selection Committee and is followed without break by a regular appointment to the same post.

(e) The period of appointment under various projects in the University sponsored by outside agencies shall not be taken into account for determining their seniority.

(f) Subject to the foregoing provisions, seniority of Fellows and Senior Fellows shall be determined separately from that date of Associate Professors and Professors respectively.

4.7 The procedure for settlement of disputes between employees or students and the University

(1) Subject to provisions of section 37 of the Act, the University shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment / rules / grievance with the University. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor; who shall decide the dispute after affording an opportunity to the employee

within one month from the date of receipt of its reference, or wherever necessary, the Vice Chancellor will constitute a grievance hearing committee; members of which will be appointed by him. Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor. The decision of the authorities to whom case is finally referred in this regard will be final unless the Chancellor feels otherwise. Cases of such grievances dealt with, shall be reported to the Executive Council for information.

- (2) Any dispute in respect of any employee engaged temporarily or on an ad-hoc or part time or casual basis shall be heard and decided by the Vice-Chancellor.
- (3) The University shall adhere to grievance redress guidelines for students, as issued by the UGC.

4.8 The procedure for appeal to the Executive Council by any employee or student against the action of any officer or other authority of the University

- (1) Once the decision has been given on any dispute arising between the University and any of its employees or students, the aggrieved party has the right to appeal against such decision to the Executive Council unless such a decision was taken by the Vice Chancellor
- (2) The aggrieved party should submit an appeal in writing addressed to the Chairman of the Executive Council giving full details of the case and reasons for appeal.
- (3) The appeal shall be considered by the Executive Council in regular or special meetings or through the circulation note.
- (4) The decision of the Executive Council shall be final.
- (5) Further, Subject to provisions in section 37 of the Act, an aggrieved person may prefer an appeal to the Chancellor against any decision of the Vice Chancellor within a period of one month from the date of receipt of such decision.
- (6) Any decision taken by the Chancellor in such an appeal shall be final.

CHAPTER 5 - MISCELLANEOUS PROVISIONS

5.1 Conferment of Honorary degrees and other distinctions

(1) Subject to the provision of sub-section (e) of section 13 of the Act, the Executive Council shall send recommendations to the State Government for approval for granting of honorary degrees and other distinctions. All proposals for the conferment of honorary degrees shall be made by the Academic Council and require the assent of the Executive Council before processing with the State Government.

5.2 Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions

(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.

(2) Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon the charged person 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, if any, and any evidence he / she produces in support of them, have been considered by the Academic Council.

(3) The decision stating the reasons there for shall be communicated to the person concerned.

(4) Any person aggrieved by the decision taken by the Executive Council may appeal to the Chancellor within thirty days from the date of such decisions

5.3 Institution of Fellowships, Scholarships, Studentships, Medals and Prizes

(1) Fellowships, Scholarships and Studentships, Medals and Prizes shall be instituted by the University in accordance with the Ordinances framed for the purpose.

5.4 Maintenance of 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 powers relating to the maintenance of the discipline and taking such action in the interest of maintaining discipline, the Vice Chancellor shall be guided by the recommendations of the Chief Proctor or the Proctorial Committee and the provisions as laid down in the "Students Code of Conduct and Ethics".
- (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, except that of expulsion 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 canceled.

5.5 The Establishment and Abolition of Schools, Departments and Centers

- (1) The Executive Council based on the advice of the Academic Council, and with prior approval of the Governing Council, may establish Departments, Schools, Center's in the Campus of the University.
- (2) The University shall offer such programs in the Departments, Schools, Centre's as the Executive Council may approve from time to time on the recommendation of the Academic Council, through Ordinances; Provided that the programmes offered have no conflict with the guidelines issued by UGC; Provided further that in Council based Courses, the decision of the relevant Councils shall prevail.
- (3) The Executive Council may reconstitute a Department, Centre or School on the recommendations of the Academic Council.
- (4) The Executive Council based on the advice of the Academic Council may discontinue any Department, School or Centre based on the following:-
 - (a) When the courses offered by the Department become obsolete;
 - (b) When the courses becomes untenable to continue;
 - (c) When alternate and better programs become available.
- (5) 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 and are allowed to complete the requirements for the award of the degree.

5.6 The Delegation of Powers vested in the Authorities or Officers of the University

(1) Subject to the provisions of the Act, any Officer or Authority of the University, may delegate his / her or its powers to any other Officer or Authority or person under his / her or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the Officer or Authority delegating such powers.

5.7 Provision for Diversity in nomination on the various bodies of the University

While nominating or co- opting members on various Statutory bodies, Committees and Sub- Committees of the University, due regard shall be given to the gender and diverse socio- economic background, of the members proposed to be nominated co- opted;

5.8 All other matters, which may by the Act are to be or may be prescribed

(1) Provision regarding Fee to be charged from the Students

Subject to the provisions of the Act, the fee to be charged by the University shall be as defined in the relevant Ordinances of the University and approved by the Executive Council.

(a) All the Programs in the University will be run in self-finance mode;

(b) The types of fee which may be charged from the students shall be as per the Ordinance;

(c) The University can introduce any other heads of fees from time to time. In addition, charges for duplicate mark sheets, certificates, issuance of degree, penalties and such other fees related to examinations or results, may be charged from the students, as prescribed in the Ordinance.

(2) Administration of Endowments for award of Fellowships, Scholarships, Medals, Prizes etc.

Administration of Endowments for the award of Fellowships, Scholarships, Medals, Prizes etc. in the University in addition to regular Scholarships / Fellowships / Assistantships for Ph.D, M.Tech. Chancellor's Medals, Vice Chancellor's Medals shall be as follows:

- (a) The Executive Council may accept donations for creation of endowment funds for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc.
- (b) The Executive Council shall administer all such endowments.
- (c) The award shall be made out of the annualizing amount accruing from the Endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (d) The Executive Council shall prescribe the conditions of depositing the endowment in a bank.
- (e) The value of endowment necessary for instituting an award shall be prescribed by the Executive Council.
- (f) In case any endowment is accepted by the Executive Council, the Executive Council shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.

(3) Annual Report and the Annual Balance Sheet

- (a) The Annual Report of the University shall be prepared under the direction of the Executive Council and shall be submitted to the Governing Council on such date as may be prescribed and the Governing Council shall consider the report in its annual meeting. The Governing Council shall submit its comments on the Annual Report to the Executive Council for its considerations;
- (b) The Annual report shall cover the period of Academic Year i.e 01 July of preceding year and 30 June of the reporting year;
- (c) The Annual Accounts and Balance Sheet of the University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by an experienced and qualified firm of Chartered Accountants of repute;
- (d) The Annual audited accounts shall be for financial year (April to March);
- (e) Any observations made by the Chancellor on the Annual Accounts shall be brought to the notice of the Governing Council and the

Executive Council and the observations, if any, shall, after review by the Executive Council, be submitted to the Governing Council;

- (f) A copy of the Annual Report and the Annual Accounts prepared under Sub-section (a) above shall be presented to the Sponsoring Body, after approval by the Governing Council.

(4) Resignation

- (1) The Resignation rendered by an employee shall be processed as per the regulations prescribed for the purpose and defined in the terms and conditions of service.
- (2) Any member may resign by a letter addressed, in writing, to the Vice Chancellor. An Ex-Officio member of the Governing Council, the Executive Council, the Academic Council or any other authority of the University or Committee, may resign through a letter addressed in writing to the chairman of the respective authority. The resignation, once accepted, shall take effect as soon as the letter is received by the HR Manager or the respective authority.
- (3) Any Officer of the University, (whether salaried or otherwise) may resign his office by a letter addressed in writing to the HR Manager, unless otherwise specified in these statutes, provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

(5) Rules and Regulations

Subject to the provisions of the Act, Statutes and Ordinances, the Executive Council shall frame Rules and Regulation for effective functioning of the University.

(6) Disputes as to Membership

Subject to the provisions of the Act, Statutes and Ordinances, the Executive Council shall frame Rules and Regulation for effective functioning of the University.

(7) Validation of Certain Acts, Decision

No action or proceedings of any authority or anybody or any committee of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

(8) Elected Chairman to preside where no provision is made in the Statutes

Where by the Act, or by this Statute or by the Ordinances, where no provision is made for a Chairman of the respective Authorities of the University to preside over a meeting of any University Authority, Board or Committee or when the Chairman so provided for is absent, the members present shall elect the Chairman of the meeting in accordance with this Statute.
