

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE – 01**  
**ESTABLISHMENT OF UNIVERSITY: DEFINITIONS, VISION,**  
**MISSION, OBJECTIVES AND FUNCTIONS**

**1.1 Short title, Scope and Commencement**

- 1.1.1** The "Statutes" means the Statutes of the Gyanveer University, Sagar, Madhya Pradesh. Hereafter, the University means Gyanveer University.
- 1.1.2** These Statutes shall come into force with effect from the date of Publication in the Official Gazette and the approval thereof, by M.P. Private University Regulatory Commission.
- 1.1.3** These statutes shall be is in accordance with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended in from time to time. If there be any difference in the provisions of the statutes or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall prevail.
- 1.1.4** Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Adhiniyam, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.
- 1.1.5** The Jurisdiction for Legal Matters: All matters pertaining to any act/law shall be the subject of the jurisdiction of District Court Sagar, Madhya Pradesh.

**1.2 Definitions: in this statute, unless the context otherwise requires**

- 1.2.1** "State", 'State Government' and 'Government' shall mean, the Government of the State of Madhya Pradesh, India.
- 1.2.2** 'Act' or 'Adhiniyam' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007), as amended from time to time.
- 1.2.3** 'Visitor' as prescribed in the Act 2007, means the Visitor of Gyanveer University, i.e. his/her Excellency, the Governor of the State of Madhya Pradesh.
- 1.2.4** 'Academic Council' means the Academic Council of Gyanveer University, Sagar.

- 1.2.5** "A Regular Course of Study" means the courses of study running in the University as full time or campus-based study.
- 1.2.6** "Branch" of Courses of Study, means the area of the specialization of the study of any of the programs of respective School/Faculty.
- 1.2.7** "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programmes conducted by the University
- 1.2.8** 'Section', 'Sub-section' and 'Item' shall mean, Section of the Adhiniyam, Sub-section of the Section and Item of the Section or Sub-section respectively.
- 1.2.9** 'Chancellor' means Chancellor of Gyanveer University.
- 1.2.10** 'Pro Chancellor' means Pro Chancellor/s of Gyanveer University.
- 1.2.11** 'Vice-Chancellor' means the Vice-Chancellor of Gyanveer University.
- 1.2.12** 'Pro Vice Chancellor' means, Pro-Vice-Chancellor of Gyanveer University
- 1.2.13** 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of Gyanveer University.
- 1.2.14** 'Dean of Faculty' means the academic head of the Faculty of the University.
- 1.2.15** 'Convocation' means the convocation of Gyanveer University.
- 1.2.16** 'Courses(s)' means prescribed area(s) or course(s) of study of program and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the university
- 1.2.17** "Controller of Examination", means the principal officer in-charge to discharge the overall responsibility to conduct and supervise of all matters of examinations held by the University.
- 1.2.18** "Detained student", means the student who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason.
- 1.2.19** "Doctoral Programs", means the Ph.D./Doctorate/Research Programs in the respective branches/departments of the respective School/Faculty.
- 1.2.20** "Duration of Program", means the whole tenure of the particular program (grace period of the program is not included in the tenure).
- 1.2.21** "Examination Hall", means the examination place, room, location, where students have to appear for the respective examinations.

- 1.2.22** "Examination Pattern", means the system of the examination being followed by the University.
- 1.2.23** "External Examiner", means the examiner from other University /Institution.
- 1.2.24** "Internal Examiner", means the examiner from a teaching School of the University.
- 1.2.25** "Ordinances", means ordinances of the Gyanveer University.
- 1.2.26** "Post Graduate Programs", mean the Master's Degree Programs in the respective branch/department of the respective School/Faculty.
- 1.2.27** "Regulation", means the regulation made under the provisions of the Act.
- 1.2.28** "Undergraduate Programs", means the Bachelor's Degree programs in the respective branch/department of the respective School/Faculty.
- 1.2.29** "Sponsoring Body" means Gyanveer Seva Samiti, registered under Madhya Pradesh Society Registrkaran Adhiniyam, 1973, Act of Govt. of Madhya Pradesh.
- 1.2.30** "Course Coordinator" means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.2.31** "Degree/Diploma Programs", means the Degree/Diploma Programs in the respective schools.
- 1.2.32** "Degree/Diploma" means, the Bachelor's Degree/Diploma of the University as may be approved by the Governing Body of the University.
- 1.2.33** "Institution", means an institution including existing one or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University.
- 1.2.34** "Investigator", means the person in charge of a project allotted to him/her by any of the research organizations like DST/CSIR etc. along with financial support/grant or a consultancy service allotted along with financial support.
- 1.2.35** "Invigilator", means the teacher or person who has been assigned duty in the particular examination hall.

- 1.2.36** "Management", means the Governing Body or any authority or officer of the University, designated by the Governing Body, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions.
- 1.2.37** "Prescribed", means prescribed by the Statutes.
- 1.2.38** "Programs of Study", means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program.
- 1.2.39** "Records and Publication", means the records and publication of the University.
- 1.2.40** "Regular Student", means the student who is studying in full time program running in the University in the respective academic year, and seeks permission to appearing in examination of the University as such.
- 1.2.41** "School Moderation Committee" means the committee appointed by the Vice Chancellor for each School to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a given level of a curriculum. It shall normally be headed by the Head of the Department and consists of all course coordinators as members.
- 1.2.42** "Semester System", means the temporal plan of the Academic work in the University, in which, the academic year is divided into two independent semesters like even (January -June) and odd (July -December), for purpose of delivery of course work, evaluation and monitoring of the progress of students.
- 1.2.43** "Academic Year": It is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. It may be semester-wise or annual with the approval of university academic council as per the norms of concerned regulatory authority.
- 1.2.44** "Choice Based Credit System (CBCS)": The CBCS provides choice for students to select from the prescribed courses (core, electives or minor or soft skill courses).
- 1.2.45** "Course": A basic unit of education and/or training. A course or collection of courses forms a program of study.
- 1.2.46** "Credit Point": It is the product of a grade point and number of credits for a course.

- 1.2.47** "Credit": Unit of measure of course work. Each course may be allotted credits in proportion to the time expected to be devoted by the student to that course.
- 1.2.48** "Cumulative Grade Point Average (CGPA)": Weighted average of the grade points obtained in all courses registered by the student across semesters.
- 1.2.49** "Grade Point": Numeric weightage attached to each letter grade.
- 1.2.50** "Evaluation": The process of making judgments based on evidence and interpretations gathered through examination and assessment and on the basis of agreed upon criteria.
- 1.2.51** "Letter Grade": Index of performance resulting from the transformation of actual marks obtained by a student in a course.
- 1.2.52** "Program": A collection of courses in which a student enrolls and which contributes to meeting the requirements for the awarding of one or more Certificates/ Diplomas/ Degrees.
- 1.2.53** "Assessment": The process of collecting, recording, scoring, describing and interpreting information about learning.
- 1.2.54** "Examination": it is a quantitative measure of learners "performance and is usually held at the end of the academic session or semester.
- 1.2.55** "Result": Outcome of an assessment/ evaluation which may be expressed in different forms such as marks, letter grade, GPA, etc.
- 1.2.56** "Reliable Assessment": Ensures consistency in the assessment made by the same and/or other assessors with respect to the same learning outcome for a course or a program.
- 1.2.57** "Rubric (Assessment Rubric)": A rubric for assessment, also called a scoring guide, is a tool used to interpret and grade student's against criteria and standards.
- 1.2.58** "Semester Grade Point Average (SGPA)": Performance of a student in a given semester. It is a measure of performance of work done in a semester.
- 1.2.59** "Semester": Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 1.2.60** "Transcript or Grade Card or Certificate": Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The

grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and the CGPA earned until that semester.

- 1.2.61** "Allowed to keep term (ATKT)" A system of promotion wherein students who have yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criteria.
- 1.2.62** The 'University' means, the Gyanveer University, Sagar, established and incorporated by under State Act.
- 1.2.63** "Governing Body" means the Governing Body of the Gyanveer University constituted as per the act.
- 1.2.64** "Board" means, the Board of Management of Gyanveer University.
- 1.2.65** "Board of Studies" means the Board of Studies of all the subjects in different Faculties/Schools.
- 1.2.66** 'School/ School of Studies' means, the various schools or study/ disciplines of study, of the Gyanveer University.
- 1.2.67** 'Department' means a Department of Studies and includes Centre of Studies of the University under a School of Study.
- 1.2.68** 'Registrar' means the Registrar of Gyanveer University, Sagar.
- 1.2.69** 'Dean' means, Head of a faculty of the University.
- 1.2.70** 'Teacher' means, teaching member of the University as defined by the UGC.
- 1.2.71** 'Student' means a person enrolled in the university for pursuing a course of study for the award of a degree, diploma, certificate or other academic distinction.
- 1.2.72** 'Administrative Officer' (AO) means an officer looking after the day-to-day administrative work of the Gyanveer University, Sagar.
- 1.2.73** 'Employee' means any person working on the payroll of the University
- 1.2.74** 'Endowment/Corpus Fund' means the endowment/corpus fund of University. An investment fund set up by University/ Individual/Group of persons/ Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statues/ Ordinances/ Regulations.
- 1.2.75** 'School/Faculty' means the School/Faculty of the University (the various Academic Schools) headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) are taught leading to the

conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.

- 1.2.76** 'Hostel' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes.
- 1.2.77** 'Other Backward Classes' mean the communities, castes and tribes notified by the State Government from time to time under Article 15(4) and Article 16(4) of the Constitution.
- 1.2.78** 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
- 1.2.79** 'Scheduled Tribes' mean the Scheduled Tribes notified under Article 342 of the Constitution of India.
- 1.2.80** 'School of Studies' means an institution maintained by Gyanveer University as a place of higher learning and research.
- 1.2.81** 'Fee' means the collection made by Gyanveer University from the students by whatever means it may be called.
- 1.2.82** 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
- 1.2.83** 'National Assessment and Accreditation Council (NAAC)' means a statutory body of autonomous institution of the University Grants Commission.
- 1.2.84** 'Qualification' means Degree or Diploma, or any other qualification awarded by Gyanveer University, Sagar.
- 1.2.85** 'Regulatory Commission' means the Madhya Pradesh Private University Regulatory Commission (MPPURC) established under section 36 of the Madhya Pradesh Act, 2007.
- 1.2.86** "Regulatory Council" means the All-India Council for technical Education (AICTE) established under the All-India Council for technical Education Act, 1987 (52 of 1987), the Bar Council of India (BCI) constituted under Section 4 of the Advocates Act. 1961 (25 of 1961), the Council of Architects (COA) established under the Architects Act, 1972 (20 of 1972), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiya Parishad Adhiniyam, 2000 (No. 1 of 2001) or the Pharmacy Council of India (PCI) constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing

Council (INC) constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act, 1973 (59 of 1973), National Council for Teacher Education (NCTE) established under the National Council for Teacher Education Act, 1993 (73 of 1993), the Central Council of Yoga and Naturopathy established as an autonomous body under the Department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research (ICAR) established as a Registered Society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India and National Council of Rehabilitation of India established under the provisions of the National Council of Rehabilitation of India Act, 1992 (34 of 1992) or any other central or a State Government for laying down the norms and conditions for ensuring standards of higher Education from time to time as the case may be.

- 1.2.87** 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education established in November 1956.
- 1.2.88** 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities online from the campus to the regular students of the University.
- 1.2.89** 'Research Degrees' the Degree of Ph.D. or any other Degree awarded under UGC (Minimum Standards and Procedure for Awards of M.Phil/Ph.D Degree) Regulation, and its amendment from time to time.
- 1.2.90** 'Skill Development' means the Skill or Vocational Training imparted to the students for the purpose of their skills or knowledge to Train for the vocational up brining as per the Provisions of the National Skill Development Council or the University Grants Commission Guidelines for providing Skill Based Education under National Skill Qualification Framework.

- 1.2.91** 'Memorandum of Understating (MoU) means a Memorandum of Understanding with any other Universities (Foreign or National), Institutions (Foreign or National), Academic Bodies (Foreign or National), Industries, (Foreign or National) or Organizations (Foreign or National) for enhancing and imparting the Higher Education in collaboration with university.
- 1.2.92** 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- 1.2.93** The terms 'she', 'her' and 'hers' include the masculine gender also.
- 1.2.94** Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam 2007.

### **1.3 ESTABLISHMENT**

- 1.3.1** Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- 1.3.2** Whereas the Sponsoring Body (GYANVEER SEVA SAMITI, SAGAR) has applied to MPPURC, the proposal and the project report to establish a Private University,
- 1.3.3** Whereas the Government of Madhya Pradesh under Section 9 of the Adhiniyam 2007 has granted permission for the same under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sanshodhan Adhyadesh 2022 (No. 25 of 2022) and notified vide M.P. Gazette notification No. 565 - Asadharan Pradhikar Se Prakashit dated 17 October 2022.
- 1.3.4** Whereas the Sponsoring Body under Section 16 (1) of Adhiniyam 2007 having appointed Chancellor of the University.
- 1.3.5** Whereas the Sponsoring Body under Section 22 (1) of the Adhiniyam 2007, having nominated the Chairperson and Members of the Governing Body,
- 1.3.6** Whereas the Chancellor and the Sponsoring Body under Section 17 (1), 18 (1), 19(1), 22(1) and 23 (1) (as applicable) of the Adhiniyam, 2007 having appointed the First Vice-Chancellor, Registrar and the Chief Finance and Accounts Officer.
- 1.3.7** Whereas these officers and Members of the Authorities having assumed charge of their respective posts.

- 1.3.8** Whereas the Sponsoring Body having decided to name the University as GYANVEER UNIVERSITY (English) and ज्ञानवीर विश्वविद्यालय (Hindi), with headquarters at Sagar and has been incorporated with effect from 17 October 2022 with the Vision, Mission and Objectives as laid down in this Statute, and
- 1.3.9** Whereas in exercise of the powers conferred by Section 26 sub section (2) of the Adhiniyam, 2007 (17 of 2007), the Governing Body of the Gyanveer University, Sagar make their first Statutes and notifies that these shall come into force from the date of Publication in the Official Gazette and apply to all the educational institutions of the University whether teaching, training, providing consultancy or conducting research.
- 1.3.10** University may establish Information Bureau, Information Centres, Inter-University Relation Centres, Consortium, Off- Campus, Extension Centers and such other things for the dispense of the information of the University across and outside the state.
- 1.3.11** University may provide courses on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 1.3.12** University may collaborate or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

#### **1.4 SEAL OF THE UNIVERSITY**

- 1.4.1** The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University.
- 1.4.2** The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.
- 1.4.3** The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be monitored.

#### **1.5 VISION OF UNIVERSITY**

- 1.5.1** To be globally recognized as a Centre of Excellence for Education, Research, Innovation, inculcating Resurgence of Indian Knowledge and Indian Culture,

disseminating knowledge by creating an excellent educational environment to the students to develop human for serving the society.

## **1.6 MISSION OF UNIVERSITY**

- 1.6.1** To bring quality higher education within the reach of every career-oriented individual who is aiming to achieve excellence in education, research and innovation for the enhancement of knowledge.
- 1.6.2** To create and disseminate knowledge through research and creative inquiry, teaching, and learning, and to transfer our intellectual knowledge base to enhance the ideology in meaningful and sustainable ways.
- 1.6.3** To serve our students by teaching them problem solving, leadership and teamwork skills, and the value of commitment to quality, ethical behavior, and respect for others.
- 1.6.4** To create a diverse University community, open to the exchange of ideas, where discovery, creativity, and personal and professional development is encouraged and can flourish.
- 1.6.5** To equip every student with the required social and technical skills to achieve the objective of knowledge transfer and employment generation.
- 1.6.6** To contribute to the social fabric and economic health of the rapidly growing and evolving world, by enhancing and facilitating economic empowerment, providing equal opportunities to all, creating opportunities for employment generation (both directly and through education), and contributing to the overall sustainable development of the Region, State and the Country as a whole.
- 1.6.7** University aims to transform lives and communities through learning.

## **1.7 OBJECTIVES**

- 1.7.1** To provide high quality comprehensive education, training, and research opportunities which are compatible with the changing needs of students and the industry.
- 1.7.2** To enhance and facilitate economic empowerment, provide equal opportunities to all, create opportunities for employment generation (both directly and through education), and contribute to the sustainable development of the Region, state and the country.

- 1.7.3** To providing world class infrastructure, faculty, staff, and opportunities to students, which will help them, develop innovative mind, creative thinking, professional attitude.
- 1.7.4** To develop as a multidisciplinary institution of higher learning that offers undergraduate and post graduate programmes, with excellent teaching quality, research and community engagement with moral values.
- 1.7.5** To provide consultancy to the industry and public organizations.
- 1.7.6** To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- 1.7.7** To collaborate with Industries, Research Institutions, Government and Non-Government organizations towards the fulfillment of the objectives of the University.
- 1.7.8** To set up collaborative provisions with National/International Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.
- 1.7.9** To recognize, identify, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres.
- 1.7.10** To provide flexible teaching and learning, so that learners have the ability to choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.
- 1.7.11** To create Centres of Excellence for research and development and for e sharing knowledge and its application:
- 1.7.12** To provide emphasis on conceptual understanding rather than rote learning and learning-for-exams.
- 1.7.13** To cater life skills such as communication, cooperation, teamwork, and resilience.
- 1.7.14** To synergizing in curriculum across all levels of education from inception to higher education.
- 1.7.15** To inculcate a 'light but tight' regulatory framework to ensure integrity, transparency and resource efficiency of the educational system through audit and

public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance and empowerment.

- 1.7.16** To motivate and conduct outstanding research as a requisite for outstanding education and development.
- 1.7.17** To inculcate a sense of pride in our country Bharat, and its rich, diverse and ancient culture and knowledge systems and traditions.
- 1.7.18** To teach that education is a public service; access to quality education must be considered a basic right of every people of all age, sex and creed.
- 1.7.19** To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council for the fulfillment of the objectives of the National Education Policy 2020.
- 1.7.20** To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.
- 1.7.21** To ensure that academic distinctions are not lower than those laid down by the Regulatory Councils such as the AICTE, NCTE, UGC, PCI, INC, ICAR, etc.

## **1.8 Goals**

### **1.8.1 Student Development**

- a)** To produce a creative and technically strong critical thinkers
- b)** To provide a strong foundation of knowledge and skills.
- c)** To increase student's preparedness to be leaders and innovators in industry and academic.
- d)** To provide educational and non-educational opportunities personality development of students.
- e)** To develop strong interpersonal and communication skills.
- f)** To develop responsible citizenship through awareness of ethical values.
- g)** To instill qualities of - adaptability, accountability, dedication, innovation.
- h)** To focus on long term growth and development with a sustainable personal and community development.

### **1.8.2 Excellence in Education**

- a)** To create and sustain a culture of excellence in learning and teaching across all academic departments.

- b) To promote the development of pedagogical innovations and introduce new approaches to learning and teaching.
- c) To collaborate with institutions to globalize education and encourage knowledge exchange between the University and its peers, as well as with the industry.
- d) To provide an excellent student experience for all University students.
- e) To foster an atmosphere of intellectual excitement and curiosity.
- f) To design a robust educational programme including current and cutting-edge skills in tune with industry requirements to ensure employment.
- g) To achieve excellence in application-oriented research so as to contribute to the development of the region, nation and the world at large.
- h) To strengthen the infrastructure for research and scholarship by building research laboratories and other shared research facilities and by establishing excellent library facilities for the students.
- i) To promote awareness and realization of the importance of education and research in achieving a competitive edge.
- j) To ensure that academic distinctions are not lower than those laid down by the All-India Statutory Bodies such as the AICTE, NCTE, UGC, INC, COA, ICAR, PCI etc.

### **1.8.3 Employability**

- a) To provide various exciting and rewarding career opportunities via placements and campus drives.
- b) To support industry relations and develop networking opportunities.
- c) To ensure that our students develop knowledge and skills those will equip them to be employed in the best organizations at the National and International level.
- d) To use a variety of modern mechanisms to adopt appropriate new technologies and methodologies,
- e) To relate fundamental concepts to practical applications and provide students with the necessary skills to function as responsible professionals.
- f) Support students in achieving their career goals by providing appropriate in classroom and practical training opportunities.

#### **1.8.4 Contribute to the health and welfare of the region**

- a) To act as a major employer within the region, and by equipping students with the appropriate knowledge and skills, increase employability for them.
- b) To address societal challenges including education, health, cultural welfare and community amenities.
- c) To act as agents of social mobility, play a crucial role in creating an intellectual milieu where people can engage in knowledge and skills creation without social, economic or cultural barriers.
- d) To pursue all other objectives as may be approved by the Sponsoring Body (GYANVEER SEVA SAMITI, SAGAR).

### **1.9 FUNCTIONS OF THE UNIVERSITY**

Subject to provisions of the Adhiniyam and the Rules and such conditions as may be prescribed by the Statutes, Ordinances and Regulations, the University shall perform the following functions:

- a) To provide infrastructure and finances to the constituent Institutions of Gyanveer University.
- b) To provide for instructions, teaching and training in such branches of learning and courses of study as it may think appropriate and make provisions for dissemination of knowledge and research;
- c) To conduct examinations, grant and confer degrees, diplomas, certificate and/or other academic distinctions on persons who have pursued, a course of study in the University or in any college, unless exempted there from in the manner prescribed by the Statutes, Ordinances or Regulations and have passed the examinations prescribed by the Statutes, Ordinances and Regulations have carried on research under conditions prescribed by the, Statutes or Ordinances.
- d) To confer honorary degree or other distinctions on persons in the manner prescribed by the Statutes;
- e) To co-operate and collaborate with other Universities, Institutions and authorities (in India and Abroad) in such manner and for such purposes as the University may from time to time determine;
- f) To constitute committees for admission, fee fixation and various other purposes;

- g)** To institute and award fellowships, scholarships, studentship, stipends, medals, prizes and travel grants;
- h)** To maintain and administer colleges, laboratories, libraries, museums, publishing house, institutes of research, institutes of academic and administrative training and other institutions/organizations necessary to carry out the objectives of the University;
- i)** To maintain hostels and messes for students and residents as per requirement and need of university;
- j)** To make arrangements for promoting the health and general welfare of the students of the University;
- k)** To determine, collect, demand and revise fees and other charges as may be prescribed by the Statutes, Ordinance and Regulations;
- l)** To create administrative, ministerial and other necessary non-teaching posts through Statutes;
- m)** To accept, hold and manage any endowments, donations or funds which may become vested in the University for the purpose of the University by way of grants, donations, testamentary disposition or otherwise and invest such endowments, donations and funds in a manner that may be in the uppermost interest of the University; Provided that, donations from a foreign country, foreign foundation or from any person in such country shall be accepted by the University within the provisions of any Central or State Government laws. Provided that, such endowments, donations or funds are accepted with prior specific approval of Sponsoring Body or Chancellor.
- n)** To undertake publications or work of merit, research and general knowledge;
- o)** To admit students in University Teaching Departments, School of Studies or Constituent Institutions either directly or through Conduct of Common Entrance Examination and / or through any authorized manner;
- p)** To maintain such bodies as are declared by Statutes to be the Authorities of the University;
- q)** To make grants from the funds of the University for;
  - i)** Physical education and training;
  - ii)** Seminars, workshops and other academic activities;

- iii) Cultural, Recreation, Sports and Athletic activities;
- iv) Research, innovation and capacity building activities.

#### **1.10 STRUCTURAL HEIRARCHY AND POSITIONS**

- i) **Sponsoring Body**
- ii) **Chancellor**
- iii) **Pro Chancellor**
- iv) **Vice-Chancellor**
- v) **Pro-Vice-Chancellor**
- vi) **Governing Body**
- vii) **Board of Management**
- viii) **Academic Council**
- ix) **Standing Committee of Academic Council**
- x) **Registrar**
- xi) **Chief Finance and Account Officer**
- xii) **Controller of Examination**
- xiii) **Dean of Faculty**
- xiv) **Board of studies**
- xv) **Dean Student Welfare**
- xvi) **Director/Head of Teaching department/Centre of studies**

#### **1.11 UNIVERSITY OPEN ALL CLASSES OF PERSONS**

**1.11.1** The University shall be open to all persons of any sex and any race, creed, caste, or class or any religion including NRI, PIO or foreign nationals.

#### **1.12 RESEARCH IN THE UNIVERSITY**

**1.12.1** The University shall establish, facilitate, promote research activities in the constituent institutions and award Degrees, recognitions and certificates and also publish research papers, books, monographs, magazines and other periodicals.

#### **1.13 ADHINIYAM TO PREVAIL**

**1.13.1** In case of any inconsistency in the Statutes, Ordinances, Regulations or Rules made there under the provisions of the Adhinyam 2007, and as amended from time to time, shall prevail.

#### **1.14 PROTECTION OF ACTS DONE IN GOOD FAITH**

**1.14.1** No suit or other legal proceeding shall lie against and no damages shall be claimed from, the University, or its Authorities, Bodies or Officers for anything which is done in good faith done or intended to be done in pursuance of the Adhinyam, the Statutes, Ordinance, Regulations or Rules made there under.

**1.15 VACANCIES NOT TO INVALIDATE THE PROCEEDINGS OF ANY AUTHORITY OR BODY OF UNIVERSITY**

**1.15.1** No act or proceedings of any authority or body of the University shall be invalidated merely by reason of any vacancy or defect in the constitution thereof

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 02**  
**CHANCELLOR: APPOINTMENT, POWERS & DUTIES**

**2.1** The Chancellor shall be the Head of the University and by virtue of his/her office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the Convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

**2.2 APPOINTMENT**

**2.2.1** In accordance with the section 16 (1) of MP Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

**2.2.2** The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the MPPURC, subsequently for the approval of the Visitor. Once the approval of the visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

**2.3 POWERS & DUTIES**

**2.3.1** The Chancellor shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

**2.3.2** It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.

**2.3.3** Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Gyanveer University for conferring degree diplomas or the academic distinctions.

**2.3.4** The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

**2.3.5** To exercise general control over the affairs of university

**2.3.6** To appoint and remove the Pro Chancellor, Vice-Chancellor.

**2.3.7** The Chancellor may call for any papers or information relating to the affairs of the University and for reasons to be recorded refers any matter for

reconsideration to any officer or authority of the University that has previously considered such matter.

**2.3.8** The Chancellor may by an order in writing, annul any proceedings of any officer authority, committee, or body of the University, constituted by or under this Act, which is not in conformity with this Act, the Statutes, the Ordinances, or the regulations.

**2.3.9** To call for any information or record relating to any affairs of the University.

**2.3.10** The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Gyanveer University, Sagar, for specific purposes, whenever necessary and the Vice Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his/her perusal and necessary action.

**2.3.11** The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University, as and when required.

**2.3.12** All such other powers as may be conferred by the Act, Statutes and Ordinances.

## **2.4 TENURE**

**2.4.1** The Chancellor shall hold office for a period of five years and shall be eligible for reappointment, with the approval of visitor.

**2.4.2** In case of an emergency like illness, absence or death of the Chancellor, the Pro Chancellor or Vice-Chancellor, whosoever is recommended by the Sponsoring Body will hold office, till the Chancellor resumes his/her office or the new Chancellor is appointed. However, this period will not exceed six months.

## **2.5 RESIGNATION / REMOVAL**

**2.5.1** The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 03**

### **PRO CHANCELLOR: APPOINTMENT, POWERS & DUTIES**

#### **3.1 APPOINTMENT**

**3.1.1** The Pro-Chancellor/s shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro-Chancellor/s shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Pro-Chancellor/s shall be signed by the Chancellor of the University for his/her approval.

**3.1.2** The number of Pro-Chancellor/s may be more than one as decided by the Sponsoring body. Pro-Chancellor shall be selected & appointed by Chancellor from amongst following:

- a) Nominee/s of Sponsoring Body
- b) Knowledgeable person/s of high integrity, stature, experience and proven ability in the field of education/administration.

#### **3.2 POWERS & FUNCTIONS**

**3.2.1** Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.

**3.2.2** Pro-Chancellor/s shall be deemed to be an officer of the University. He/she shall exercise all the powers and perform all functions of Chancellor during latter's absence. Pro-Chancellor/s shall preside all meetings/ceremonial functions when Chancellor is not present.

**3.2.3** Pro-Chancellor/s shall exercise such power and perform such other function as may be delegated by Chancellor.

#### **3.3 TENURE**

**3.3.1** The Pro-Chancellor/s shall hold office for a period of five years and shall be eligible for reappointment.

#### **3.4 RESIGNATION / REMOVAL**

**3.4.1** Pro-Chancellor/s may resign his/her appointment by a submission in writing to Chancellor under his/her signature.

- 3.4.2** If for certain reasons, Chancellor decides the act of Pro-Chancellor are not in favour of university and against Act/Statutes/ Ordinance and Regulations. He may issue removal of Pro Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. He will appoint the new Pro Chancellor as required, as per clause (1) of this statute.
- 3.4.3** In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro Chancellor as per clause (1) of this statute.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 04**

### **VICE-CHANCELLOR: APPOINTMENT, POWERS & FUNCTIONS**

- 4.1** The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University, and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- 4.2 APPOINTMENT OF VICE-CHANCELLOR**
- 4.2.1** The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil all the norms as prescribed by the UGC from time to time.
- 4.2.2** The Selection Committee, while preparing a panel, shall give due considerations to the academic excellence, exposure to higher education systems in the country and abroad and adequate experience in academic and administrative governance of the candidates.
- 4.2.3** The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
- a)** Two eminent academicians nominated by the Sponsoring Body; and
  - b)** One eminent person nominated by the State Government
- 4.2.4** The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- 4.2.5** The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor to Chancellor.  
Provided that if the Chancellor does not approve the recommendations of the selection committee, he may call for fresh recommendation from it (the selection committee).
- 4.2.6** Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the newly established University.
- 4.2.7** Provided further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-

Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice-Chancellor will be reappointed by the Chancellor for another term.

### **4.3 TENURE**

- 4.3.1** The tenure of the first Vice-Chancellor shall be two (2) years and that of the subsequent Vice-Chancellors shall be of Four (4) years as defined in Section 17(6) of the Act. However, he may continue to hold office for a period of additional six months or till a new Vice-Chancellor join, whichever is earlier.
- 4.3.2** Under unavoidable circumstances, if the post of Vice-Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice-Chancellor shall be appointed, adopting the procedure as laid down above.
- 4.3.3** The conditions of service and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

### **4.4 POWERS & FUNCTIONS**

- 4.4.1** The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, and the Board of Affiliation. It shall be the duty of the Vice-Chancellor to administer the University according to the Act, the Statutes, the Ordinances, and the Regulations.
- 4.4.2** The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- 4.4.3** Vice-Chancellor may be present at, and address, any meeting of any other authority or any other body of the University but he/she shall not be entitled to vote there unless he/she is a member of such authority or body.
- 4.4.4** If, in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such

decisions wholly or partly, or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- 4.4.5** If, in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter. Provided that if, in the opinion of the concerned officer or authority, such action should not have been taken by the Vice-Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal. The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Act, Statutes, Ordinances and Regulations of the University.
- 4.4.6** The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinance.
- 4.4.7** The Vice-Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. He/ She shall have powers to convene the meeting of the Board of Management and the Academic Council.
- 4.4.8** The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- 4.4.9** The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhinyam and the Statutes, and the Ordinances and shall possess all such powers as may be necessary for the purpose.

## **4.5 REMOVAL**

- 4.5.1** In accordance with Section 17(12) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, If at any time, upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor.
- 4.5.2** Has defaulted in performing any duty imposed on him by or under the Act2007 or the Statues/Ordinances framed there under; or
- 4.5.3** Has acted in a manner prejudicial to the interest of the university; or
- 4.5.4** Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- 4.5.5** In accordance with Section 17 (13) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, No order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity to show cause against the proposed order.
- 4.5.6** In accordance with Section 17 (14), as the date specified in the order under sub-section (12), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant. Salary, allowances and leaves will be as prescribed in the Regulation.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 05**

### **PRO-VICE-CHANCELLOR: APPOINTMENT, POWERS AND DUTIES**

- 5.1** The Pro-Vice-Chancellor shall be the Deputy to the Vice-Chancellor and act on the instructions of the Vice-Chancellor.
- 5.2** The Pro-Vice-Chancellor shall act on behalf of the Vice - Chancellor during the period of his absence (Vice - Chancellor) from the University.
- 5.3** There shall be more than one Pro-Vice-Chancellor depending upon the requirements of the University.
- 5.4 APPOINTMENTS, POWERS & DUTIES:**
- 5.4.1** The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor, provided, that if the recommendation of the Vice-Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice-Chancellor or request the Vice-Chancellor to recommend another person for consideration of the Board of Management.
- 5.4.2** Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Act, Statutes, Ordinances, and the Regulations.
- 5.4.3** The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the efficient functioning of Academic Administration of University. He/she may also discharge duties relating to Postgraduate & Undergraduate studies in their respective sphere of discipline as may be assigned to him by the Vice Chancellor.
- 5.4.4** Pro-Vice-Chancellor shall retire at the age as prescribed by UGC.
- 5.4.5** The Pro-Vice-Chancellor shall preside over the meeting of Board of Management and Academic Council in the absence of Vice-Chancellor.
- 5.4.6** He/ She will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.
- a.** His/ Her tenure will be of four years and will be eligible for reappointment.
- b.** He/ She shall be entitled to receive salary and leaves as prescribed in the regulation.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 06**

### **GOVERNING BODY: CONSTITUTION, POWERS AND FUNCTIONS**

**6.1** The Governing Body shall be the supreme authority of the University, shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction, and control of the work of the University so that the University fulfils its objectives.

#### **6.2 CONSTITUTION**

The Governing Body of the Gyanveer University shall consist of the following members, namely:

- a) The Chancellor - Ex-officio Chairman;
- b) The Vice-Chancellor;
- c) Three eminent persons nominated by the sponsoring body, out of whom at least one shall be an eminent educationist;
- d) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- e) One representative of the State Government not below the rank of Deputy Secretary.
- f) Registrar- Member Secretary

#### **6.3 TENURE**

**6.3.1** The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.

**6.3.2** Nominated members may hold office for one or more terms.

#### **6.4 POWERS & FUNCTIONS**

The Governing Body shall be the principal authority of the University, all movable and immovable properties of the university shall vest in the Governing Body, and it shall have the following powers, namely:

- 6.4.1** The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Madhya Pradesh Private University Regulatory Commission (MPPURC) for approval.
- 6.4.2** To control functioning of the University by using all such power as are provided by this Adhinyam, Statutes and Ordinances, or Regulations made there under.
- 6.4.3** To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhinyam or Statutes or Ordinances or Regulations made there under.
- 6.4.4** To approve the budget and annual report of the University.
- 6.4.5** To lay down the policies to be followed by the University.
- 6.4.6** To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible.
- 6.4.7** To direct, supervise and control the endowment fund and also general fund account and get them audited through CFAO (Chief Finance & Accounts Officer) as per the Act.
- 6.4.8** To finally approve the recommendation of the Board of Management for conferment of honorary, degree and other distinctions and awards.
- 6.4.9** To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
- 6.4.10** To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- 6.4.11** To invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- 6.4.12** To frame rules/regulations for the conduct of its business.
- 6.4.13** The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.

- 6.4.14** The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, except where such authorities have acted in accordance with the powers conferred upon them by the Adhiniyam, the Statutes and the Ordinances.
- 6.4.15** It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- 6.4.16** It shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management,
- 6.4.17** It shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- 6.4.18** Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

## **6.5 MEETINGS AND QUORUM**

- 6.5.1** A meeting of the Governing Body shall ordinarily be called at least one time in a calendar year.
- 6.5.2** Meeting of the Governing Body shall be called under the directions of the Chancellor and in his/her absence by a Member whose nominated by the Chancellor.
- 6.5.3** The Chancellor may on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University. At least Seven (7) clear days notice shall ordinarily be required for a meeting. The Chancellor, may however at his discretion, dispense with this requirement in the interest of the University.
- 6.5.4** Five members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum.

## **6.6 VACANCIES**

- 6.6.1** Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same is accepted by the

Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.

- 6.6.2** In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of the Act / 2(iv) and 2(v) of this Statute, the same will be forwarded to the MPPURC/Visitor/State Government after due deliberations by the Governing Body for acceptance.
- 6.6.3** No member of the Governing Body who is nominated to another Body in his/her capacity as a member of the body, shall continue to be a member of that body after his/her removal or the acceptance of his/her resignation.
- 6.6.4** A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- 6.6.5** A member of the Governing Body of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.
- 6.6.6** Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated shall be a Member for the unexpired portion of the term.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 07**  
**BOARD OF MANAGEMENT: CONSTITUTION, POWERS AND**  
**FUNCTIONS**

**7.1 CONSTITUTION**

**7.1.1** There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Adhiniyam. It shall consist of the following:

The Vice-Chancellor, Ex-officio Chairperson;

Two representatives nominated by the sponsoring body;

Two representatives nominated by the State Government;

Two Senior most Professors of the University by rotation;

Two Senior most Teachers of University other than Professors as mentioned above in clause (d), by rotation;

Registrar - Member Secretary.

**7.2 TENURE**

**7.2.1** The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

**7.2.2** No nominated member shall hold office for more than two consecutive terms.

**7.2.3** The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

**7.3 POWERS AND FUNCTIONS**

**7.3.1** Shall be the Principal Executive Body of the University and have all the powers to manage and administer the University, inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.

**7.3.2** In order to manage and administer the functioning of the University in a smooth and efficient manner, the Board of Management shall have the

powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of Academic Council or any Authority or Officer of the University, subject to the conditions laid down in the Act.

- 7.3.3** Shall function under the policies laid down by the Governing Body and shall receive and comply with all directions from the Governing Body.
- 7.3.4** Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- 7.3.5** Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority Officer of the University or Head of an Affiliated College/Institution/Study Centre on the other.
- 7.3.6** Shall regulate the use of the common seal of the University.
- 7.3.7** Shall control and administer the properties and funds of the University, including framing of annual financial statement and estimates, annual audit, control/reduce enhance transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body etc. and appoint authorized agents for the same, it deemed necessary.
- 7.3.8** Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhinyam, the Statutes and the Ordinances.
- 7.3.9** Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes or Ordinances.
- 7.3.10** The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- 7.3.11** Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. The Board shall have the power to include any other item in the Report. The Board shall put the report before the Governing Body as stipulated by Regulations.

- 7.3.12** To comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- 7.3.13** To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- 7.3.14** To ensure maintenance of proper accounts of the properties and funds of the University.
- 7.3.15** To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- 7.3.16** To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- 7.3.17** To follow and monitor the budget for expenditure as approved by the Governing Body,
- 7.3.18** To recommend to Governing Body for creating the post of other officers of the University.
- 7.3.19** To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- 7.3.20** To select a common seal for the University and to provide for its custody and use.
- 7.3.21** To arrange for the conduct/defend of litigation by or against the University.
- 7.3.22** Examine and recommend to Governing Body the matters regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- 7.3.23** To recommend for conferring honorary degree, medals and prizes on the recommendation of the Academic Council.
- 7.3.24** To recommend, enact, amend or repeal Statutes.
- 7.3.25** To recommend confer the title of Professor Emeritus on the recommendation of the Academic Council.
- 7.3.26** To recommend the appointment of the Visiting Professors, Artists, Writers and determine the terms and conditions of such appointments to Chancellor.

- 7.3.27 To specify the manner and appoint academic staff against the temporary vacancies.
- 7.3.28 To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into accounts the recommendations of the Academic Council.
- 7.3.29 To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- 7.3.30 To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forwarding the same to the NAAC as per UGC guidelines.
- 7.3.31 To exercise such other powers and performs such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

#### **7.4 MEETING AND QUORUM**

- 7.4.1 The Board of Management shall meet at least once in every three months. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- 7.4.2 The meeting shall be convened under the direction of the Vice-Chancellor.
- 7.4.3 Five members shall constitute the quorum.
- 7.4.4 The quorum for an adjourned meeting should be three members.

#### **7.5 VACANCIES**

- 7.5.1 Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.
- 7.5.2 No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue be a member of that Body or hold the post after the acceptance of his/her resignation.
- 7.5.3 A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.

- 7.5.4** A member of the Board of Management of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.
- 7.5.5** Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the unexpired portion of the term.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 08**  
**ACADEMIC COUNCIL: CONSTITUTION, POWERS AND**  
**FUNCTIONS**

**8.1** The Academic Council shall be the statutory body of the University in all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instruction, research, education and examination within the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and Regulations and shall have the right to advise the Board of Management on all academic matters.

**8.2 FORMATION**

**The Academic Council shall consist of the following members:**

- a) Vice-Chancellor - Chairperson
  - b) Three seniors most professor of the university was nominated by Chancellor.
  - c) Dean and HOD of faculty and school as per their seniority
  - d) Two professors from state/Central government university nominated by The Chairman, Regulatory Commission.
  - e) Two representatives amongst the Scientist/Educators/Industrialist nominated by the Chancellor.
  - f) The Registrar - Member Secretary
- Provided that total membership of the Academic Council shall not exceed to fifteen members at a time.

**8.3 TENURE**

**8.3.1** The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be, or as specified otherwise.

**8.4 MEETINGS & QUOROM**

**8.4.1** The Academic Council shall normally meet once in a year on the dates as fixed by the Vice-Chancellor. However, the Vice-Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall,

under the direction of the Vice-Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

**8.4.2** The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice-Chancellor.

**8.4.3** The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.

**8.4.4** A copy of the minutes shall be submitted to the Chancellor.

**8.4.5** Approval of the resolutions shall be by simple majority of the Members present.

**8.4.6** One third members of the Academic Council shall form the quorum for a meeting.

## **8.5 REMOVAL/DISQUALIFICATION**

**8.5.1** An individual cease to be a member of the Council upon his/her resignation/removal from his/her post at the university.

**8.5.2** Convicted for any offence including moral turpitude.

**8.5.3** Nominating Authority may remove a member who is sick, insane and incapable of discharging duty in the Council.

**8.5.4** Nominating Authority may remove a member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

**8.5.5** A member of the Academic Council of the University shall automatically cease to be member on failure to attend three meetings without leave of absence.

## **8.6 POWERS, DUTIES AND FUNCTIONS**

**8.6.1** To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement of academic standards.

**8.6.2** To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board, a Faculty of Studies, or the Board of Management, and to take appropriate action thereon.

- 8.6.3** To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements.
  - 8.6.4** To take measures for Quality Education and Accreditation at the University.
  - 8.6.5** To make recommendations to the Governing Body for the conferment of degrees, honorary degrees, or any such other distinctions or honor of the University.
  - 8.6.6** To recommend new courses of study.
  - 8.6.7** Frame the Calendar of Events for the academic year.
  - 8.6.8** To recommend the Regulations for the methodology, schemes, and modalities of university examinations and allotment of marks and credits for individual subjects in all the courses.
  - 8.6.9** To take up the matters for periodical review of functioning and coordination between all the constituent Institutions, departments and recommend to the Board of Management, the ways and means of improvement.
  - 8.6.10** To consider other academic or student welfare matters referred to it.
  - 8.6.11** Shall ensure that while framing rules, syllabus and curriculum norms of the concerned Regulatory Councils are adhered to from time to time.
  - 8.6.12** Appoint various sub committees as and when required for specific purpose /task. The committees shall cease to function after completing the task assigned.
  - 8.6.13** Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
  - 8.6.14** Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and punishments.
  - 8.6.15** To initiate and promote research and related activities in various constituent Institutions and centres.
  - 8.6.16** To recognize persons of eminence in their subjects to be associated as research guides, in the subject as prescribed in the Ordinance.
- 8.7** Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the

guidelines of National Regulatory Bodies such as UGC, AICTE, INC, NCTE, etc. with regard to the creation or abolition of teaching posts in the University.

**8.8** In addition to above, the Council shall recommend to the Board of Management the following:

**8.8.1** The classification of the posts according to the requirements and their duties attached thereto.

**8.8.2** Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.

**8.8.3** To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or subdivision of any Faculty or the combination / merger of one Faculty with another.

**8.8.4** To recommend the creation of New Departments, Cells and Centres.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 09**  
**STANDING COMMITTEE**

**9.1** The Academic Council may constitute a Standing Committee to look after the routine matters of academic nature on its behalf.

**9.2 CONSTITUTION**

- a)** Vice-Chancellor - Chairperson
- b)** Deans of all Faculties – Members
- c)** Chief Finance Account Officer- Member
- d)** One person to be nominated by the Chancellor - Member
- e)** Three senior Head of Departments/Schools of the University by rotation (which will be three years)
- f)** Registrar - Member Secretary

**9.3** The Vice Chancellor may invite additional members to the standing committee as and when required. The meeting of the committee shall be covered under the direction of the Vice-Chancellor.

**9.4** Function & Responsibilities of Standing Committee.

**9.4.1** Meeting of the standing committee shall be convened, as and when required under the direction of Vice-Chancellor. One half of the members of the standing committee and Chairman shall constitute the quorum.

**9.4.2** Notice of the meeting of the Standing Committee along with agenda will be served to the members at least three days in advance of the meeting. However, an emergency meeting of the standing committee can be called by the Vice-Chancellor, as and when required within one hour of notice.

**9.4.3** To monitor functioning of the university as per the Act, the statutes and the ordinances from time to time.

**9.4.4** To examine any matter referred to it by the Chancellor/ Vice-Chancellor and to make suitable recommendations. The recommendations of the Standing Committee shall be put up before the Board of Management.

The decision taken by standing committee shall be approved by the Chancellor and such decisions duly approved shall be fully honored and binding to the Board of Management, Governing Body and all other Bodies, Committees of the University.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 10**

### **REGISTRAR: CONDITIONS OF SERVICE, POWERS AND DUTIES**

**10.1** The Registrar shall be the Custodian of the all records of the University and shall carry out the orders and instructions given by the Vice-Chancellor and administer the University as per rules and regulations.

#### **10.2 SELECTION & APPOINTMENT AND CONDITIONS OF SERVICE**

**10.2.1** The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- a) The Vice-Chancellor -Chairperson
- b) Nominee of the Chancellor
- c) Two expert members approved by the Board of Management.

**10.3** No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down in the Regulations of the University.

**10.4** The University shall follow the following procedure for the selection of the Registrar:

**10.4.1** Shall invite applications in the prescribed format, for the post through the process of an advertisement, which includes the web portal of the University.

**10.4.2** A summary of the candidates who applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.

**10.4.3** The date of meeting of the Selection Committee shall be fixed, and a notice to this effect will be given to the short-listed candidates at least seven days in advance.

**10.4.4** The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.

**10.4.5** The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty five (65) years.

**10.4.6** If a suitable candidate is not found in the first advertisement, subsequent advertisements will be issued.

## **10.5 RESIGNATION / REMOVAL**

**10.5.1** When the office of the Registrar falls vacant on account of one reason or another, such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.

**10.5.2** If at any time, upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar. Provided that before such action the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

## **10.6 POWERS & DUTIES OF THE REGISTRAR**

**10.6.1** All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.

**10.6.2** The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relate to discharge of official duties in the University.

**10.6.3** The Registrar shall be the Member Secretary of the Governing Body, Board of Management, Academic Council and standing committee.

**10.6.4** The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.

**10.6.5** He/she shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his/her charge.

- 10.6.6** He/She shall be responsible for inventory management of furniture, fittings and equipment and ensure annual stock taking and physical verification of the same.
- 10.6.7** He/she shall arrange for condemnation of unserviceable furniture and equipment as recommended by Committee appointed for that purpose.
- 10.6.8** He/she shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any Board or Committees appointed under the Adhiniyam of which he is to act as Secretary
- 10.6.9** He/she shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhiniyam of which he/she is to act as Secretary.
- 10.6.10** He/she shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/authorities.
- 10.6.11** The Registrar shall convene the meetings of the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate agenda of the proposed meeting and the minutes of the previous meeting shall be supplied to the Vice Chancellor
- a)** Copies of the agenda of the meetings of the University authorities, of which he/she is to act as Secretary, as soon as such approved agenda is issued.
  - b)** The minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
  - c)** Such other papers and information as the Vice-Chancellor may direct him/her to maintain and supply from time to time
- 10.6.12** He shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he/she acts as Secretary.

- 10.6.13** He shall discharge such other functions as may be assigned to him/her from time to time by the Vice Chancellor to whom he/she shall be responsible for the same.
- 10.6.14** He shall exercise such other powers and performs such other duties as may be conferred or imposed upon him/her by the Act, Statutes, Ordinances, and Regulation.
- 10.6.15** The Registrar may if desired by the Chairman of any Authority or body of which he is the Secretary, to speak at a meeting of such Authority or Body.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 11**  
**CHIEF FINANCE & ACCOUNTS OFFICER (CFAO): FUNCTION**  
**& DUTIES**

- 11.1** The University shall appoint Chief Finance and Account Officer to manage its finances.
- 11.2** The Board of Management shall constitute a selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).
- 11.3** The Chief Finance and Accounts Officer shall be responsible for all aspects relating to the accounts and finances of the University.
- 11.4** The Chief Finance and Accounts Officer shall be member-secretary of Finance Committee of the university.

**11.5 APPOINTMENT, TERMS & CONDITIONS**

**11.5.1** The Chief Finance and Account Officer shall be appointed by the Chancellor as mentioned in Section 19(1) of the Act.

**11.5.2** The University shall follow the following procedure for the selection of the CFAO.

- a)** The University shall invite application for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- b)** A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- c)** The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short-listed candidates at least seven (7) days in advance.
- d)** The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- e)** The recommendation of the Board of Management will be submitted to the Chancellor, and then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize the selection accordingly.

- f) If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above,
- g) The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be Sixty Five (65) years.

## **11.6 RESIGNATION / REMOVAL**

**11.6.1** When the office of the CFAO falls vacant on account of one reason or another such as long illness or long absence or resignation, the Vice Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.

**11.6.2** If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.

**11.6.3** Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

**11.6.4** The Chief Finance and Accounts Officer shall retire on completing the age of Sixty Five (65) years.

## **11.7 DUTIES & RESPONSIBILITIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER**

**11.7.1** To exercise general supervision over the funds of the University and advice about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body.

**11.7.2** To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Act, the Statutes, the Ordinances or the Regulation.

**11.7.3** To hold and manage the property and investments of the University and endowed properties/funds.

- 11.7.4 To ensure that the limits determined by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are spent for the purpose for which they are granted or allotted.
- 11.7.5 To keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.
- 11.7.6 To suggest measures of additional internal revenue generation for the university.
- 11.7.7 To watch the progress of collection of revenue and advice on the methods of collection applied.

**11.8 THE CHIEF FINANCE & ACCOUNTS OFFICER shall**

- 11.8.1 Arrange collection of income; disburse the payments and maintenance of the accounts of the University.
- 11.8.2 Be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as well as also long-term plans.
- 11.8.3 Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance of Statutory Regulations.
- 11.8.4 He/she will also ensure compliance of all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice Chancellor.
- 11.8.5 Ensure that the registers of buildings, lands, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University.
- 11.8.6 Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- 11.8.7 Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- 11.8.8 Ensure that the fee structure once approved, is implemented and fees from the students are received in time with penalties, if any.
- 11.8.9 The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/ receipts and

statements/ returns that he/she may consider necessary for the performance of his/her duties.

- 11.8.10** The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after residential audit set up is established.
- 11.8.11** He/she shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central/ State Govt and local bodies.
- 11.8.12** Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
- 11.8.13** Chief Finance & Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its Institutions.
- 11.8.14** To bring to the notice of the Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- 11.8.15** To call from any office of the University, including Schools/Institutions Departments maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- 11.8.16** Any receipt given by the CFAO or by the person or persons on his behalf duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 12**

### **APPOINTMENT, TERMS, CONDITIONS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS**

- 12.1** The Controller of Examinations shall be an officer of the University and shall be appointed by the Vice-Chancellor from among the teachers of the University.
- 12.2** The Controller of Examinations will be a full-time salaried officer of the University and shall discharge his duties under general supervision and control of the Chancellor/Vice-Chancellor.
- 12.3** The Controller of Examinations shall be responsible for the smooth conduction of Examination of all Courses and Programmes and for all other arrangements necessary thereof, along with the execution of all processes connected therewith and declaration of result.
- 12.4** The appointment of the Controller of Examinations shall be made by the Governing Body/ Chancellor on the recommendation of the committee constituted for this purpose.
- 12.5** The committee shall consist of:
- a)** Vice-Chancellor or his nominee (Chairman)
  - b)** Two nominees of the Board of Management.
  - c)** One expert member approved by the Chancellor.
- However, the quorum for committee shall be minimum three.
- 12.6** The University shall follow the following procedure for the selection of the Controller of Examination :
- a)** The University shall invite applications for the post through an advertisement in the University website, job portals and newspapers.
  - b)** A Summary of the candidates who applied for the post shall be prepared by the committee consisting of senior staff members of the University and approved by the Chancellor for this purpose.
  - c)** The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.

d) If a suitable candidate is not found in the first advertisement, a subsequent advertisement shall be issued. The Controller of Examinations shall be selected from among the faculties of the University.

12.7 When the office of the Controller of Examinations is vacant or when the Controller of Examinations by reason of illness or absence for any other cause, unable to perform the duties of his office. The duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

12.8 The powers and responsibilities of the Controller of Examinations shall be as decided by the Board of Management of the University.

12.9 If at any time upon representation made or otherwise. After making such inquiry as may be deemed necessary for the following reasons:

Has made default in performing any duty imposed on him by or under this Act;

**or**

Has acted in a manner prejudicial to the interest of the University;

**or**

Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University;

**or**

Is incapable of managing the affairs related with the examination and result as well as other assigned duties of the University.

and

If it appears to the Chancellor that the situation so warrants that continuance of the Controller of the Examinations is not in the interest of the University, the Chancellor may instruct the Vice-Chancellor to issue the show cause notice to the Controller of Examinations to explain the matter and thereafter if the authorities are not satisfied with the explanation submitted by the Controller of Examinations then the Vice-Chancellor may request the Chancellor for the removal of the Controller of Examinations. The Chancellor's decision shall be final in all matters. Provided that before taking such action of the removal, the Controller of Examinations shall be given an opportunity of being heard before the Chancellor.

12.10 The Controller of Examinations shall receive pay and other allowances as decided by the Board of Management from time to time.

**12.11** The age of retirement of Controller of Examinations shall be sixty-five years, as per the State Government/UGC norms.

**12.12** The Controller of Examinations may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor resign his office by giving at least three months prior notice.

**12.13 DUTIES OF CONTROLLER OF EXAMINATIONS**

The Following shall be the duties of the Controller of Examinations:

**12.13.1** He shall conduct examinations for all the courses conducted by the University.

**12.13.2** He shall be the Secretary of Examinations Committee.

**12.13.3** He Shall carry out all the works assigned by the Examination Committee, Registrar and Vice-Chancellor.

**12.13.4** He shall be responsible for printing of question papers, answer books etc.

**12.13.5** He shall be responsible for tabulation and printing of Marks card for various examinations and keeping track of the marks card printed.

**12.13.6** He shall be responsible for issuing transcript of marks card for the students after the student has deposited the requisite fee.

**12.13.7** He shall be responsible for issuing the diploma/degree/other distinctions conferred by the university.

**12.13.8** He shall be responsible for smooth conduct of examinations and deal with cases of unfair means.

**12.13.9** He shall be responsible for the time table of examinations for all courses conducted by the university.

**12.13.10** He shall be responsible for safe keeping of examination records.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 13**  
**THE FINANCE COMMITTEE**

**12.1** The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

**12.2 Constitution**

**The Finance Committee shall consist of the following:**

- a) The Chancellor-Chairperson
- b) The Vice Chancellor
- c) The Registrar
- d) One person to be nominated by the sponsoring society
- e) One member of the governing body to be nominated by the Chancellor
- f) The Chief Finance and Account Officer (CFAO) -Member Secretary

**12.3 Tenure**

**12.3.1** The tenure of the nominated members shall be three (3) years from the date of notification.

**12.4 Meetings and Quorum**

**12.4.1** Three members (in addition to the Chancellor) of the Finance Committee shall form a quorum for a meeting of the Committee.

**12.4.2** The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

**12.5 Powers and Functions**

**12.5.1** All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.

- 12.5.2** The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- 12.5.3** The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- 12.5.4** To conduct the scrutiny of accounts of the University, whenever called upon by the Board of Management.
- 12.5.5** To review the current and the yearly Audit Reports and make recommendations there on.
- 12.5.6** To approve the Regulations for the policies and guidelines for purchase and procurements in the University.
- 12.5.7** In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- 12.5.8** Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 14**  
**EXAMINATION COMMITTEE**

- 14.1** There shall be an Examination and result Committee for each faculty. This Committee shall consist of following
- a)** Dean of the Faculty concerned who shall be the Chairman of the Committee.
  - b)** Head of the schools- members
  - c)** Two seniors most teachers of the school- members
  - d)** Controller of Examination- Member Secretary
- 14.2** Subject to the provision of the Statutes, all Examiners and Moderators of examination shall be appointed by Vice-Chancellor in consultation with Examination Committee.
- 14.3** If during the course of an examination an examiner becomes, for any cause, incapable of acting as such, the Vice Chancellor shall appoint an examiner to fill the vacancy.
- 14.4** The Powers and Duties of the Examination Committee will be as prescribed as per the examination related ordinance of the university.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE -15**  
**FACULTIES / SCHOOLS OF THE UNIVERSITY**

The University shall consist of the following Faculty and Schools.

- 15.1 Faculty of Engineering & Technology.**
  - 15.1.1 School of Civil Engineering.**
  - 15.1.2 School of Mechanical Engineering.**
  - 15.1.3 School of Electrical Engineering.**
  - 15.1.4 School of Electronics Engineering.**
  - 15.1.5 School of Computer Science Engineering.**
  - 15.1.6 School of Agricultural & Food Engineering.**
- 15.2 Faculty of Architecture, Planning and Design**
  - 15.2.1 School of Architecture.**
  - 15.2.2 School of Planning.**
- 15.3 Faculty of Basic & Applied Sciences**
  - 15.3.1 School of Sciences**
  - 15.3.2 School of Computer Sciences & Applications.**
  - 15.3.3 School of Agricultural Science.**
- 15.4 Faculty of Commerce & Management Studies**
  - 15.4.1 School of Commerce**
  - 15.4.2 School of Management Studies.**
  - 15.4.3 School of Hotel Management and Catering Technology.**
- 15.5 Faculty of Arts, Humanities & Social Science.**
  - 15.5.1 School of Arts, Humanities & Social Science.**
  - 15.5.2 School of Journalism & Mass Communication.**
  - 15.5.3 School of Library Science.**
- 15.6 Faculty of Education**
  - 15.6.1 School of Education.**
  - 15.6.2 School of Physical Education.**
- 15.7 Faculty of Medical Health & Allied Sciences**
  - 15.7.1 School of AYUSH & Alternative Medicine.**

- 15.7.2 School of Paramedical Science.**
  - 15.7.3 School of Dental Sciences.**
  - 15.7.4 School of Veterinary Science and Animal Husbandry.**
  - 15.7.5 School of Naturopathy & Yogic Sciences.**
  - 15.7.6 School of Pharmacy.**
- 15.8 Faculty of Law & Legal Studies**
  - 15.8.1 School of Legal Studies.**
- 15.9 Faculty of Nursing.**
  - 15.9.1 School of Nursing**
- 15.10 Faculty of Vocational Studies**
  - 15.10.1 School of Vocational Studies.**
- 15.11** Two or more courses of different schools may be grouped together to make one course under one school and / or a new school may be constituted according to the need as per UGC guidelines.
- 15.12** Some of the schools may offer some of the programs from different academic schools as per the need and approval of academic council given from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University
- 15.13** The curriculum of the program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competent bodies of the University including that of Academic Council as per the provisions of respective regulatory bodies.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 16**  
**DEAN OF THE FACULTY**

- 16.1** The Dean shall be the Head of a Faculty of Studies.
- 16.2** The Dean shall be appointed by the Chancellor in order of seniority, from amongst the Professors of the various Departments of the Faculty
- 16.3** If at any time, there is no Professor in the department, the Chancellor may appoint the Dean in order of seniority from among the Associate Professors of the various departments of the faculty provided also that if there is no professor or Associate professor of the University Teaching Department, the Chancellor may approve the Dean of any other faculty to act as Dean of the concerned faculty.
- 16.4** The tenure of the Dean shall be for a period of three years or up to the date of superannuation, whichever is earlier. However, he/she may be considered for reappointment but shall not serve more than six (6) years in continuation.
- 16.5** The Dean shall be the Head of the Faculty School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty.
- 16.6** The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s) but shall not have the right to vote unless he is a member thereof.
- 16.7** The Dean shall perform such other functions as may be prescribed by the Act, Statutes, Ordinances, Regulation.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 17**  
**CONSTITUTION OF FACULTY**

- 17.1** The faculty shall be the principal coordinating and administrative body among the departments constituting the faculty.
- 17.2** Each Faculty shall consist of the following members, namely:
- a)** The Dean of the Faculty shall be the Chairperson.
  - b)** The nominee of the Vice-Chancellor
  - c)** All Heads of the departments constituting the faculty
  - d)** All the Chairman of Board of Studies for the Subjects assigned to the faculty
  - e)** Two experts co-opted by the faculty who possess special achievements in particular fields of study and are not teachers of the University for last three years.
- 17.3** The members of the faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise
- 17.4** Powers and Functions of the Faculty
- 17.4.1** The faculty shall consider and approve such administrative matters which are common among constituent departments of the Faculty of Studies.
- 17.4.2** The faculty shall have such powers and shall perform such duties as given in the Act, Statutes, Ordinances and Regulations.
- 17.4.3** The functions of the faculty shall be as follows:
- a)** Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the faculty.
  - b)** To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
  - c)** To coordinate work on subjects assigned to the faculty.
  - d)** To secure coordination in research, whenever applicable.
  - e)** The faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council. The Dean may call a joint meeting of the Board of Studies assigned to Faculty, and Faculty to resolve matters of academic and administrative nature.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE – 18**  
**BOARD OF STUDIES**

**18.1** The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body and shall consider all the academic matters of the Subjects and make the appropriate recommendations to the faculty for its considerations and approval. Further, it shall have control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations.

**18.2 Constitution**

**18.2.1** The Dean of the Faculty shall be the Chairman of the board of studies and shall have the following as members, namely:

- a) All the Heads of the teaching schools that constitute the Faculty.
- b) All Professors and the Associate Professors assigned to the Faculty.
- c) One Professor from another Faculty as a nominee of the Vice - Chancellor.
- d) Two experts co-opted by the Board of Studies who possesses special attainments in particular fields of study and are not employees of the University.

**18.2.2** The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be, or as specified otherwise.

**18.3 Meetings and Quorum**

**18.3.1** As a routine, the Board of Studies shall normally meet once a year on the dates fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.

**18.3.2** The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation with the Vice Chancellor and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.

**18.3.3** One third members of the Board of Studies shall form the quorum for a meeting.

**18.4 Powers and Functions**

Subject of the Act, the Statutes and the Ordinances, the Board Subject to the relevant provisions of the Act, the Statutes and the or Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include following:

**18.4.1** To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluate research and the improvement in the academic standards.

**18.4.2** To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.

**18.4.3** To recommend to the Dean the combination and sub-division of the Departments or the Faculties, if required.

**18.4.4** To consider and make recommendations to the Dean on matters of the general academic interest, either on its own initiative or best on directives received from the Planning and Development Board or the Board of Management.

**18.4.5** To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fees and other academic requirements concerning the Subjects,

**18.4.6** To take measures for Quality Education and Accreditation of the Departments of Studies.

**18.4.7** The Board of Studies shall also be responsible:

- a) To prepare syllabus as for courses of study under their purview.
- b) To prepare a scheme of examinations.
- c) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses, and short-term training programmes referred to it.

- d) To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
- e) To prepare and submit the Annual Report on the functioning of Department/School to the Vice-Chancellor.
- f) To go through and consider any other academic matter may be referred to it for opinion,

**18.4.8** The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and/or administrative nature.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 19**  
**STUDENTS COUNCIL**

- 19.1** The Students Council shall mainly function as a forum for the students. This for mainly gives the feedback and suggestions on academic matters, environment and activities to be carried out by the University in order to improve students employability, to the Dean of the Students.
- 19.2** Under the control of the Dean of Students Welfare, the Council may organize extension lectures by the renowned personalities and also extra-curricular activities in the University.
- 19.3** The University shall define such other functions for the Student Council in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 20**  
**DEAN OF STUDENTS WELFARE**

- 20.1** The Dean of Students Welfare (DSW) shall be appointed from amongst the Professors of the University for a period of three (3) years by the Board of Management on the recommendation of the Vice-Chancellor.
- 20.2** The details of the Duties and Functions of Dean of Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the Dean so appointed is not found satisfactory, his/her term may be reduced by the Vice Chancellor.
- 20.3** Governing Body may, on a report from the Vice Chancellor, terminate the nomination of the Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students Welfare will not serve any useful purpose or will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving a reasonable opportunity of being heard.
- 20.4** The Dean of Students Welfare shall be the Head of the Information Centre and the Placement Office in the University.
- 20.5** The Dean of Students Welfare shall, if the Governing Body, Board of Management or Academic Council so desires and invite, be present at any meeting of the authority concerned when matters relating to Students Welfare for deliberations therein.
- 20.6** Subject to the control of the Vice Chancellor, the Dean of Students Welfare shall -
- a)** Make arrangements to ensure suitable accommodation facilities for students and provide guidance Communicate with the guardians of the students regarding the welfare of the students;
  - b)** Co-ordinate travel facilities for students;
  - c)** Guide and also assist the students in obtaining scholarship, intern-ships, etc.
  - d)** Perform such other duties as may be assigned to him and be of concern to students from time to time by the Registrar with the approval of the Vice Chancellor.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 21**

### **APPOINTMENT OF THE TEACHERS IN THE UNIVERSITY**

- 21.1** The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.
- 21.2 Eligibility for Appointment**
- 21.2.1** A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- 21.2.2** Wide publicity will be given for the vacancies to be filled through the portal of the University,
- 21.3 Constitution the Selection Committee**
- 21.3.1** Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- 21.4** The Selection Committee will constitute:
- a)** The Vice-Chancellor - Chairman
- b)** One observer not connected with the University in any manner, to be nominated by the Chairman, M.P. Private University Regulatory Commission.
- 21.4.1** The Dean of Faculty concerned, wherever applicable.
- a)** Head/Chairperson/School of the department/School concern.
- b)** one experts in the subject concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concern.
- c)** An academician not below the rank of Professor to be nominated by Chancellor, wherever applicable.
- d)** Four members, including one outside subject experts, shall constitute quorum.

## **21.5 Screening Committee**

**21.5.1** A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of eligible candidates to be called for an interview taking into account the Academic Performance as per UGC prescribed guidelines. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the eligible candidates up to certain cut off for interviews in case of excessive number of applications from eligible candidates.

## **21.6 Recommendations of Selection Committee**

**21.6.1** The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers suitable for the appointments, the appointment letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification,

## **21.7 Fixed period / Part-time / Contractual Faculty**

**21.7.1** In addition to full-time Teachers the Board of Management / the Vice-Chancellor may also decide to engage teachers for a fixed period (not exceeding 3 years), part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

## **21.8 Eminent/Adjunct / Visiting Professors**

**21.8.1** The Vice-Chancellor on the recommendations of the Head of the Department/School and the Dean of the Faculty may invite Eminent/ Adjunct /Visiting Professors, in consultation with the Chancellor. All such an appointment shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed three years.

**21.8.2** For the appointment in these categories, mentioned in (a) above the Vice-Chancellor may on his own consider and recommend the appointment of distinguished scholars, scientists, writers or artists by relaxing

qualifications and eligibility criteria, provided the Board of Management and the Chancellor approve such appointments.

**21.9 Resignation**

**21.9.1** Any resignation rendered by any employee shall be processed as per the Regulations of UGC and as prescribed in other related statutory bodies (Three Months/ One Month Prior Notice as decided by committee) for the purpose.

**21.10 Disciplinary Action against Teachers**

**21.10.1** Whenever, there is a complaint of misconduct against the faculty member, the Vice Chancellor shall constitute a fact-finding committee and, if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

**21.10.2** Based upon the Enquiry Committee's report, the Vice-Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the services of Board of Management for approval. The decision so taken shall be final.

**21.10.3** An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of receiving of the communication of such order.

**21.11** All the employees of the University shall be governed by the service rules and the code of conduct and ethics as recommended by Board of Management and approved by Governing body of the university.

**21.12** Each Teacher who joins the University Service also has to sign a Code of Conduct and Ethics specified in the UGC regulations for the Code of Conduct and ethics for the University Teachers.

**21.13** Notwithstanding anything contained in the Statutes, the Board of Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fits and, on the person, agreeing to do so appoint him to the post:

- 21.13.1** Provided that the Board of Management may also create supernumerary posts for a specified period for appointment of such persons.
- 21.13.2** Provided further that the number of supernumerary posts so created should not exceed five percent of the total posts in the University.
- 21.13.3** The Board of Management may appoint a teacher or any other academic staff working in any other University or organization for undertaking a joint project in accordance with the manner laid down in the Ordinances.
- 21.13.4** The Board of Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit.
- 21.13.5** All hiring and staffing decisions will be made with the approval of the Chancellor.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 22**  
**CATEGORIES, APPOINTMENT AND SERVICE CONDITIONS**  
**OF THE NON-TEACHING EMPLOYEES**

- 22.1** Following types of non-teaching employees will be employed by the University
- a) Permanent / Probationary Employees
  - b) Contractual Employees
  - c) Casual Employees
- 22.2** Permanent employee shall be appointed against a clear vacancy by a committee as prescribed in the Regulation and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory after a working period of eleven (11) months or less.
- 22.3** Contractual employee is an employee who is appointed on contract basis for a specified period.
- 22.4** Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- 22.5** The service conditions for all the above types of employees shall be as prescribed in the Statutes and Regulations.
- 22.6** The selection committee for non-teaching employees will be prescribed by the Statues.
- 22.7** The procedure for appointment of non-teaching employees will be prescribed by the Statues.
- 22.8** Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact-finding committee and if necessary, based on the fact-finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
- 22.9** Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of terminating of the services, the

Registrar shall report the matter to and seek consent of the Vice-Chancellor whose decision will be final.

- 22.10** An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such an order.
- 22.11** Each of the Selection Committee for appointment to the posts of various categories of staff, other than the academic staff, shall consist of the following members:
- a) The Registrar - Chairman
  - b) Vice-Chancellor Nominee
  - c) Any other members if Vice Chancellor deems necessary to be.
- 22.12** For the posts such as Deputy Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
- 22.13** The quorum for a meeting of a selection committee constituted shall be three.
- 22.14** The procedures to be followed by the selection committees constituted under this statute, in making recommendations, shall be laid down in the Regulations.
- 22.15** The suitability of the persons for appointments shall be assessed by the scrutiny committee & the Experts in Selection Committee, if any.
- 22.16** The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
- 22.17** Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, on a regular basis, or taken on deputation.
- 22.18** Subject to satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.
- 22.19** If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

- 22.20** The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be in consistent with the provisions of this Act, the Statutes and the Ordinances.
- 22.21** A copy of the contract referred to in the Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 23**  
**OTHER OFFICERS OF THE UNIVERSITY**

- 23.1** Following shall be the other Officers of the University:
- a)** The Deputy and the Assistant Registrars
  - b)** The Librarian, the Associate Librarians and the Assistant Librarians
  - c)** The Director and the Assistant Director of Physical Education
  - d)** The Director Corporate Relations
  - e)** Chief Proctor
  - f)** Proctor
  - g)** Director International Affairs
  - h)** Section Officers
  - i)** Warden
- 23.2** Officers as stated above from (1)(b) to (1)(f) shall be appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University,
- 23.3** The appointment of officers mentioned at (1)(c) and (1)(d) above shall be made following the procedure as laid down in the Statute for the appointment of Teachers and that of others mentioned at 1(b), 1(e) and 1(f) shall be made according to the procedure laid down for non-teaching staff. The appointment of officers mentioned in (g), (h), (i) shall be made according to the procedure laid down in the Regulation. The salary, allowances, leaves and other service conditions shall be as prescribed by the concerned Statues or Regulations.
- 23.4** The powers and responsibilities of other officers shall be as specified in the respective Regulations.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 24**  
**CONVOCATION AND CONFERMENT OF HONORARY**  
**DEGREES AND ACADEMIC DISTINCTIONS**

- 24.1** Convocation for the award of the Degrees, Diplomas and other Distinctions of the University shall normally be held annually on the main campus of the University or such other place as may be approved by the Governing Body
- 24.2** A special Convocation may also be held at such time as may be found necessary and convenient. The actual date of the Convocation in each case shall be fixed by the Vice Chancellor with the approval of the Chancellor.
- 24.3** Not less than two weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of Special Convocation or in any other case where such a course is considered expedient by the Chancellor.
- 24.4** The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfil the conditions for the award as laid down in the rules of the respective programs.
- 24.5** The University shall create the provisions and rules for the award of medals to the students for each year at the time of the Convocation.
- 24.6** The Registrar shall send a program of the convocation and the procedure to be observed during the convocation along with a brief to the Visitor, the Chancellor, the Pro-Chancellor/s, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans of the Schools.
- 24.7** The student eligible to receive the degree in person must apply to the Registrar, seven working days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the Convocation, provided that the Vice-Chancellor may in special cases permit the receipt of late applications up-to four days before the date of Convocation, if such applications are accompanied by a late fee as fixed by the University.

- 24.8** Such students who are unable to present themselves in person at the convocation, may apply to receive their degrees in absentia in the prescribed form, after the date of convocation along with a fee as prescribed by the University.
- 24.9** Every degree shall bear the signature of the Vice-Chancellor, Registrar, and Controller of Examinations. The date on the degrees, whether to be awarded at the Convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- 24.10** Dignitaries such as the Chief Guest, the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans/Principals of the Schools shall wear such academic costumes as is approved by the Governing Body.
- 24.11** All students at the Convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the Convocation, who is not in the proper academic costume. The decision of the Board of Management in this regard shall be final.
- 24.12** Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the Convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- 24.13** The Academic Procession shall comprise the Visitor, the Chancellor, the Pro-Chancellor/s, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, Deans/Principals of the Schools, and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: there may be invocation of "any supreme power" to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards the dais in following order:
- a) Controller of Examination.**
  - b) The Registrar**
  - c) The members of Academic Council**
  - d) The members of Governing Body**

- e) **The member of Board of Management**
  - f) **Deans of Faculty**
  - g) **The Pro Vice-Chancellor**
  - h) **The Vice-Chancellor**
  - i) **The Pro-Chancellor/s**
  - j) **The Chancellor**
  - k) **Other nominated Guest(s), if any**
  - l) **The Visitor**
- 24.14** All of the above, except Academic Council shall take their seats on the dais in places reserved for them.
- 24.15** The students present at the Convocation shall take their seats at the places reserved for them before the procession enters the Convocation Hall. As the procession enters the Convocation Hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- 24.16** Lamp may be lighted, to invoke the blessings of "any supreme power".
- 24.17** The Registrar shall take the sanction of the Visitor and/or the Chancellor and in his absence the Pro Chancellor/Vice Chancellor/Pro Vice-Chancellor to start the proceedings by saying "The convocation of **Gyanveer University, Sagar M.P.** has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?" the Chancellor or the Pro Chancellor/Vice Chancellor shall then pronounce." I permit the Convocation to be declared open". Thereafter the Registrar shall pronounce "With the permission of Visitor/Chancellor/ Pro Chancellor /Vice-Chancellor/Pro Vice Chancellor, declare the Convocation opens".
- 24.18** The Vice-Chancellor will then present the annual report of the University.
- 24.19** The Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient/distinguished person to be awarded honorary degree shall be introduced ordinarily by the Vice-Chancellor, who shall welcome him/her and read out the citation about his/her qualifications. The Vice-Chancellor will then request the Visitor/Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of Gyanveer University, I request Hon'ble Visitor/Chancellor, that you may be pleased to graciously confer upon (Name of the distinguished person) the Degree of (Honoris Causa) for his outstanding services."

The Chancellor or the Vice-Chancellor in presenting the Certificate of the honorary degree shall say to the recipient: "I confer on \_\_\_ the Degree of \_\_\_\_\_ (honoris Causa).

The National Anthem of the Country of the Dignitary, on whom the Degree is conferred, shall be played, if necessary.

The recipient of the Honorary Degree will then present his address, if any.

**24.20** Chancellor or in his absence the Pro/Vice- Chancellor shall then say: "Let the students be presented".

**24.21** The following shall be the order of the presentation of degrees:

- a) **Gyanveer Sarvashreshtha Chhatra Swarn Padak (Gold Medal to the Best Student), If any;**
- b) **Gyanveer Bahumukhi Utkrishta Chhatra Puraskar (Shield for All Around Excellence), If any;**
- c) **Chancellor Gold Medal, If any;**
- d) **Vice-Chancellor Gold & Silver Medals, by School;**
- e) **Post-Doctoral Degrees, If any;**
- f) **Ph. D. Degrees, If any;**
- g) **Post Graduate Degrees, If any;**
- h) **Undergraduate Degrees, If any;**
- i) **Diploma/Certificates, If any;**

**24.22** The Deans/Principals of their respective Schools and in their absence the Registrar shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans/Principals of the Schools and the Vice-Chancellor shall be:

"Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of \_\_\_\_\_ to which I pray he/they may be admitted."

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging) may be done collectively after presenting all the degrees)

"By virtue of the authority vested in me as Vice-Chancellor of Gyanveer University, I admit you to the degree of \_\_\_\_\_ in this University and charge you to prove worthy of the honour conferred on you.

The student shall acknowledge it with a bow. The recipients of the degrees shall remain standing while the Dean/Principal and the Vice-Chancellor admit the students to the degrees.

- 24.23** After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the Convocation and also in absentia.
- 24.24** The Visitor or the Chancellor or the Pro-Chancellor/s, or in their absence, the Pro/Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Pro/Vice-Chancellor, as the case may be.
- 24.25** The Chancellor or the Pro-Chancellor/s and in his absence, the Pro/Vice-Chancellor, will then introduce the chief Guest and request him to address the Convocation.
- 24.26** The Chief Guest will then deliver the Convocation address.
- 24.27** The Registrar with the permission of the Visitor and/or the Chancellor, and in his absence with the permission of the Pro/Vice-Chancellor will then declare the Convocation closed.
- 24.28** National Anthem shall then be played, after requesting all to stand up for the National Anthem.
- 24.29** The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- 24.30** Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual Convocation or Convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the Convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed fee by the University.

- 24.31** A Special Convocation may be held for the purpose of conferring a Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above.
- 24.32** University may confer Honorary Degree of Ph.D., D.Sc., LL.D. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:
- 24.33** Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department/Constituent Institutions/Dean/Principal will forward it to the Vice Chancellor.
- 24.34** On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Academic Council and Board of Management to consider the proposal.
- 24.35** If, at a later stage, it is found that the honorary degree has been conferred of the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by a two-third majority of the members of the Governing Body and the same as approved by the Chancellor.
- 24.36** The Vice-Chancellor shall ascertain from the proposal that it has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- 24.37** Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- 24.38** No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- 24.39** On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support, the proposal shall be declared to be dropped.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 25**

### **ADMINISTRATION OF ENDOWMENT/CORPUS FUNDS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- 25.1** The Board of Management may accept donations for creation of an endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- 25.2** The Board of Management shall administer all the donations / endowments received.
- 25.3** The award shall be made out of the annual income accruing from the endowment.
- 25.4** Organization or individuals intending to sponsor a fellowship, Scholarship /stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
- 25.5** The Board of Management shall prescribe the conditions for depositing the endowment funds in secured instruments.
- 25.6** The value of the endowment necessary for instituting an award shall be prescribed by the Board of Management.
- 25.7** The detailed terms and conditions for fellowships, scholarships, awards and prizes shall be laid down in the MoU for each case.
- 25.8** In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
- 25.9** Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- 25.10** Approval for carrying out literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 26**  
**ANNUAL REPORT**

- 26.1** The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
- 26.2** The Annual Report shall consist of two (2) parts
- 26.1.1** Activity Report highlighting the steps taken by the University for the Fulfillment of its objectives for which the Registrar shall be responsible and
- 26.1.2** The Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
- 26.3** The Report along with Audited Accounts shall be placed for approval by the Governing body once approved by the Board of Management.
- 26.4** A copy of the Annual Report shall be presented to the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
- 26.5** The Annual Report is a public document and will be available on the website of the University, after the presentation to the Visitor.
- 26.6** The Board of Management shall, thereafter, send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
- 26.7** The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE -27**  
**APPOINTMENT OF EXAMINERS**

**27.1 In this Statute: -**

**27.1.1 'Internal Examiner' means**

- a) In case of a theory paper an examiner includes a paper setter who is a teacher in a University Teaching Department, School of Studies, or maintained by or affiliated to the University.
- b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

**27.1.2 'External Examiner' means an examiner other than an internal examiner.**

**27.1.3 'Co-Examiner' means an examiner in a written paper other than the paper-setter.**

**27.2** The office of the Controller Examination shall prepare, for every subject, an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Controller of Examination office from other Universities on its own initiative or under the direction of the Chairman of the Board of studies concerned.

**27.3** The list shall contain as far as possible information relating to the persons included there in on the following points :

- a) The academic qualifications and teaching experience at degree and post graduate levels.
- b) The field of specialization.
- c) The examinations of the University and years in which they have acted as examiners in the past.

- 27.4** The Examination Controller office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of each practical/viva voce examination together with the estimated number of candidates there at.
- 27.5** The Examination Committee shall in the light of the provision of the following paragraphs, recommend: -
- a)** A panel of three names for the appointment of the paper setter of each written paper,
  - b)** A list of names of persons for appointment as co examiners, where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
  - c)** A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination in different departments.
- 27.6** The Vice Chancellor shall appoint paper setters, co-examiners and practical/viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and that his appointment will not be contrary to the provisions of statutes/ regulations or norms of the related regulatory bodies.
- 27.7** The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester,
- 27.8** Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- 27.9** The qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University shall be prescribed in the Ordinance.
- 27.10** Moderators when felt necessary will be appointed by the Vice-Chancellor.

- 27.11** The Vice-Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- 27.12** A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same,
- 27.13** Conditions of Appointment as Examiner
- a)** No person shall act as paper setter or examiner either in the theory or viva voce or practical examination if any of his relatives are appearing in the concerned examination.
  - b)** No person shall act as a moderator or tabulator for any examination if any of his relatives are appeared at that examination.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 28**  
**THE PROCTORIAL BOARD**

- 28.1** There shall be a Proctorial Board to maintain the discipline amongst the student of the University it shall consists of the following members: -
- |  |   |             |
|--|---|-------------|
| A Professor nominated by the Vice-chancellor | - | Chairperson |
| Dean of Students Welfare                     | - | Convener    |
| The Chief Proctor                            | - | Member      |
| All Proctors                                 | - | Member      |
| All Wardens of the Hostels, and              | - | Member      |
- One student was nominated by the Vice-chancellor from the Students Council.
- 28.2** Chief Proctor is assisted by additional proctors, and all Deans/Principals/HODs will be the default members of the Proctorial Board and will have a deciding role if student involved are of their departments.
- 28.3** The Proctorial board will have at least one lady member other than HODs and will be the Chairman of the committee for enquiry against sexual harassment, disrespectful behaviour, or any misbehaviour with a girl student.
- 28.4** The Chairman, Chief Proctor and proctors shall be appointed by the Vice-Chancellor amongst the teachers of the University The number of proctors shall be determined by the Vice-chancellor depending upon the enrollment of the student in the University. The tenure of the Proctorial Board shall be three years.
- 28.5** Gyanveer University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Gyanveer University Proctorial Board is fully responsible for ensuring that rules and regulation framed by Institute are being followed by the students.
- 28.5.1** To maintain discipline in the Institute; ensure Institute rules are understood and followed.
- 28.5.2** To keep an eye on the general moral behaviour of the students.
- 28.5.3** To prevent the student from indulging in any political activities at Institute premises.

**28.5.4** Cases of indiscipline or indecent behaviour of any student, cases of individual/ group harassment, threats, ragging, manhandling etc. are dealt strictly by the Proctorial Board.

**28.5.5** The University Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately, depending upon the nature and need of the enquiry.

**28.5.6** The Proctorial Board shall prepare a code of conduct to be followed by the students and shall place it before the Board of Management for its approval.

**28.5.7** Any violation of the code of conduct or breach of any rule of regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.

**28.6 NORMS AND PROCEDURES FOLLOWED DURING ENQUIRY:**

**28.6.1** A student can lodge complaint in the office of any of the authorities at **Gyanveer University** including Vic-Chancellor/Registrar/Dean/Director/ Chief Proctor/ HOD/ Chief Warden etc.

**28.6.2** After receipt of a complaint, it is scrutinized by the Principal/Director/HOD and Principal is empowered to take necessary action against the accused as per "University Rules and Regulations for Students", with at least three other members of the Proctorial Board.

**28.6.3** If HODs and Chief Proctor ascertain that the offence pertains to the jurisdiction of the Proctorial Enquiry then, subsequently, three members Proctorial Enquiry Committee is setup by Chief Proctor to conduct an in-depth investigation.

**28.6.4** Proctorial enquiry is an internal enquiry of Gyanveer University and hence, no other person, except the Board members and faculty or staff, is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party.

**28.7 THE PROCTORIAL BOARD WILL FOLLOW FOLLOWING PROCEDURE TO INITIATE ENQUIRY IF THE COMPLAINT IS ASCERTAIN:**

**28.7.1** The complainant is called for a hearing and his statement is recorded.

**28.7.2** The accused person(s) is called for recording his/her statement.

- 28.7.3** Witnesses mentioned by both parties are listed and they are called to recording their.
- 28.7.4** Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- 28.7.5** A cross-examination of the accused and the complainant is conducted.
- 28.7.6** If any material evidence, like audio/video tapes/paper/mobile clippings documents etc is available, the same is examined. The authenticity is established from the submitted documents.
- 28.7.7** Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defence and punishment is decided.
- 28.7.8** The defence given by the accused persons in the show cause notice is studied and examined.
- 28.7.9** A report is prepared as per the "University Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- 28.7.10** Final report and recommendations are submitted to Dean/ Director for approval & final decisions.
- 28.7.11** Consequently, the award of punishment is conveyed to the student, duly signed by the Chief Proctor/Director and Dean Student Welfare (DSW).
- 28.7.12** The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

## **28.8 The power and duties of Chief Proctor**

- 28.8.1** The Chief Proctor shall get a Proctorial form filled by students and keep it for therecord in his/her office.
- 28.8.2** He/she will issue an identity card to each student with his/her seal and signature.
- 28.8.3** He/she shall be authorized by the University to issue rail and air travel concession orders the bonafide students of the University.
- 28.8.4** He/she will place all the matters brought to his/her attention before the Proctorial Board on being approved by the Vice-Chancellor.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 29**  
**CREATION OF NEW AUTHORITIES**

- 29.1** This Statute provides for the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and Academic Council.
- 29.2** The constitution, composition, powers and functions of the new authorities so created may, as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
- 29.3** The procedure of constitution, tenure, quorum for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, is provided in the concerned Statutes.
- 29.4** The powers and functions of such authorities are as prescribed in the concerned Statute.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE – 30**  
**COMMITTEES/BOARDS OF THE UNIVERSITY**

- 30.1** Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
- 30.2** Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
- 30.3** Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case may think fit.
- 30.4** Anti-ragging committee will be formed as per the UGC guidelines.
- 30.5** Woman's Grievances Cell shall be formed as per the UGC guidelines.
- 30.6** SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.
- 30.7** The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of reference as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities or the Statutes.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 31**  
**DEPARTMENTAL COUNCIL - COMPOSITION, FUNCTIONS**  
**AND ACTIONS**

- 31.1** Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.
- 31.2** Composition: The Departmental Council shall comprise all Professors, Associate Professors and Assistant Professors of the Department.
- 31.3 Meetings**
- 31.3.1** The Head of the Department shall preside over the meetings of the Departmental Council and in his absence, the senior most Professor/Associate Professor of the Department shall preside over the meetings.
- 31.3.2** The Departmental Council shall meet at least twice a year and one-third of the total members of the council shall constitute the quorum.
- 31.4 Duties and Functions**
- 31.4.1** The Departmental Council without prejudice to the powers conferred on other authorities shall consider matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:
- 31.4.2** Shall constitute an equivalence committee in the beginning of the academic year to consider the admission of students of other institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
- a) The Head of the Department - Chairperson
  - b) Two seniors most teachers of the Department
  - c) One nominee of the Dean of the Faculty
- 31.4.3** The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- 31.4.4** Departmental Council shall recommend to the Board of Studies the courses and curriculum for its consideration.

- 31.4.5** Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- 31.4.6** Shall recommend the purchase of books and journals for the Central and Departmental Library.
- 31.4.7** Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- 31.4.8** Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- 31.4.9** The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NEP 2020/ NBA / NAAC guidelines:
- a) Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
  - b) Defining the Departmental Program Outcomes (POS) and their monitoring and redefining at regular intervals.
  - c) Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years through Monitoring Committees
  - d) Arranging Students counseling regularly and allotment of Faculty counsellor.
  - e) Arranging departmental level Invocation and Induction Courses for Students.
  - f) Arranging departmental level Induction Programs for New Faculty and Employees,
  - g) Arranging yearly academic and administrative reports.
- 31.4.10** Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to PhD; other PG courses after B.Tech / B.E. / and M.Sc. / M.A.
- 31.4.11** Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations.

- 31.4.12** Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- 31.4.13** Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice - Chancellor / the Dean of the Faculty concerned.
- 31.4.14** Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department implementing the decisions on all policy matters as provided above.
- 31.5** The decision of the Council will be by majority. In case of a tie, the presiding officer shall have the casting vote.
- 31.6** Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons and the decision of the Vice-Chancellor shall be final.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 32**  
**THE PLANNING AND DEVELOPMENT BOARD**

- 32.1** The Planning and Development Board shall consist of the Vice Chancellor and not more than four members to be nominated by the Board of Management. The Vice Chancellor shall be the Chairperson of the Board.
- 32.2** All the members of the Planning Board, other than the Vice Chancellor, shall hold office for a term of three years.
- 32.3** The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University
- 32.4** The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- 32.5** The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice a year
- 32.6** The recommendations of the Planning and Development board shall be presented to the Academic Council for necessary action.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 33**

### **RECOGNITION COMMITTEE - CONSTITUTION AND FUNCTIONS**

- 33.1** The University shall constitute a Recognition Committee consisting of the following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.
- 33.2 Constitution**
- a) The Vice-Chancellor - Chairperson
  - b) All the Deans of the Faculties
  - c) All the Head of Departments
  - d) Two Professors of the Faculty of the University
- 33.3 Functions: -**
- 33.3.1** Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities that are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National importance such as the IITs, IIMs, NITS, IISC Bangalore etc.
- 33.3.2** In no case, any degree of any other University which does not satisfy the above criterion shall be recognized including that of blacklisted Universities, by the UGC.
- 33.3.3** If any of the Universities does fall into one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.
- 33.4** In the context of Foreign Universities, if not covered above, the guidelines issued by the UGC/ Government of India shall be followed.

# **GYANVEER UNIVERSITY, SAGAR**

## **STATUTE - 34**

### **CREATION OF CENTERS, CELLS AND COMMITTEES FOR QUALITY EDUCATION AND ACCREDITATION PROCESSES**

**34.1** For the purposes of imparting Quality Education and Accreditation, the University shall create the following Boards, Cells, Centres, Committees as per UGC/NAAC/NBA/MPPURC Guidelines:

- a) Training, Placement and Industrial Interaction Cell
- b) Collaborations and MoUs Development Cell
- c) Research and Innovations Development and Promotional Centre.
- d) Information Technology and knowledge Management Centre
- e) Values and Ethics Development Cell
- f) NSS and Community Services Centre
- g) Internal Quality Assurance Cell (IQAC),
- h) Environmental Consciousness and Green Audit Committee
- i) University Academic and Administrative Yearly Audit Committee
- j) University Academic Calendar Preparation and Monitoring Cell.
- k) Publication Centre for Journal, Web, and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
- l) Equal Opportunity Cell
- m) Gender Sensitization Cell
- n) Health Centre
- o) Daycare Centre
- p) Women and Students Grievances Committee
- q) Anti-Ragging Committee
- r) Staff Welfare Committee
- s) Entrepreneur Development Cell

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 35**  
**CREATION OF CHAIRS**

- 35.1** Establishment of the Professorial / Research Chairs for Creating Focused Seats /Institutions of Higher Learning.
- 35.1.1** A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
- 35.1.2** The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
- 35.1.3** The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
- 35.2** In furtherance of the objective of the establishment of a Chair, the University -
- 35.2.1** Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the MoU approved while establishing the Chair.
- 35.2.2** Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
- 35.2.3** May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
- 35.2.4** May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
- 35.2.5** May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.

- 35.2.6** May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- 35.2.7** The establishment of the Chair shall require one-time donation as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / her discretion.
- 35.2.8** The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 36**  
**TRIBUNAL ARBITRATION**

- 36.1** Any dispute arising out of a contract of employment and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
- 36.2** Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly,
- 36.3** The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- 36.4** The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

**GYANVEER UNIVERSITY, SAGAR**  
**STATUTE - 37**  
**UNIVERSITY FUND**

- 37.1** The University Fund shall be kept in many accounts as may be approved by the Board of Management.
- 37.2** The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have authority to operate the account of the University Fund with the permission of Chancellor.
- 37.3** All necessary expenditure will be permitted by Chancellor and Pro Chancellor subject to provisions of the Act and the Statutes.
- 37.4** There shall be detailed running audit, or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- 37.5** The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 37.6** The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above, of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
- 37.7** After auditing, the accounts shall be printed in the prescribed format. True copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
- 37.8** Financial Estimates : The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.