

STATUTES OF RKDF UNIVERSITY RANCHI



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CHAPTER I
PRELIMINARY

Statute 1: Short Title, Commencement and Applicability

- 1) The “Statutes” means the Statutes of Ram Krishna Dharmarth Foundation (RKDF) University, Ranchi, and Jharkhand.
- 2) The Statutes are applicable to Ram Krishna Dharmarth Foundation (RKDF) University, and any matter relating to and or incidental thereto.
- 3) These “Statutes” shall come into force on such date as the State Government may, by notification, in the Gazette, appoint.

Statute 2: Definitions

In these Statutes, unless the context otherwise requires,-

- 1) “**Act**” means “The Jharkhand Private Universities Act, 2024”; Act no. 11,2024.
- 2) “**Academic Council**” means the Academic Council of the University constituted under section-27 of this Act;
- 3) “**AICTE**” means the All India Council for Technical Education established under section-3 of the All India Council for Technical Education Act, 1987 (Central Act 52 of 1987);
- 4) “**BCI**” means the Bar Council of India established under section-4 of the Advocates Act, 1961 (Central Act 25 of 1961);
- 5) “**Board of Management**” means the Board of Management of RAM KRISHNA DHARMARTH FOUNDATION University constituted under section-26;
- 6) “**Chancellor**” and “**Vice-Chancellor**” means, respectively, the Chancellor, and the Vice-Chancellor of RAM KRISHNA DHARMARTH FOUNDATION University;
- 7) “**Deans and Directors**” means the Head of Department or an Institution, a Centre or a School, or the person appointed for the purpose to act as such in his absence;
- 8) “**Department**” means a Department of Studies of RAM KRISHNA DHARMARTH FOUNDATION University and includes a Centre of Studies and Research;
- 9) “**Employee**” means any person appointed by RAM KRISHNA DHARMARTH FOUNDATION University, and includes a teacher or any other member of the staff of the University;

- 10) “**Faculty**” means a Faculty of RAM KRISHNA DHARMARTH FOUNDATION University;
- 11) “**Government**” means the State Government of Jharkhand;
- 12) “**Governing Body**” means the Governing Body constituted under section-25 of the Act;
- 13) “**Hostel**” means a unit of residence for students at the University maintained or recognized by RAM KRISHNA DHARMARTH FOUNDATION University;
- 14) “**ICAR**” means the Indian Council of Agricultural Research, registered under the Societies Registration Act, 1860 (Central Act 21 of 1860);
- 15) “**MCI**” means the Medical Council of India constituted under the Medical Council Act, 1956 (Central Act 102 of 1956);
- 16) “**Multidisciplinary**” means study in the Departments of Humanities and Social Sciences, Science, Engineering and Technology, Architecture, Medical, Dental, Nursing, Pharmacy, Physiotherapy, Allied Health Sciences, Education, Law, Agriculture, Veterinary and other branches of knowledge;
- 17) “**NCTE**” means the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993 (Central Act 73 of 1993);
- 18) “**NAAC**” means National Assessment and Accreditation Council, an autonomous institution of UGC;
- 19) “**PCI**” means Pharmacy Council of India constituted under section-4 of the Pharmacy Act, 1948 (Central Act 8 of 1948);
- 20) “**Prescribed**” means prescribed by Rules, Statutes and Ordinances;
- 21) “**Private University**” means a University established under section-3;
- 22) “**Registrar**”, “**Controller of Examinations**”, “**Finance Officer**” means, respectively, the Registrar, the Controller of Examinations and the Finance Officer of the University;
- 23) “**Regulatory Body**” means and includes a body such as UGC, AICTE, NCTE, MCI, PCI, DCI, ICAR, BCI established by an Act of the Government of India for maintenance of standards of higher education;
- 24) “**Rules**” means rules made under section-56 of the Act;
- 25) “**Scrutiny Committee**” means the Committee constituted under section-7;
- 26) “**Sponsoring body**” means a trust registered under the Indian Trusts Act, 1882 (Central Act 2 of 1882); or a society registered under the Societies Registration Act, 1860; or a company registered under section-8 of the Companies Act, 2013 (Central Act 13 of 2013);
- 27) “**State**” means the State of Jharkhand;

28) “**statutes**”, “**ordinances**” and “**regulations**” means respectively, the statutes, the ordinances and the regulations of a Private University made under this Act;

29) “**student**” means a student enrolled in the register of the University;

30) “**teachers**” means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed by the University for imparting instructions or conducting research in the University or the institution maintained by the University, in conformity with the prescribed UGC norms, and are designated as teachers by the Ordinances; and

31) “**UGC**” means the University Grants Commission established under section-4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956).

Statute 3: Seal, flag and anthem of the University

The University Shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changes or amendment as deemed necessary from time to time by the University.

The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle, Flag and other symbols of Graphic expression, abbreviation of 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. (The University may opt to register these under relevant rules and laws of the Land).

Statute 4: Objectives of the University

1) RAM KRISHNA DHARMARTH FOUNDATION University shall act in a manner such that it aligns itself with the National Education Policy (NEP), 2020 and as amended from time to time and / or any other policies formulated by Central / State Government related to the higher education.

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

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

(b) studies in various disciplines;

(c) inter-disciplinary studies;

(d) national integration, secularism, social equity and engineering of international understanding and ethics;

- (e) educational programmes for diplomas, degrees and post-graduate courses, doctorate degrees and post-doctoral programmes and to maintain high standards of education; and
- (f) collaboration with national and global institutions, and creation of capabilities for upgrading programmes to the global standards, subject to the guidelines of the UGC and other regulatory bodies.

Statute 5: Academic calendar of the University

- 1) The Academic Calendar of the University shall be approved by the Board of Management and shall be in conformity with the guidelines issued by the State Government and other Regulatory Bodies from time to time.
- 2) The University shall publish its Academic Calendar on its website.
- 3) In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances and as per UGC guidelines.

Statute 6: Powers of University

The university shall have the following powers, namely:—

- 1) to provide for instructions in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination and application of knowledge and skills.
- 2) to impart and promote the study of humanities and social sciences, science, engineering and technology, management, law, medical and allied sciences and any other professional courses through in-campus, off-campus, and satellite centers or by distance educational programmes.
- 3) to honour educational stalwarts and persons of academic eminence with the decoration of professor Emeritus.
- 4) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause.
- 5) to confer honorary degrees or other distinctions in the manner prescribed.
- 6) to provide education and training including correspondence and such other courses, to such persons who are not members of the University, as it may determine.
- 7) to institute Directorships, Professorships, Associate Professorships, Assistant Professorships, and other teaching or academic posts required by the University and to make appointments for the same.
- 8) to create administrative and other posts and to make appointments thereto.

9) to appoint or engage persons of eminence working in any other University or Organisation permanently or for a specified period.

10) to co-operate, collaborate or associate with any other University or Authority or Institution in India and abroad in such manner and for such purpose as the University may determine.

11) to establish and maintain schools, centers, utilized laboratories or other units for research and instructions as are in the opinion of the University, necessary for the furtherance of its objects.

12) to institute and award fellowships, scholarships, studentships, medals and prizes.

13) to establish and maintain and supervise residences, hostels within the University and promote the health and general welfare activities for students and staff.

14) to make provisions for research and consultancy, and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary.

15) to declare a centre, an institution, a department, or school, as the case may be, in accordance with the statutes.

16) to determine standards for admission into the Private University, which may include examination, evaluation or any other method of testing.

17) to prescribe, demand and receive payment of fees and other charges.

18) to make such arrangements in respect of the residence, discipline and teaching of women and other disadvantaged students as the University may deem fit.

19) to regulate and enforce discipline amongst the employees and students of the University and take such disciplinary measures in this regard as may deem necessary by the University.

20) to make arrangements for promoting the health and general welfare of the employees of the University.

21) to receive donations and to acquire, hold, manage and dispose through sale or lease or rent of any property, movable or immovable for the welfare of the University subject to the Section 4(1) of the Act.

22) to borrow without security or by way of hypothecation or mortgage against the property of the University with the approval of the sponsoring body subject to the Section 4(1) of the Act (Jharkhand Act, 11/2024).

23) to appoint either on contract or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course writers and such other persons who may contribute to the advancement of the objects of the University.

24) to utilize and to undertake extra-mural studies and extension service.

25) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University, inconformity with the provisions of this Act.

26) To supervise and control the residence and regulate the discipline of students, faculty and staff of the University and to make arrangements for promoting their health, general welfare, social and cultural activities;

27) to establish, maintain and manage, whenever necessary,—

(a) Knowledge Resource Centre;

(b) university extension boards;

(c) information bureaus;

(d) employment guidance bureaus;

(e) Autonomous Evaluation Boards; and

(f) such other activities as may be necessary and possible to fulfill the objects of the university;

28) to make enabling provision for participation of students in,—

(a) the national service scheme;

(b) the national cadet corps;

(c) home guards and civil defense;

(d) the national sports organization;

(e) sports and physical education;

(f) extra-mural teaching and research;

(g) programmes related to Lifelong Learning and Extension;

(h) any other programmes, services or activities directed towards cultural, economic and social betterment as may be necessary and possible, to fulfill the objects of the university;

29) to undertake research and to obtain registration in respect of such research in the nature of patents, design rights and such or similar rights with the competent authorities;

30) to institute and award fellowships, scholarships, prizes, medals and other awards.

31) to purchase or to take on lease or accept as gifts, bequests, legacies or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and

on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works.

32) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and consistent with the interest, activities and objects of the University.

33) to draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques and other negotiable instruments.

34) to raise and borrow money on bond, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to pay all expenses out of the funds of the University.

35) to receive funds, movable and immovable properties, equipments, software and other resources from industry, other sections of society, national and international organization or any other source by transfers or as gifts, donations, benefactions or bequests for the purposes and objects of the University;

36) to develop and maintain relationships with faculty, researchers, administrators and domain experts in science, technology, humanities, social sciences, education, management, law, commerce, pharmacy, healthcare and allied area for achieving the objects of the University;

37) to make special arrangement in respect to women and other disadvantaged students as the University may consider desirable;

38) to regulate the expenditure and to manage the finances and to maintain the accounts of the University;

39) to establish, maintain and manage halls, hostels for students and quarters for the residence of faculty and staff;

40) to construct, manage and maintain centers, complexes, auditorium, buildings, stadium for the advancement of sports, cultural, co-curricular and extra-curricular activities.

Statute 7: Admission & Fees

1) University shall, subject to the provisions of this Act and the relevant statutes and regulations of the UGC and other regulatory bodies, as the case may be, be open to all persons irrespective of gender, class and creed.

2) Nothing contained in sub-section (1) shall require the University: -

(a) to admit to any course of study any person who does not possess the prescribed academic qualification or standard;

(b) to retain on the rolls of the University any student whose academic record is below the minimum standard required for the award of a degree or other academic distinction;

(c) to admit any person or retain any student whose conduct is prejudicial to the interest of the University or the rights and privileges of other students and teachers; and

(d) to retain on rolls of the University any student who fails to remit necessary fees as prescribed for the course.

3) Subject to the provisions of sub-sections (1) and (2) and the standard admission process of the University as may be prescribed, the University shall reserve twenty-five percent of seats in each course of study for the students domiciled in the State of Jharkhand. The category-based reservation of seats within the mandate of twenty-five percent seats reserved for students domiciled in the State of Jharkhand shall be regulated by the laws and orders of the State Government from time to time.

4) The University shall conduct its admission through an online transparent admission process.

5) University may, from time to time, prepare its fee structure and send it for approval of the Governing Body constituted for the purpose under section-25 of the Act (Jharkhand Act. 11/2024).

6) Governing Body shall consider the fee structure prepared by the university and if it is satisfied that the proposed fee is:-

(a) sufficient for-

(i) generating resources for meeting the recurring expenditure of the university; and

(ii) the savings required for the further development of the university; and

(b) not unreasonably excessive, it may approve the fee structure.

7) The fee structure approved by the Governing Body under sub-section (5) shall remain in force for three years and the university shall be entitled to charge fees in accordance with such fees structure.

8) University shall communicate prescribed fee structure to the Government. The Government shall be entitled to ensure that the prescribed fee does not entail profiteering or charging of capitation fee.

9) To fix, demand and receive or recover fees and such other charges as may be prescribed as under: -

(a) All the courses in the university shall be run on self finance mode. The following type of fees may be charged from the students;

(i) Application fee

- (ii) Admission fee
- (iii) Registration fee
- (iv) Tuition fee
- (v) Examination fee
- (vi) Library fee
- (vii) Hostel fee
- (viii) Mess charge
- (ix) Development fee
- (x) Laboratory fee (as applicable)
- (xi) Alumni fee
- (xii) Transportation charge
- (xiii) Training and capacity building fee
- (xiv) Caution money
- (xv) Penal fee such as change in name/branch/course etc.

(b) In addition, fee for duplicate mark sheets, revaluation, issue of degree, Migration and such other examination or result fee may be charged from the students.

(c) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.

(d) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the student.

The University may introduce other heads of fees in conformity with the provision of the act and State Government norms.

10) University shall allow merit scholarship to at least five percent of the total strength, to the students from economically or socially backward families, including Scheduled Castes, Scheduled Tribes and other Backward Classes.

CHAPTER II

OFFICER'S OF THE UNIVERSITY

Statute 8: The Visitor

- (1) The Hon'ble Governor of Jharkhand shall be the Visitor of the University.
- (2) The Visitor shall, when present, preside at the convocation of the University for conferring degrees and diplomas.
- (3) The Visitor shall have the following powers, namely :-
 - (a) to appoint Vice-Chancellor;
 - (b) to call for any paper or information relating to the affairs of the University;
 - (c) if it appears on the basis of the information that any order, proceeding or decision taken by any authority of the University is not in conformity with the provisions of the Act, Statutes, Ordinances or Regulations made thereunder, the Visitor may ask for the opinion of the Government. On being satisfied that certain irregularity has taken place, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University; and
 - (d) to institute inquiry against the Vice-Chancellor, on the report of the Chancellor or otherwise.

Statute 9: Chancellor

Appointment:

- (1) The Chancellors shall be appointed by the sponsoring body for a period of three years with the approval of the Visitor:

Provided that, for establishing the University and making it functional, the sponsoring body shall appoint the Chancellor, who should be an eminent administrator and have a proven track record of excellent academic administration and must be well qualified, for a minimum period of one year, but not exceeding three years.

Duties and Power:

- (2) The Chancellor shall be the head of the University.
- (3) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over convocation of the University for conferring degrees, diplomas or other academic distinctions.
- (4) The Chancellor shall have the following powers, namely:-
 - (a) to call for any information or record; and

(b) the report to the Visitor for removal of the Vice-Chancellor, if he is satisfied on the basis of complaints that the Vice-Chancellor has acted in violation of the Act, Statutes or Ordinances of the University or committed financial irregularity.

(5) It shall be the duty of the Chancellor to ensure that the provisions of the Act, the Rules, the Statutes or the Regulations are faithfully complied by the University authorities.

(6) The Chancellor shall exercise supervise and have general control over the affairs of the University and Decision of the Chancellor shall be final for the university for all the Administrative, Financial, Academic matters and any other matters therewith.

(7) The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring Body.

(8) In case of any emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period shall not exceed more than six months

(9) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned.

(10) In case of any deadlock in the Board of Governors and operations of the University cannot be conducted in the normal course, reserve powers are vested with the Chancellor to do all necessary things including superseding the Board of Governor and forming a new Board of Governors to facilitate smooth functioning of the University.

(11) The office of the Chancellor may be located anywhere in India or overseas.

(12) The decision taken by the Chancellor shall be binding on all boards or authorities of the University.

Statute 10: Vice Chancellor

Appointment:

(1) The Vice Chancellor shall be a person of the highest level of competence, integrity, morals and institutional commitment. The qualification and experience criteria will be in conformity with the norms prescribed by UGC. The Vice-Chancellor shall be appointed by the Visitor from the panel recommended by the Search Committee constituted by the sponsoring body for the purpose.

(2) The Search Committee referred to in sub-section (1) shall consist, along with the Chancellor (Section-17 of the Act), of the following:-

(a) Two eminent academicians nominated by the sponsoring body; and

(b) One eminent person from the domain of Higher Education or an Officer from the Department of Higher and Technical Education nominated by the State Government.

(c) One person nominated by the Chairman, University Grants Commission. The Visitor shall appoint one of the members of the Search Committee as Chairman.

(d) The Visitor shall appoint one of the members of the Search Committee as Chairman.

(3) The Search Committee shall submit a panel of at least three eminent academicians for the appointment of Vice-Chancellor:

Provided that if the Visitor does not approve the recommendation of the Search Committee; he may call for fresh recommendation from the Committee:

(4) The Vice-Chancellor shall, subject to the provision contained in sub-section (10) of the Act, hold office for a term of four years:

Provided that, a Vice-Chancellor shall continue to hold the office even after expiry of his term till a new Vice-Chancellor joins. However, in any case, this period shall not exceed 6 months.

Duties and Power:

(5) The Vice-Chancellor shall be the principal executive and academic officer of the Private University and shall exercise general superintendence and control over the affairs of the Private University and shall execute the decisions of various authorities of the University.

(6) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.

(7) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at the 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 such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such 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 is communicated to him, an appeal to the Governing Body. The decision of the Governing Body shall be communicated to the person concerned within a maximum period of three months from the date of appeal.

(8) If, in the opinion of the Vice-Chancellor any decision of any authority of the Private University is not in conformity with the powers conferred by the Act, Statute, Ordinances or Regulations made thereunder, or is likely to be prejudicial to the interest of the Private University, he shall request the concerned authority to revise its decision. In case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days,

then such matter shall be referred to the Chancellor and his decision thereon shall be final, which will be reported to the Governing Body for ratification.

(9) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

(10) If at any time upon representation made or otherwise, it appears to the Visitor that the Vice-Chancellor:-

(a) has made default in performing any duty imposed on him by or under the Act; or

(b) has acted in a manner prejudicial to the interest of the University; or

(c) is incapable of managing the affairs of the University, the Visitor 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 Vice-Chancellor to relinquish his office as from such date as may be specified in the order.

(11) No order under sub-section (10) of the Act 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 of showing cause against the proposed order.

(12) As from the date specified in the order under sub-section (10) of the Act, Vice-Chancellor shall be deemed to have relinquished the office and the office of Vice-Chancellor shall fall vacant.

Statute 11: Pro-Vice-Chancellor

Appointment:

1) The Pro-Vice-Chancellor shall be appointed by the Chancellor as per the UGC Regulations 2018 and as amended time to time.

Duties and Power:

2) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor nominated by the Vice-Chancellor shall discharge the day to day duties of the office of the Vice-Chancellor, unless otherwise directed by the Chancellor.

3) The Pro Vice-Chancellor shall get honorarium of such amount as may be determined by the sponsoring body.

4) If the Vice-Chancellor is of the opinion that the Pro-Vice-Chancellor willfully abuses the powers delegated to him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statute or if it appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, the Vice-Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry.

5) The matter shall be reported to the Governing Body in its next meeting and the Board, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.

6) The Pro Vice-Chancellor may resign his office and service after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

Statute 12: Registrar

Appointment:

As per guidelines from UGC, the Registrar is appointed as per the following:

1. The qualifications and experience of the Registrar must be as per the University Grant Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measure for the Maintenance of Standards in Higher Education) Regulations 2018 and any other amendments made by UGC from time to time.

2. The post of first Registrar shall be filled by direct recruitment or on deputation basis for a period of three years or up to attainment of 65 years of age, whichever is earlier, and shall be eligible for reappointment.

3. The Registrar shall be appointed by the Chancellor, on the recommendations of a Search – cum-Selection Committee constituted for the purpose from a panel of three names recommended by the Governing Body in such a manner, as may be prescribed.

4. When the office of the Registrar is vacant or when the Registrar is by reason of illness or absence or any other cause unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint subject to the approval of the Chancellor.

5. The Registrar shall be a whole-time salaried officer of the University and work under the control of the Vice-Chancellor.

Duties and Power:

(1) All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.

(2) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but he shall not have a right to vote.

(3) The Registrar shall exercise such other powers and perform such other duties as assigned by the Vice-Chancellor.

(4) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the 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 taking an action under this sub-section, the Registrar shall be given an opportunity of being heard.

(5) The Registrar shall be responsible for the due custody of the records and the common seal of the University and shall be bound to place before the Chancellor and Vice-Chancellor, all such information and documents as may be necessary for transaction of their business.

(6) The Registrar shall report to the Vice-Chancellor.

(7) The Registrar shall conduct the official correspondence on behalf of the authorities of the University.

(8) The Registrar shall make Agenda and issue Notices of meetings of the authorities of the University and all committees and sub-committees appointed by any of these authorities with the approval of the Vice Chancellor.

(9) The Registrar shall keep the minutes of the meetings of all the authorities of the University and all the committees and sub-committees appointed by any of the authorities and circulate the same among the members, with the approval of the Vice Chancellor.

(10) The Registrar shall represent the University in suits or proceedings by or against the University, sign powers of attorney and plead in such cases or depute his representative for this purpose;

(11) The Registrar shall arrange the examination of the University in case no controller of Examination is appointed in the University.

(12) The Registrar shall collect the income; disburse the payments of the University, in case no Chief Finance Officer is appointed in the University.

(13) The Registrar shall exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which Acts as secretary.

(14) The Registrar shall perform such other functions as may be specified in the Act, Statutes or as may be required from time to time by the Governing Body, Board of Management or the Chancellor.

(15) The Registrar shall generally supervise the administrative functions of the University;

(16) The Registrar shall exercise power and perform such other duties as may be specified by the Board of Management from time to time.

(17) The Registrar may by writing under his hand addressed to the Chancellor duly vetted by Vice-Chancellor, resign his office giving three-month notice.

(18) When the office of the Registrar falls vacant or when the Registrar is, by reason of illness for long absence due to any reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

(19) If at any time upon representation made or otherwise if the Chancellor in his/her wisdom feels that the situation so warrants that the continuance of the Registrar is not in the interests of the University, the Chancellor may, by an order in writing remove the Registrar from his office from such date as may be specified in the order and appoint an interim/new Register.

Provided that before taking an action under this sub-section the Registrar shall be given an opportunity of being heard.

Statute 13: Deputy Registrar

Appointment

The appointment of Deputy Registrar(s) shall be made by Board of Management under the chairmanship of Vice Chancellor from the University faculty members on nomination basis for three years:

Provided that the tenure and selection process may be revised time to time as per the approval of the Board of Management.

There shall be officers of Deputy Registrar rank in various sections like, Administration, Academics, Admission, Examination or any other sections found suitable by Board of Management time to time.

Duties and Power:

1. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by the Deputy Registrar, Administration.
2. The Deputy Registrar(s) Duties and roles and responsibilities, would cover the following but not restricted to following
 - Shall report to Registrar and perform all duties assigned to him from time to time.
 - Shall be the custodian of the records, the funds of the University and such other property of the University as the Board of Management may commit to his charges. · In the absence of Registrar, Deputy Registrar in consultation and approval of Vice Chancellor & Registrar will be responsible for University related matter.
 - Shall conduct all official correspondence on behalf of the authorities of the University.

- Shall prepare and keep the minutes of meetings of all the authorities of the University and the committees and sub- committees appointed by any of these authorities.
- Shall extend all support to the other divisions such as examinations, admissions, and finance.
- Shall in consultation with Vice Chancellor enter into the agreement; sign documents and authenticate records on behalf of the University.
- Shall hold in his custody books and records of the University.
- Shall perform such other duties as may specify in the rules and bye- laws or as may be specified Vice Chancellor and Registrar from time to time.
- Shall help in preparing documents of various statutory bodies such as UGC, NBA, PCI, NIRF, NBA and other such related bodies
- Guiding the faculty members on various issues pertaining to academics, regulations, etc.

Statute 14: Assistant Registrar

Appointment

The appointment of Assistant Registrar(s) shall be made by Board of Management under the chairmanship of Vice Chancellor from the University Staff members on nomination basis for three years:

Provided that the tenure and selection process may be revised time to time as per the approval of the Board of Management.

There shall be officers of Assistant Registrar rank in various sections like, Administration, Academics, Admission, Examination or any other sections found suitable by Board of Management time to time.

Duties and Power:

1. The Assistant Registrar shall perform the duties as may be assigned to him/her from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar and he/she shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar.
2. Serves as a resource to the University community regarding university-wide academic/ administrative system.
3. Monitors and enforces compliance with University policies and by-laws regarding assigned essential registration function.

4. Manages a unique Registration function, establishes and reviews office policies and procedures; plans workflow and sets priorities to meet academic calendar deadlines.
5. Supervises, trains and evaluates clerical staff responsible for processing and maintaining academic history files and records, updating information and furnishing reports; establishes work schedules and work assignments.
6. Evaluates effectiveness of existing policies and procedures and recommends changes.
7. To serve as the principal source of information about all University academic records or academic history.
8. To serve as the liaison to internal and external stakeholders related to area of specialization.
9. Keeps informed of all changes in policies and by-laws that affect student records.
10. Shall be In-charge of the units/sections and shall be responsible for their normal and smooth working.
11. To look after day-to-day work of the Section/Unit of which he/she is Incharge as per the instructions from the higher authorities from time to time.
12. Shall be responsible for planning and scheduling of the entire work the section/ unit/ department well in advance and shall take the periodical reviews of its execution.
13. To assign/reassign specific jobs to his/her subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
14. To ensure and maintain proper coordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.
15. To deal with non-routine cases referred to him/her by the supervisory staff working in his section/unit/department. He/ She shall call meetings of staff periodically and also train the members of his department and provide guidance to all.
16. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
17. To record verbal discussions, orders and instructions, that shall be attested by the Registrar.
18. Any other work assigned to him/her from time to time.

Statute 15: Controller of Examinations

Appointment

- 1) The Controller of Examinations shall be whole time officer of the university.
- 2) The Controller of Examinations shall be appointed by the Board of Management on the recommendations of a duly constituted Search-cum-committee for a period of three years or as decided;

Provided that the Board of Management may appoint a teacher of the University to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University for a term of three years or as decided by the Governing Body.

- 3) The Search-cum-selection committee for the selection of Controller of Examinations shall be constituted as under:

- a. The Vice-Chancellor – Chairperson
- b. The Pro-Vice-Chancellor;
- c. One nominee of the Board of Management.
- d. One member of the Governing Body nominated by the Chancellor;
- e. One Dean of the University nominated by the Vice Chancellor on rotation basis;
- f. Any other member/members to be included as per the directives of the UGC issued from time to time. and
- f. Registrar - Ex-Officio Secretary.

Duties and Power:

- 4) The Controller of Examinations shall be the responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction and guidance of the Vice-Chancellor.
- 5) The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Board of Management and the Academic Council as and when a matter related to examinations is under consideration.
- 6) The Controller of Examinations with prior approval of the Vice Chancellor shall:
 - a. prepare and announce the calendar the examinations;
 - b. get the examiners and moderators appointed by the Vice Chancellor from the list prepared by the Examination Committee and approved by the Academic Council;

c. be responsible for getting the paper set, printing of question papers and blank answer books and their safe custody, planning and conduct of examination, assessment of answer books, consolidation-preparation and timely declaration of results, verification, revaluation, issue of certificates / degrees/ diplomas and maintenance of examination records;

d. make available one set of question papers to the University library after the examinations are over;

e. get the committee constituted to find facts and settle the cases of unfair means, if any, and to take action as recommended;

f. recommend to the Vice-Chancellor postponement or cancellation of the examinations in the event of a malpractice, in part or in full, or if the circumstances so warrant, take disciplinary action or initiate a civil or criminal proceedings against a person or persons alleged to have committed the malpractice, in consultation with the Vice-Chancellor;

g. make suitable recommendations to the Vice-Chancellor for ensuring fairness, secrecy and confidentiality of examination;

h. make a performance analysis of results, within a period of one month, and report the outcome thereof to the Vice Chancellor, the Dean and the Head of Department; and

i. submit a comprehensive report to the Academic Council on the examination conducted in each semester/term.

7) The Controller of Examinations shall also exercise such other powers and perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

8) The Vice-Chancellor, in order to strengthen the Examination system, may appoint a Joint/Deputy/Assistant Controller of Examination(s), from amongst the employees of the University, on such terms and conditions as may be decided by the Vice-Chancellor.

9) The Controller of Examinations may resign his office after giving a one month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

10) If, at any point of time and based upon a complaint received by the Vice-Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that continuance of the Controller of Examinations is detrimental to interest of the University, he may place the Controller of Examination under suspension, institute an inquiry and based on the finding of the inquiry committee recommend to the Governing Body the removal of the Controller of Examinations from his office from such date as may be specified;

Provided that before taking such an action, the Controller of Examinations shall be given an opportunity of being heard.

Statute 16: Deputy Controller of Examinations

Appointment:

The appointment of Deputy Controller of Examinations shall be made by Board of Management under the chairmanship of Vice Chancellor from the University faculty members on nomination basis for three years:

Provided that the tenure and selection process may be revised time to time as per the approval of the Board of Management.

Duties and Power:

Deputy Controller of Examinations (DCE) will be working directly under Controller of Examinations (COE). Deputy Controller of Examinations should know all details of work/task under taken by the controller of examinations office

- Maintain e-office
- Updating website link
- Based on the requirement- visiting to the exam cell of colleges for upkeep of documentation etc.
- To prepare and record all correspondence of COE office
- To conduct examinations in a disciplined and efficient manner
- To arrange for the setting of papers with strict regard to secrecy
- To maintain the data from the module handbooks regarding the scheme of the assessments (On Semester Basis)
- Pre- Printing of Examination stationery (answer books, transcripts, degrees etc.)
Actual Conductance of Examination and Preparation of Results
- to arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results; To issue the pre-printed stationery
- to maintain the records of each component of assessment (On Semester Basis)
- to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
- to form mechanism for redressal of grievances (On Semester Basis)

- to receive the verification and revaluation email form students
To make the arrangement for distribution of degrees, diplomas and certificates (Convocation)
- to issue duplicate transcript / degree (if lost)
- to make available the statistical/other examination information to UGC/State Government from time to time
- to ensure full compliance of all processes and rules as per UGC and NAAC and related agencies.

Statute 17: Assistant Controller of Examinations

Appointment:

The appointment of Assistant Controller of Examinations shall be made by Board of Management under the chairmanship of Vice Chancellor from the University faculty members on nomination basis for three years:

Provided that the tenure and selection process may be revised time to time as per the approval of the Board of Management.

Duties and Power:

- Assist the Controller of Examinations in the development and implementation of policies and procedures related to the examination process.
- Support the administration of all examinations, ensuring that all materials are accurate, secure and properly distributed.
- Work with faculty to ensure that examinations are consistent with academic standards and program objectives.
- Provide support and guidance to students and faculty related to the examination process, including addressing questions and concerns.
- Manage the grading process, ensuring that all results are accurately recorded reported.
- Maintain accurate records related to examinations and student performance.
- Assist with the preparation of examination schedules and other administration tasks related to the examination process.
- Manage printing of marks sheets and degree certificates.
- Manage examination schedules and invigilation processes.

- Ensure compliance with all regulatory standards and requirements related to examination administration.
- Collaborate with other university departments to promote student success and support the academic mission of the institution.
- Assist the Controller of Examinations in Entrance Examination Management and Administration Process.
- Ensure timely data uploading (Degree Certificates/ Mark Sheets) on NAD Portal.
- Provide Analysis and reporting related to examination performance and results.
- Any additional Responsibility assigned by the Controller of Examinations/ Authorities of the Institute.

Statute 18: Chief finance & Accounts officer (CFAO)

Appointment:

(1) The appointment of the Chief Finance and Accounts Officer shall be in accordance with the UGC 2018 regulations and other such amendments time to time. The appointment of the CFAO shall be made by the Chancellor on the recommendation of the Search-cum-Selection committee constituted for the purpose. The Committee shall consist of

- (i) Vice Chancellor – Chairperson
- (ii) Nominee of the Chancellor from the field of Accounts and Finance.
- (iii) Two financial Experts approved by the Governing Body
- (iv) Registrar – Member Secretary

Duties and Power:

(1) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the University, for maintaining the records property, and for regularly getting them audited.

(2) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.

(3) Maintaining the Financial records and any such other finance related records of the University as the Governing Body may decide.

(4) He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.

(5) Exercise such duties, powers and perform other functions as may be prescribed by the Act, Statutes, Ordinance and Regulations and as directed by the Chancellor/Vice-Chancellor and Board of Management.

(6) Exercise general supervision of the Fund of the University and advise it as regards its financial policies.

(7) Perform such other financial function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance.

Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-Chancellor and the Board of Management and Governing Body.

Statute 19: University Librarian

Appointment:

(1) The University Librarian shall be a whole time salaried officer of the University having professional qualification and experience at par with that prescribed by the University Grants Commission.

(2) The University Librarian shall be appointed by the Board of Management on the recommendations of a duly constituted search committee for a period of three years or as may be prescribed;

Provided that the Board of Management may appoint a teacher of the University to discharge the duties of the office of the University Librarian, in addition to his own duties as a teacher of the University, for a term as decided by the Board of Management;

(3) The Search Committee for the selection of University Librarian shall be constituted as under:

- a. The Vice-Chancellor – Chairperson
- b. The Pro-Vice-Chancellor;
- c. A nominee of the Chancellor;
- d. One member of the Board of Management nominated by the Vice-Chancellor;
- e. One Dean/ Professor of the University nominated by the Vice-Chancellor; and
- f. Registrar – Member Secretary.

Duties and Power:

(4) The University Librarian shall be the executive head of the library management and as such shall perform the following duties and responsibilities:

- a. He/she shall be the convener of the Library Committee and shall prepare the budget of the University Library and other libraries for consideration of the Library Committee.
 - b. He/she shall monitor and control the utilization of library budget.
 - c. He/she shall supervise and guide the library staffs, including individual librarians who shall work under his direct superintendence and control.
 - d. He/she shall interact regularly with Deans and Head of Departments to identify their teaching and research requirements for facilitating acquisition of physical and digital resources.
 - e. The University Librarian shall subscribe and disseminate information regarding online databases, books and journals available, to the academic community.
 - f. He/she will interact with the publishers for conducting book-exhibitions, usually in the beginning of academic year, as also to plan book acquisition.
 - g. He/she will conduct orientation programs for the first year students and newly inducted faculty members, besides providing bibliographical guidance to faculty and research scholars.
 - h. He will also monitor the usage of the digital library, footfalls in the Central Library and other libraries and will submit a semester-wise report, or as and when required, to the Vice Chancellor.
- (5) The University Librarian may resign his office and service after giving a one month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

Statute 20: Director

Appointment

1) To discharge diverse and specific functions at the University level, the Board of Management may appoint, on the recommendations of the Vice Chancellor, a number of Director level senior/competent academicians / administrators from amongst the Professors/ Associate Professors/ Administrators or other such officers of the University;

Provided that such existing Directors, namely:-

- a. Director, Internal Quality Assurance Cell (IQAC),
- b. Director, Knowledge Resource Centre (KEC)
- c. Director, Life Long Learning and Extension (LLLE)
- d. Director, Research and Development (R & D)
- e. Director, Industry Integration, Innovation, Incubation and Linkages (IIIL)
- f. Director, National Service Scheme (NSS)

g. Director, Sports and Physical Education (SPE)

h. Director, Human Resource (HR)

-or some of the others as specified time to time

-are declared as Statutory Officers of the University, in terms of Section 20 of the Jharkhand Act, 11/2024;

Provided further that such Director(s) shall work under the direct supervision and guidance of the Vice-Chancellor.

i. The term and other conditions of appointment of such Director(s) shall be as determined by the Board of Management.

ii. The Director may resign his office and service after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier.

Duties and Power:

a. Director, Internal Quality Assurance Cell (IQAC)

The Director, Internal Quality Assurance Cell shall be appointed by the Board of Management on the recommendations of a duly constituted search committee for a period of three years on rotation basis.

The Director, Internal Quality Assurance Cell is the key university officer responsible for promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

He/she shall report directly to the Vice-Chancellor and shall exercise the authority commensurate with the following responsibilities:

(1) Development and application of quality benchmarks/parameters for various academic and administrative activities of the University;

(2) Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

(3) Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;

(4) Dissemination of information on the various quality parameters of higher education;

(5) Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;

- (6) Documentation of the various programs/activities of the University, leading to quality improvement;
- (7) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- (8) Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- (9) Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body in the prescribed format and submission of the same to the accreditation bodies and its follow up reports to the UGC.
- (10) Create its exclusive window on University website, to regularly report on its activities, as well as for hosting the AQAR.
- (11) The Director, Internal Quality Assurance Cell shall exercise such other powers and perform such other duties, as may be prescribed/ assigned to him/her by the Vice Chancellor and/or the Chancellor.

b. Director, Knowledge Resource Centre (KEC)

The Director, Knowledge Resource Centre shall be appointed by the Board of Management on the recommendations of a duly constituted search committee for a period of three years on rotation basis.

- (1) Director, Knowledge Resource Center shall be an officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Center shall be as recommended by the University Grants Commission, in the case of university librarian as amended time to time.
- (3) The appointment of the Director Knowledge Resource Center shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose.
- (4) The Director Knowledge Resource Center shall,—
 - (i) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;
 - (ii) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;

- (iii) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;
- (iv) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Center Committee;
- (v) conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;
- (vi) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;
- (vii) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Center are accomplished;
- (viii) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and/or Pro-Vice-Chancellor, from time to time.

c. Director, Life Long Learning and Extension (LLLE)

The Director, Life Long Learning and Extension shall be appointed by the Board of Management on the recommendations of a duly constituted search committee for a period of three years on rotation basis.

- (1) The Director of Lifelong Learning and Extension shall be an officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the UGC as amended time to time.
- (3) The Director of Lifelong Learning and Extension shall be appointed by the Vice- Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.
- (4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in Section 20 of the Jharkhand Act, 11/2024 for only one more term of five years in the university in which he is serving.
- (5) The Director of Lifelong Learning and Extension shall be the ex-officio head of the Department of Lifelong Learning and Extension.
- (vi) The Director of Lifelong Learning and Extension shall,—

- (a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;
- (b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;
- (c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;
- (d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;
- (e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;
- (f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;

d. Director, Research and Development (R &D)

The Director, Research and Development shall be appointed by the Board of Management on the recommendations of a duly constituted search committee for a period of three years on rotation basis.

2) The Director Research and Development shall:

- a. be the ex-officio secretary of the Research Advisory Board and as such will give effect to its decisions;
- b. be overall in-charge of the Ph.D. programme and shall ensure that the topic of research selected has relevance to the present day requirement;
- c. ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;
- d. help the faculty members in formulation of research projects and submission of proposal for research grants to the Government as well as the Industry; and e. mobilize funds for research.

3) The Director, Research & Development may resign his office and service after giving a one month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

4) If the Vice-Chancellor, based upon a complaint received against the Director, Research and Development or on his own, arrives at a conclusion that continuance of the Director, Research

and Development is detrimental to the interests of the University, may recommend to the Board of Management the removal of the Director, research and Development from his office from such date as may be specified and after giving the Dean research and Development an opportunity of being heard.

e. Director, Industry, Integration, Innovation, Incubation and Linkages (IIIL)

The Director, Industry Integration, Innovation, Incubation and Linkages shall be appointed by the Board of Management on the recommendations of a duly constituted search committee for a period of three years or as may be deemed fit by Vice-Chancellor.

(1) The Director of Industry, Integration, Innovation, Incubation and Linkages shall be an officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications and experience for the purpose of selection of the Director of the Innovation, Incubation and Linkages shall be as may be specified by the UGC as amended time to time.

(3) The Appointment of Director of Innovation, Incubation and Linkages shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Director of Innovation, Incubation and Linkages shall,—

(a) be the principal officer who shall lead and provide vision to the Centre for Innovation, Incubation and Enterprise with his dynamism and enterprise;

(b) spearhead the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;

(c) organize training programmes for creating awareness on the importance of entrepreneurship;

(d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;

(e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students;

(f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;

- (g) conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;
- (h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions, as envisaged by the Board of National and International Linkages and the university authorities;
- (i) process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;
- (j) oversee and monitor administration of Foreign Students Assistance Cell which gives facility of a Single Window Operation to the foreign students;
- (k) process the applications received from foreign students for their visits to other parts of India;
- (l) supervise the working of the Migrant Indian Students' Cell established for providing Single Window Operation for students coming from other parts of the country;
- (m) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Incubation and Enterprise and Board of National and International Linkages are accomplished;
- (n) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him by the Vice-Chancellor and/or Pro-Vice Chancellor, from time to time.

f. Director, National Service Scheme (NSS)

(1) The Director, NSS shall be appointed by the Board of Management on the recommendations of a duly constituted search committee as per UGC, 2018 regulations and other such amendments time to time.

(2) The Director of National Service Scheme shall,—

- (i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;
- (ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;
- (iii) train the students for State, National and International competition;
- (iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;

(v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and/or Pro-Vice-Chancellor, from time to time

g. Director, Sports and Physical Education (SPE)

(1) The Director, SPE shall be appointed by the Board of Management on the recommendations of a duly constituted search committee as per UGC, 2018 regulations and other such amendments time to time.

(2) The Director of Sports and Physical Education shall be an officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor.

(3) The Director of Sports and Physical Education shall,—

(a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;

(b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;

(c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;

(d) organize university level competitions, sports skill development camps in various sports on the university campus.

h. Director, Human Resource (HR)

The Director, HR shall be appointed by the Board of Management on the recommendations of a duly constituted selection committee for three years:

Provided that the selection process and tenure may be revised time to time with the recommendation of the Board of Management.

The role of an HR director encompasses a diverse array of responsibilities, delving into the intricacies of human resources management and leadership. Let's explore these facets more expansively:

Recruitment and Staffing:

An HR director oversees the intricacies of the hiring process, ensuring a seamless and effective talent acquisition strategy. This involves not only finding the right individuals but also aligning them with the organization's overall objectives.

Compliance and Employment Laws:

Maintaining a thorough understanding of prevailing regulations and employment laws, an HR director ensures that the organization operates within the bounds of legal requirements. This involves implementing policies and practices that guarantee compliance and mitigate potential risks.

Compensation and Benefits Administration:

Managing the complex landscape of salary structures, and benefits programs, and ensuring their competitiveness within the market are pivotal tasks for an HR director. This extends beyond mere compensation numbers to crafting packages that attract and retain top talent.

Organizational Health Assessment:

Delving into the organizational dynamics, an HR director evaluates and enhances the overall health of the workplace. This includes fostering a positive culture, addressing employee concerns, and promoting overall well-being.

Performance Management:

Implementing robust systems for performance evaluation and improvement is a cornerstone responsibility. This involves not only setting expectations but also creating mechanisms for continuous feedback and development.

Employee Well-being, Health, and Safety:

The well-being of employees is paramount. HR directors actively work to cultivate a healthy and safe work environment, addressing factors that impact physical and mental health.

Coaching and Mentoring:

Beyond administrative functions, HR directors serve as mentors, providing guidance and support to employees for their professional development. This involves fostering a culture of continuous learning and growth.

Standard Operating Procedures (SOPs):

Developing and implementing HR-related processes and procedures is crucial for maintaining consistency and efficiency within the organization. This includes everything from onboarding to grievance resolution.

Labor Relations:

Managing the delicate balance between the organization and its workforce, an HR director navigates labor relations, addressing concerns, and fostering a collaborative environment.

Statute 21: Dean Academics

Appointment:

- 1) The Dean Academics shall be appointed by the Board of Management from amongst the Faculty members of the University and as recommended by the Vice-Chancellor.
- 2) The Dean shall hold his office for a period three years on rotation basis or for a period as specified;

Provided that when the office of the Dean is vacant or when the Dean, by reason of illness or absence or any other reason, is unable to perform his duties, the duties of the office of Dean may be performed by the Associate/Assistant Dean, and if there is no Associate/ Assistant Dean by such other Dean or Professor, as the Vice-Chancellor may decide.

- 3) The Governing Body may remove a Dean from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Board of Management, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry.

Duties and Power:

- 4) The Dean shall have the right to be present and to speak at any of the meetings of the Board of Studies of a Department of his School.

- 5) The Dean shall have the following powers, duties and responsibilities:

- i) shall be the head of the School;

- ii) shall be responsible for maintenance of the standard of the teaching and research undertaken by the School;

- iii) shall preside over the meetings of Faculty Board and shall ensure that the decisions of the Board are implemented in letter and spirit, after their approval;

- iv) shall be responsible for bringing the academic, financial and other requirements of the school to the notice of the Vice Chancellor; and

- v) shall take necessary measures for proper maintenance of libraries, laboratories and all other assets of the Departments comprising the school.

- 6) The Dean shall also exercise such other powers and perform such other functions as may be decided by the Governing body or as laid down in the Ordinances or Regulations of the University.

- 7) The Dean may resign his office and service after giving a one month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the

notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

Statute 22: Dean of Students' Welfares

Appointment:

(1) Dean Students' Welfare shall be appointed by the Board of Management, from amongst the teachers of the University.

(2) The term of office of the Dean Students' Welfare shall be for a period three years on rotation basis or as specified.

(3) The Dean Students' Welfare shall be responsible for:

- a. organizing co-curricular, cultural, social, recreational and sports activities at the University;
- b. development of leadership skills in the students;
- c. arranging medical assistance in case of emergency;
- d. securing monetary assistance for needy students;
- e. counselling and personality building;
- f. maintenance of peace and harmony amongst various sections of students;
- g. Any other activity related to students' welfare; and
- h. Perform such other duties as may be assigned by the Vice Chancellor

(4) The Governing Body may remove the Dean Students Welfare from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Governing Body, and revert him to his substantive post and/ or place him under suspension till completion of an inquiry; provided that the Vice-Chancellor shall be the competent to take similar action against an Associate/Assistant Dean Students Welfare.

(5) The Dean of Students' may resign his office and service after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

Statute 23: Dean of Faculty

Appointment:

1) The Dean, of respective Faculties shall be appointed by the Board of Management, on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor and

consisting of a Chancellor's nominee and three experts nominated by the Board of Management, from within the University, from a panel of three teachers not below the rank of professor, for a period of three years or a period as may be specified;

Provided that in case of absentia due to Leave / Lien / Resignation or other such issues, any teacher of that concerned faculty found suitable, shall take charge as the Head of the Department within that specific period of time.

Provided that the Dean may be re-appointed for further term(s) as decided by the Board of Management.

Duties and Power:

2) The Dean, of respective faculties shall:

- a. assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the Schools of the University;
- b. ensure that the decisions of the Academic Council are followed in letter and spirit
- c. advise the Vice-Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute; and
- d. scrutinize the academic proposals emanating from the schools before these are forwarded for consideration of the Vice- Chancellor or the Academic Council.

3) The Dean of respective faculties may resign his office and service after giving a one month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

4) The Vice-Chancellor, based upon a complaint received against the Dean, of respective faculties or on his own, if arrives at a conclusion that continuance of the Dean is detrimental to the interests of the University, may recommend to the Board of Management the removal of the Dean from his office from such date as may be specified and after giving the Dean an opportunity of being heard.

Statute 24: Head of the Department

Appointment:

1) The Head of a Department shall be appointed by the Vice-Chancellor, from a panel of three names of the senior teachers not below the rank of Professor of the Department received from the Dean of the Faculty, for a period three years or as may be specified;

Provided that in case of absentia due to Leave / Lien / Resignation or other such issues, any teacher of that concerned department found suitable, shall take charge as the Head of the Department within that specific period of time.

Duties and Power:

- 2) The Head of the Department shall preside over the meetings of the Board of Studies.
- 3) The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations.
- 4) The Vice-Chancellor may remove the Head of the Department, if he is found guilty of misconduct of any kind, or fails to perform his duties to the satisfaction of the Vice-Chancellor and revert him to his substantive post and/ or place him under suspension till completion of an inquiry; Provided that the Head of the Department will be heard before taking such a decision.
- 5) The Head of Department may resign his office and service after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion.

CHAPTER III
AUTHORITIES OF THE UNIVERSITY

Statute 25: The Governing Body

(1) The Governing Body of the university shall consist of the following, namely:-

- (a) Chancellor;
- (b) Vice-Chancellor;
- (c) three eminent persons nominated by the sponsoring body out of whom at least one shall be noted educationist;
- (d) three distinguished persons nominated by the Visitor out of a panel of six names submitted by the Government; and
- (e) one representative of the Government, not below the rank of Deputy Secretary.

(2) The Chancellor shall be the ex-officio Chairman of the Governing Body.

(3) The Governing Body shall be the highest authority of the university. All the movable and immovable property of the university shall vest in the Governing Body.

It shall have following powers, namely:-

- (a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act or this Statute, Ordinances or Regulations made thereunder;
- (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, or the Statutes, Ordinances or Regulations made thereunder;
- (c) to approve the budget and annual report of the University;
- (d) to lay down the policies to be followed by the University;
- (e) to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University is not possible;
- (f) to give suggestions to the University authorities on improvements that can be made in the area and domains of student welfare, sports, cultural activities of the University.
- (g) to make, amend or repeal this statute.

(4) The Governing Body shall meet at least three times in a calendar year.

(5) The quorum for meetings of the Governing Body shall be five.

Statute 26: The Board of Management

(1) The Board of Management shall consist of the following members, namely:-

- (a) Vice-Chancellor- Chairperson
- (b) two representatives nominated by the sponsoring body;
- (c) two representatives nominated by the State Government;
- (d) two senior most professors of the University by rotation; and
- (e) two senior most teachers of the University, other than in sub-section (1)(d), by rotation
- (f) Registrar – Member Secretary

(2) The Vice-Chancellor shall be the ex-officio Chairperson of the Board of Management.

(3) The powers and functions of the Board of Management shall be such as may be prescribed by the Statutes.

(4) The Board of Management shall meet at least once in every two months.

(5) The quorum for meetings of the Board of Management shall be five.

It shall have following powers, namely:-

- (a) to review and deliberate on short and long term reforms in academic, research and development activities, finances, management and governance that are taking place at the national and global level with a view to allow them to percolate into the university;
- (b) to make such provisions, as may enable the University to undertake specialized studies and courses, and where necessary or desirable, organize and make provision for common laboratories, libraries, museums and equipment for teaching and research;
- (c) to establish departments, constituent colleges, faculties, centers, institutions of higher learning, research and specialized studies, on the recommendation of the Academic Council;
- (d) to recommend to the Governing Body, the draft of statute or amendment or repealment of statute for approval;
- (e) to make, amend or repeal ordinances and regulations;
- (f) to control and arrange for administration of assets and properties of the university;

(g) to consider proposals to enter into, amend, carry out and cancel contracts on behalf of the university;

(h) to transfer by sale or lease or contract any immovable property to other organization with the prior permission of the State Government:

Provided that, any immovable property may be permitted to be used for the specific period, for the purpose of providing essential physical facilities for accomplishment of objects of the university, such as bank, canteen, post office, mobile towers, etc., without prior approval of the State Government.

(i) to lay down policy for administering funds at the disposal of the university for specific purposes;

(j) to provide buildings, premises, furniture, equipment and other resources needed for the conduct of the work of the university;

(k) to recommend the conferment of honorary degrees and academic distinctions;

(l) to institute fellowship, travelling fellowship, scholarship, studentship, exhibitions, awards, medals and prizes and prescribe Regulations for their award;

(m) to make Regulations for collaborations with other universities, institutions and organizations for mutually beneficial academic programmes recommended by the Board of Deans;

(n) to create posts of university teachers and non-vacation academic staff from the funds of the university and from the funds received from other funding agencies, on the recommendation of the Academic Council, as and when required, and prescribe their qualifications, experience and pay-scales;

(o) to prescribe honoraria, remunerations, fees and travelling and other allowances for paper-setters and other examination staff, visiting faculty, and fees or charges for any other services rendered to the university;

(p) to delegate, any of its powers, except the power to make, amend or repeal Statute and Ordinances, to the Vice-Chancellor or such officer or authority of the university or a committee appointed by it, as it thinks fit;

Statute 27: The Advisory Council

(1) The Advisory Council shall consist of following members –

(a) to be nominated by the Chancellor,-

(i) An eminent industrialist who has proven wide experience in the changing scenario of opportunities for youth and global trends in academy-industry interaction-Chairman;

- (ii) An eminent scientist of repute with experience of working with national and global entities that deal with policy and approaches in research and development-Member;
- (iii) An eminent social leader who has experience of working with the masses and understands the linkages between education and social transformations-Member;
- (iv) An eminent educationist who is conversant with new trends in the world of higher education-Member;
- (v) An Information Communication Technology (ICT) expert who has wide experience at the national and international level in the higher and professional education-Member;

(b) ex-officio:-

- (vi) Vice-Chancellor - Member;
- (vii) Registrar -Member
- (viii) the Pro Vice-Chancellor -Member- Secretary.

(2) The powers and duties of the Council shall be as follows:-

- (i) to advise to the Vice-Chancellor through generation of reports and action plans in academic, research and development, administration, generation of financial resources and governance so as to make a University academically vibrant, administratively efficient and financially a strong system;
- (ii) to devise a mechanism and approach for monitoring of the working of the University system as a whole and to keep track of the activities and provide information and critical analysis and comments on the progress and impact of the activities on the working of Universities and its identity in the Society;
- (iii) to advise the University regarding strategic perspective planning;
- (iv) to take up any other task that the Chairman of the Council shall find of importance for the growth of the University;
- (v) to make periodic report on the development, progress, working of University to the Chancellor;
- (vi) to keep track of various reforms and policies thereon as devised by the Commission.

(3) The Advisory Council shall meet at least two times in a year.

Statute 28: The Academic Council

- 1) The Vice-Chancellor shall be the Chairperson of the Academic Council.
- 2) The Academic Council shall be the principal academic body of the university and shall, subject to the provisions of the Act, Statute, Ordinances, Regulations or Rules, coordinate and exercise general supervision over the academic policies of the university.
- 3) The quorum for meetings of the Academic Council shall be fulfilled by the presence of eight members.
- 4) The Academic Council shall be Principal Academic Body of the University which shall consist following members:

- (a) Vice-Chancellor - Chairperson;
- (b) Pro Vice Chancellor
- (c) Deans and / or Heads of Departments as per their seniority – Member
- (d) Three Senior most Professors of the University Teaching Departments nominated by Vice Chancellor; - Member
- (e) Two Professors from the State /Central Government Universities - Member
- (f) Two representatives from amongst the Scientist/Educationists/Technologists /Industrialist nominated by the Vice Chancellor – Member;

Provided that the total membership of the Academic Council shall not exceed to fifteen members at any time

- (f) Registrar - Member Secretary
- 5) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, but he shall not have the right to vote and in his absence other person nominated by the Chancellor shall preside over the meeting.
- 6) The Registrar shall be the Member Secretary of the Academic Council and in the absence of the Registrar, any other member authorized by the Vice-Chancellor shall act as the Member - Secretary.
- 7) Eight members of the Academic Council including the Chairperson shall form quorum at a meeting:

Provided that no quorum shall be necessary for adjourned meetings.

- 8) The Term of the nominated members of the Academic Council shall be of three years.

Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely:

- 1) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- 2) The Academic Council shall be the principal academic body of the University and shall, co-ordinate and exercise general supervision over the academic policies of the University.
- 3) To promote research and related activities in the University.
- 4) To make recommendation to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- 5) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- 6) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management and to take appropriate action thereon.
- 7) To make proposals to the Governing Body for allocating departments to the faculties.
- 8) To make proposals to the Governing Body for the institution of Fellowships, Scholarships, Studentships, Exhibition Medals and Prizes and to make rules for their award.
- 9) To recognize persons of eminence in their subject to be associated as research guide in the subject as prescribed in the ordinance.
- 10) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- 11) To recognize diplomas and Degrees of other universities and institutions and to determine their equivalence.
- 12) To make special arrangements, if any, for the teaching of women or physically handicap students and for prescribing for them special courses of study.
- 13) To consider academic related proposals submitted by the faculties/ departments of the University.

- 14) To approve syllabus of the different courses/ subject submitted by the faculties / departments and to constitute examination committee for the conduct of examinations according to Ordinances made for the purpose.
- 15) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinance and such other conditions as may be attached to the award.
- 16) To publish syllabus of various courses of study, lists of prescribed or recommended Text Book, Reference Books & Periodical, Journals for different subjects.
- 17) To appoint committee for admission of students in different faculties of the University.
- 18) To recommend to the Governing Body the rates of remuneration and allowances for the Examination work.
- 19) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- 20) To make recommendation if any matter referred to by Vice Chancellor.
- 21) To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the Academic functioning of the University, including discipline admissions, award of fellowships and studentships and other academic matters as mentioned in Act.
- 22) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time by the Vice Chancellor.

Statute 29: The Finance Committee

- 1) Any activity/policy or decision having financial implications needs to be vetted by Finance Committee before putting to Board of Management or Governing Body.
- 2) The Finance Committee shall consist of the following members, namely: -
 - (i) The Chancellor or His/ Her Nominee: Chairperson
 - (ii) The Vice-Chancellor: Vice-Chairperson
 - (iii) The Registrar: Member
 - (iv) Chief Finance & Account Officer: Member Secretary
 - (v) One Member of Governing Body to be nominated by the Chancellor: Member
 - (vi) One person to be nominated by the Sponsoring Body
- 3) The Finance Committee shall meet at least once in each quarter.
- 4) The quorum of the Finance Committee shall be set at 4 members.

- 5) The Finance Committee shall monitor all financial matter of the University.
- 6) The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance, and Regulations of University.
- 7) The Finance Committee shall review the income and expenditure of the University in every quarter.
- 8) The Finance Committee shall provide its consent in the annual Budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of Chief Finance and Accounts Officer and Registrar or other officers of the University and place it before the Board of Management for approval.
- 9) To provide Direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.
- 10) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.
- 11) The Finance Committee shall consider the annual accounts of the University suggested by the Board of Management and its recommendation thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.
- 12) The Finance Committee may make its recommendations to the Governing Body / Board of Management to accept bequests and donation of property to University on such terms as it deems proper.
- 13) The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
- 14) The Finance Committee may consider any other matter referred to it by the Governing Body / Board of Management and make its recommendations thereon.
- 15) The Finance committee shall advise the Governing Body on any question affecting University finances.
- 16) The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

Statute 30: The Planning Board

- 1) The Planning Board shall the principal planning body of the university and shall ensure that the infrastructure and academic support system meets the norms University Grant Commission or the respective councils.
- A. The Composition of the Planning Board, the principal planning body of the University, shall be the Nominee of the Sponsoring Society

- The Vice-Chancellor
- The Pro-Vice-Chancellor
- Three Heads of Departments/Institutions on rotation basis
- Two representatives of the Sponsoring body
- Assistant Registrar- Finance
- Chief Accounts and Finance Officer
- The Registrar- Member Secretary

B. The powers and duties of the Planning Board shall be as follows: Two prepare perspective plan for development and growth of the University

- to make an assessment of the academic support facilities and the infrastructure of the University to
- to ensure that the University attains and sustains the highest possible academic standards. To suggest ways and means to generate resources and mobilize them for their optimal utilization

C. The tenure of the members of the Planning Board, other than that of the ex-officio members, shall be three years.

D. The Planning Board shall normally meet once in a years. A notice for the meeting of the Board shall be given so as to reach the members at least three weeks in advance of the meeting and the agenda papers shall be issued ten days before the meeting. In the absence of the Chairperson, Vice-Chancellor shall preside at the meeting of the Board.

E. Five members of the Board including the Chairperson shall constitute the quorum at a meeting.

F. In arriving at a decision, if voting becomes necessary, it shall be done in a manner to be decided by the Chairperson. In case of a tie, the Chairperson shall have a second casting vote.

Statute 31: The Research Advisory Board

1) The Research Advisory Board shall be constituted as under:

- i. The Vice-Chancellor- Chairperson
- ii. Dean, Academics
- iii. Dean, Students Welfare
- iv. Deans of Faculties

- v. Three subject matter experts, nominated by the Chancellor;
 - vi. Two experts from the Industry
 - vii. The Vice-Chancellor may co-opt one distinguished Scientist/ Professor from within or outside to any meeting of the Research Advisory Board, as and when necessary; and
 - viii. Dean, Research and Development - Member Secretary.
- 2) The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.
 - 3) The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
 - 4) The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
 - 5). The Board may select e-resources such as e-journals, e-books, and online lectures reference material and reference websites for students and faculty.
 - 6) The Board, shall develop, sustain and manage:
 - a. incubation/Innovation Centre, basic workshop for entrepreneurs;
 - b. develop business models and field test products and services; and
 - c. development of start-up ventures.
 - 7). The Board shall advise the Deans of Faculties in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.
 - 8). The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
 - 9). The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.
 - 10) The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.
 - 11) The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.

12) The recommendations made by the Research Advisory Board shall be reported to the Board of Management.

13) The quorum for meetings of Research Advisory Board shall be fulfilled by the presence of five members.

Statute 32: Board of Faculties

1) The Board of each of the Faculty of study shall be constituted as under:

- a. The Dean of Faculty- Chairperson (on rotation basis);
- b. All the Heads of the Departments;
- c. Two teachers from every faculty not below the rank of Associate Professor;

Provided that, in case of interim unavailability of Associate Professor in the Department due to leave/lien/resignation or any such circumstances, the senior most Assistant Professor shall be the member of the Board of Faculty within that specific period of time.

- d. Two experts nominated by the Vice-Chancellor;

2). Powers & Functions of the Board of Faculty:

a. The Board shall control and guide the Academic, Research and other activities of the various Departments of the School and shall:

- (i) consider and approve the decisions taken by the Board of Studies of a Department;
- (ii) approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and
- (iii) consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.

b. In case it is not possible to convene the meeting of the Faculty Board for any reason, the Dean of the School shall have emergency powers to take a decision on behalf of the Faculty Board.

c. All the emergent decisions taken by the Dean shall be placed before the next meeting of the Board of Faculty for ratification.

d. One third members of the Board including the Chairperson shall constitute the quorum at a meeting.

Statute 33: Board of Deans

(1) The Board of Deans shall have the following powers and duties, namely:—

- (a) to make recommendations to the Academic Council for the conduct of post-graduate courses in university departments and post-graduate departments in colleges and recognized institutions;
- (b) to consider and recommend to the Academic Council, new courses, inter-disciplinary courses and short-term training programmes referred to it by the faculty;
- (c) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in colleges and recognized institutions;
- (d) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;
- (e) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;
- (f) to consider and recommend to the Academic Council the proposals submitted by the private skills education providers and empowered autonomous skills development colleges in respect of starting new certificate, diploma, advanced diploma and degree programmes and designing the curricula thereof;
- (g) to prepare a comprehensive perspective plan of five years for integrating therein the plan of Development in a manner ensuring equitable distribution of facilities for higher education, as per the guidelines framed by the Commission;
- (h) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;
- (i) to conduct academic audit of the university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;
- (j) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;
- (k) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;

(l) to consider and make recommendations to the Academic Council for creation of posts of university teachers and non-vocational academic staff required by the university, from the funds of the university and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;

(m) to make proposal to the Board of Management for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;

(n) to recommend to the Board of Management through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, workshops, hobby centers, museums, etc.;

(o) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges through a Fee Fixation Committee;

(p) to draft ordinances and place them before the Board of Management and the Academic Council, as the case may be, for its approval.

(2) The Board of Deans shall appoint a Research and Recognition Committee for each Board of Studies,-

(a) The Research and Recognition Committee shall consist of the following members, namely

(i) Pro-Vice-Chancellor- Chairperson;

(ii) Dean of the faculty concerned

(iii) Two members from the Board of Studies;

(iv) two experts in the subject, to be nominated by the Vice-Chancellor, not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (Ph.D.) students and have published research work in recognized or reputed national or international journals, anthologies, etc., one of whom shall be from outside the university;

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

(i) to approve the topic of thesis or dissertation in the subject;

(ii) to recommend to the Vice-Chancellor a panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees, based on the criteria as approved by the Academic Council;

(iii) to recommend to the Board of Deans, by following appropriate process, names of post-graduate teachers, research scientists in the recognized research

and other institutions, active research and development experts having of not less than ten years' experience in research and development laboratories or centers in variety of industries, for recognition as approved research guides;

(iv) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council.

Statute 34: The Board of Studies

- 1) The Board of Studies shall normally be constituted for each of the Departments of a faculty;

Provided the Dean of the faculty, with the approval of the Vice Chancellor may club one or more than one Department to constitute their Board of Study.

- 2) The Board of Studies shall comprise as under:

- a. The Head of the concerned Department- Chairperson;

Provided that if the Board has been constituted by clubbing more than one Department, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Board of Studies by the Dean of the Faculty.

- b. Three members of the concerned faculty, one each from the categories of Professor, Associate Professor and Assistant Professor of the Department;

Provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;

Provided further that if the number of teachers in a Department or the departments clubbed together to form the Board of Studies is less than five (5), the Vice-Chancellor may nominate all the teachers of such Departments to the Board of Studies.

- c. Two experts from another University/Institution, nominated by Vice-Chancellor if that found suitable.

- d. Two Experts with more than five years of experience in Industry/ Research Organizations/ NGOs, etc. nominated by the Vice-Chancellor as per need.

- 3) The Board of Studies shall be authorized to:-

- a. examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;

- b. propose names of the examiners both internal and external;

- c. ensure quality of teaching and research undertaken by the Department; and

d. make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.

4) All the decisions of the Board of Studies shall be placed before the Faculty Board of the School for approval/ recommendations to the Academic Council.

5) One third members of the Board including the Chairperson shall constitute the quorum at a meeting.

Statute 35: The Admission Committee

1) The Admission Committee shall be constituted as under:

- a. The Vice -Chancellor - Chairperson
- b. The Registrar;
- c. Dean Academics ;
- d. Three Deans nominated by the Vice-Chancellor on rotation basis
- e. Chief Accounts and Finance Officer (CAFO);
- f. Head, Training and Placement Cell;
- g. Assistant Registrar, Admission; and
- h. Deputy Registrar, Admission - Member Secretary.

2) The Admission Committee may appoint such other sub-committee(s) as it may deem necessary.

3) Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process;

Provided that in Council based courses, the decision of the Council concerned shall be final and binding.

4) The admission made each academic year shall be reported to the Academic Council.

5) Six members of the Board including the Chairperson shall constitute the quorum at a meeting.

Statute 36: The Examination Committee

1) The Examination Committee shall be constituted as under:

- a. The Vice Chancellor – Chairperson
- b. The Pro-Vice-Chancellor;
- c. The Registrar;
- d. All the Deans of Faculties;
- e. Dean Academics;
- f. The HODs from every department.
- g. Deputy Controller and/or Assistant Controller of Examinations
- h. The Controller of Examinations - Member-Secretary

Provided that any Deputy Controller or an Assistant Controller of examinations will not be eligible to vote.

2) The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation of the results.

3) It shall scrutinize and recommend to the Academic Council the names of examiners received from School, for approval.

4) It shall also ensure maintenance of high quality of the question bank and its availability to the students.

5) The Committee shall be authorized to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice.

6) The Examination Committee shall review and analyze the results of examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.

7). The Committee shall also get an audit conducted and make suitable recommendations to the Academic Council on the action proposed to be taken on the findings of such audit.

8) The Examination Committee may appoint such other subcommittee(s) as it may deems fit, and may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s).

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

10). The Committee shall have at least two meetings, in an Academic Year.

Statute 37: Internal Quality Assurance Cell

1) The University shall constitute an Internal Quality Assurance Cell consisting of the following members:

- a. The Vice-Chancellor- Chairperson
- b. The Pro-Vice-Chancellor
- c. The Registrar
- d. Dean, Academics
- e. Deans of all the Faculties
- f. Dean of Students' Welfare
- g. Controller of Examinations
- h. Chief Accounts and Finance Officer
- i. One member from industry to be nominated by the Vice Chancellor
- j. Four teachers nominated by the Vice Chancellor not below the rank of professor
- k. Three students/ alumni nominated by the Vice Chancellor
- l. Three alumni nominated by the Vice Chancellor and
- m. Director, IQAC – Member Secretary

2) It shall be ensured that there are at least five woman members nominated under various categories.

Role and functions of the IQAC:

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

- d. Dissemination of information on various quality parameters of higher education.
 - e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
 - f. Documentation of the various programmes/activities leading to quality improvement.
 - g. Acting as a nodal agency of the University for quality-related activities, including adoption and dissemination of best practices.
 - h. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
 - i. Development of Quality Culture in the University.
 - j. Preparation of the Annual Quality Assurance Report for submission to NAAC.
- 3). The IQAC shall develop a mechanism for its robust functioning by optimizing on the strength and contribution by the members.
- 4). The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
- 5) Each member of the IQAC, except the ex-officio members, shall have a term of one year;
- 6) The quorum of the meeting shall be one third of the total strength of the committee.

Statute 38: Student's Grievances Redressal cell

- 1) University shall frame a Committee for handling and solving the grievance to express constructive and genuine concerns/grievances and to promote and maintain a sustainable, unbiased & Positive Educational Environment.
- 2) It involves a process of investigation in which 'Students Grievance Redressal Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner.
- 3) Composition of Students Grievance Redressal Committee (SGRC)
 - a) A Professor of the University - Chairman
 - b) Dean, Academics - Member
 - b) Four senior most Faculty Members of the University - Members.
 - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
 - d) Dean, Students Welfare – Member Secretary

- 4) A complaint from any aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- 5) At least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category.
- 6) The term of the Chairperson and Members shall be for a period of two years. (v) The term of the Special Invitee shall be one year.
- 7) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- 8) In considering the grievances before it, the SGRC shall follow principles of natural Justice.
- 9) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- 10) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Appointment, tenure, removal and conditions of services of Ombudsperson:

- (i) University shall appoint an Ombudsperson as per UGC guidelines for redressal of grievances of students under these regulations.
- (ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.
- (iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.
- (iv) The Ombudsperson, or any member of his immediate family shall not –
 - (a) Hold or have held at any point in the past, any post or, employment in any office of profit in the university.
 - (b) Have any significant relationship, including personal, family, professional or financial, with the university;
 - (c) Hold any position in university by whatever name called, in the administration or governance structure of the university.
- (v) The Ombudsperson in University shall be appointed by the Board of Management of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Chancellor or his/ her nominee- Chairperson
- (b) Vice-Chancellor – Member
- (c) Pro Vice-Chancellor– Member
- (d) Registrar– Member Secretary

(vi) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/ she assumes the office and may be appointed for another one term in the same university.

(vii) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e., the Board of Management of the University.

Statute 39: Legal Aid cell

The University shall constitute Legal Aid Cell consisting of the following members:

1. HOD, Department of Law – Chairman
2. Controller of Examinations– Member
3. Dean Student’s Welfare-Member
4. Dean Academics - Member
5. Dean, Research and Development-Member
6. Seniormost Teacher of Law department– Member Secretary

Role and functions of Legal Aid Cell:

1. The legal cell officer and members can give advice on various legal matters, such as contracts, agreements, and compliance with laws and regulations.
2. The cell will co-ordinate with Regional offices and advocate in respect of any legal matters.
3. Cell will be responsible for receiving and forwarding of RTI applications.
4. The cell drafts and reviews legal documents including employment document, contracts, memorandum of understanding (MoUs).
5. The legal cell will ensure when anything comes under the consideration that the university complies with all applicable laws, regulations, and standards.
6. The cell will assists in resolving disputes and conflicts within the university, including student grievances and faculty disputes.
7. The cell will time to time notify the rules and regulations by the official ways.
8. The legal cell conducts research on various legal topics and provides updates on changes in laws and regulations.

Statute 40: Anti Ragging Cell

The University shall constitute Women Cell consisting of the following members:

- a) Dean of Students' Welfare- Chairman
- b) Deans of all the Faculties;
- c) Up to five faculty members to be nominated by the Vice Chancellor;
- d) Two Senior Student Representatives
- e) Dean, Academics –Member Secretary

Role and Functions of Anti Ragging Cell:

- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- To bring out an awareness among the students about the consequences of ragging.
- To keep a constant eye and vigilance over ragging so as to prevent its occurrence.
- To address any ragging issues immediately and taken action as advised by the committee.
- Anti-Ragging Cell meeting will be held at twice in a year.

Statute 41: Campus security and Women's Safety Cell

The University shall constitute Campus security and Women's Safety Cell consisting of the following members:

- a) Dean of Students' Welfare- Chairman
- b) University Security Officer
- c) Up to five faculty members to be nominated by the Vice Chancellor
- d) Dean, Academics –Member Secretary

Role and functions of the Campus security and Women's Safety Cell:

1. To resolve issues pertaining to Campus security and girls or women sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of students, faculty and staff members.
4. To provide a platform for listening to complaints and redressal of grievances.

5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students.

Statute 42: Internal complaints committee

The University shall constitute Internal complaints committee consisting of the following members:

- a) Dean Academics - Chairman
- b) Up to five faculty members to be nominated by the Vice Chancellor
- c) Dean, Students' Welfare –Member Secretary

Role and functions of Internal complaints committee

Ensuring a Safe and Supportive Environment: The primary ambition of the ICC is to create an environment where women staff feel safe and supported to raise concerns without fear of reprisal. This entails fostering a culture where harassment and discrimination are not tolerated and where individuals are empowered to speak up.

Promoting Gender Equality: The ICC aims to promote gender equality by addressing systemic issues that disproportionately affect women in academia. This includes tackling gender bias, ensuring equitable access to opportunities, and supporting the advancement of women in their careers.

Facilitating Fair and Transparent Processes: The ICC strives to uphold fairness and transparency in its processes for investigating complaints. This involves providing clear guidelines, conducting impartial investigations, and ensuring that all parties involved are treated with respect and dignity.

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Regular meetings are conducted along with meeting on any complaint received.

Statute 43: The Students' Council

1) The Students Council shall be constituted each Academic year as below:

- a. The Dean of Students' Welfare - Chairperson;
- b. Dean Academics;
- c. five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare, keeping in view their participation and involvement in sports, co-curricular and extra-curricular activities;

Provided that no student shall be nominated more than twice during the entire period of his studies in the university.

2). A student shall be nominated to the Students' Council only if:

- a. he has a minimum of 75 per cent attendance in all courses taken by him during the previous semester(s), except those who are in the first semester;
- b. he must not have any academic arrear, i.e., he must have successfully completed all the courses in the previous semester;
- c. he must not have any fee arrears; and
- d. his conduct in the University must have been exemplary and he must not have been subjected to any disciplinary action.

3) The Council shall meet at least twice in an academic year and shall recommend to the appropriate authorities on matters related with students' welfare and other matters of importance to them with regards to the cultural, social and recreational interests of students.

4) Any student of the University may bring up any matter concerning the students welfare before the Students' Council, however he will be required to submit his proposal to the Chairman of the Council at least two weeks before the date of the meeting and if permitted by the Chairman, shall have the right to participate in discussions in the meeting when the said matter is taken up for consideration.

Statute 44: Training and Placement Cell

The formation of Training and Placement Cell of the university shall be made through a resolution passed by the Board of Management.

The objectives of the Training and Placement Cell are:

- a) To place maximum Final Year students through On-Campus & Off-Campus interviews conducted by meritorious companies and to provide dignified placements

- b) To render all the assistance to the Final Year students to establish their career and nurturing a sense of professional identity establishes links with corporate
- c) The Cell coordinates with corporate houses and invites them for campus placement drives
- d) The Cell co-ordinates with other constituent institutions at the University in planning and arranging recruitment related activities including pre-placement talks, Training Programs, Selection Tests, and Interviews
- e) The Cell also regularly informs about the various job opportunities available through newspapers, web portals and other channels of communication
- f) Students are prepared through mock test, mock interviews/ GDs so that they can perform better at the time of Placements.

Statute 45: Human Resource Development Center

The formation of Human Resource Development Center of the university shall be made through a resolution passed by the Board of Management as per the UGC guidelines and as amended time to time.

Human Resource Development Center is mainly entrusted with the responsibility of organizing in-service training programmes. These include Orientation courses, Refresher courses Induction Programmes and other such relevant programmes. The main objectives of these courses are to inculcate in the faculties self-reliance and make them aware of social and economic concerns of Indian society and the role of education in dealing with them. The thrust of refresher course is to help faculties acquire knowledge about the latest developments in the field and encourage them to undertake quality research.

Keeping the changes that are unfolding in higher education, the Human Resource Development Center (HRDC) on war footing shall strive hard:

- a. to increase access to high quality education regardless of budget or location and tailor lesson plans to individual needs by organizing specially designed orientation programmes on pedagogy, based on free massive online open courses (MOOCs) and hybrid classes, adaptive learning software, and the unbundling of traditional degree credits.
- b. to organize blended learning programmes (induction/ orientation/refresher courses) for serving teachers, with a focus on outcomes rather than the output, covering every teacher at least once in three to five years so that they don't see themselves as mere instructors, but as designers, and members of a learning development team with particular goals in mind.
- c. to encourage teachers to develop in-house education-technology incubators that help entrepreneurial start-ups get off the ground by providing them with research, mentorship and connections and linking them to capital and to participate in seminars, symposia, workshops, etc.

d. to organize one week programme on a theme based topics like Academic leadership, Technology Enhanced Learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning Outcome Based Education including evaluation.

e. to organize specially designed induction/orientation programmes/refresher courses in 4 IT for new entrants as well as for in-service teachers; and value-based interactive multimedia through integrated practice in instructional media and ICT can nurture the character such as Creativity, Curiosity, Appreciation, Hard work, Self-reliance, Honesty, Discipline and Compassion among teacher facilitators.

CHAPTER IV
TEACHERS AND EMPLOYEES OF THE UNIVERSITY

Statute 46: Minimum Qualifications of Teachers

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

Statute 47: The appointment of Teachers and other Academic and Administrative staff and their emoluments

- 1) The provision regarding appointment of teachers and other academics, including the composition of the Selection Committee would be as under:

Teachers and other Academics:

- i. All regular/contractual appointments of teachers and other academic staff shall be made on the recommendation of a duly constituted selection committee.
- ii. The Selection Committee for the posts of Professors, Associate Professors, Assistant Professors and other equivalent academics shall be constituted as below:
 - a. The Vice-Chancellor — Chairperson;
 - b. One nominee of the Chancellor;
 - c. Three subject expert nominated by the Vice-Chancellor;
 - d. Dean of the concerned Faculty;
 - e. Head of the concerned Department;
 - f. The Registrar — Member.
 - g. Director, Human Resource – Member Secretary
- iii. Recommendations of Selection Committees will be placed before the Governing Body for its approval;

Provided that in case the Governing Body disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision; and provided further that the Board of Management may authorize the Vice Chancellor to approve the minutes of the Selection Committees and place them before the Governing Body in its next meeting.

iv. The University shall advertise its vacancies on the University website and as per the norms prescribed by the UGC or other competent authority;

Provided that for maintaining the minimum standards, University shall make the recruitment as per its own discretion for a specific period of time.

v. The University is authorized to appoint a selected person for a fixed tenure on such terms and conditions as it may determine.

2) The selection process of non-teaching positions, not included in these Statutes, shall be governed by the detailed Recruitment Rules/ Regulations for the non-teaching employees framed by the University and approved by the Governing Body.

However, the composition of the Selection Committees for certain level of Non-Teaching Positions, including Technical Staff in Teaching Departments is prescribed as under:

i) The composition of the Selection Committee for the above shall be as under:

- a. Pro-Vice-Chancellor – Chairperson;
- b. A nominee of the Vice-Chancellor having expertise in administrative or financial matters;
- c. Chief Accounts and Finance Officer
- d. A Dean or Senior Professor nominated by the Vice-Chancellor;
- e. Registrar- Member
- f. Director (HR) – Member Secretary

iii. The Selection Committee in respect of Senior Technical Assistant/Technical Assistant/Laboratory Assistant in a Department shall consist of:

- a. Dean of the concerned – Chairperson;
- b. Chief Accounts and Finance Officer
- c. Head of the concerned Department;
- d. Expert in the area, nominated by the Vice-Chancellor and
- e. Assistant Registrar Development and/or Establishment – Member Secretary

Statute 48: The conditions of service of employees

1) Every salaried officer, teacher and other employees shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University and a copy thereof shall be made available to the officer, teacher or the employee concerned

2) The terms and conditions of service of all the employees of the University shall be provided in the Regulations as approved by the Governing Body. The Regulations may specify the conditions service as would be applicable to an employee and would generally include, but not be restricted to following:

- a. Recruitment Rules
- b. Faculty Development Policy
- c. Consultancy Policy
- d. Employee Welfare Policy
- e. Employee Benefits
- f. Career Progression Policy
- g. SOP for creating new positions
- h. Staff Development Policy
- i. Performance Management
- j. Pay & Allowances
- k. Vacation, leave and holidays
- l. Code of Conduct
- m. Code of ethics
- n. Exit Policy and Procedure
- o. Superannuation Policy
- p. Grievance Redressal Committee
- q. Medical & Accidental Insurance
- r. Entitlement to the Class of Travel
- s. Policy relating to sexual harassment at workplace
- t. Career Advancement Scheme (CAS)

-and any other terms may be found suitable by the competent authority shall be added time to time.

Statute 49: Employee Grievances and Discipline Committee

- 1) The Employee Grievances and Discipline Committee shall consist of the following members, namely: -
 - a) The Vice-Chancellor- Chairperson
 - b) One member from the Governing Body or his/her nominee
 - c) A Financial Expert nominated by the Chancellor
 - d) A legal expert nominated by the Chancellor
 - e) Director, Human Resource (HR)- Member Secretary
- 2) The quorum of Employee Grievances and Discipline Committee shall be set at three.
- 3) A employee of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.
- 4) The breach of any of the provisions of the Code of Professional Ethics prescribed by the University and/ or University Grants Commission or a regulatory authority and/or any such body shall be deemed to be misconduct.
- 5) A employee of the University may be removed or his services terminated on one or more of the following grounds: -
 - a. willful neglect of duty;
 - b. misconduct;
 - c. breach of any of the terms of contract of service;
 - d. dishonestly connected with University Examination;
 - e. scandalous conduct or conviction for an offence involving moral turpitude;
 - f. physical or mental unfitness;
 - g. incompetence;
 - h. abolition of the post;
- 6) No order of Dismissal, Removal or Termination of the services of a teacher, except on the ground of a conviction for an offence involving moral turpitude or on abolition of the post held by such teacher, shall be made until a charge sheet has been served upon him, clearly stating the grounds on which the action is proposed to be taken and after giving him an opportunity to;

- a. submit a written statement in his defense;
- b. present his case in person; and
- c. producing a witness or witnesses in his defense as he may wish; provided that the Governing Body or an Officer authorized by it to conduct the inquiry, may, for sufficient reasons to be recorded in writing, refuse to call a witness(s);

Provided further that the inquiry process shall be completed within a period of three weeks.

7) The decision shall forthwith be communicated to the employee concerned.

8) The Vice-Chancellor may, instead of Dismissing, Removing or Terminating the services of a employee, pass an order inflicting a lesser punishment such as reduction in rank and pay scale, reduction of pay for a specified period not exceeding three years and/ or stoppage of increments with cumulative or non-cumulative effect for a specified period or depriving the teacher of his pay during the period of his suspension.

9) The disciplinary action taken by Employee Grievances and Discipline Committee shall be bound the employee.

10)A employee of the University shall be deemed to have been placed under suspension with effect from the date of his conviction;

- a. when sentenced for a term exceeding forty-eight hours of imprisonment and if he has not yet been removed/dismissed from service;
- b. if detained in custody, whether the detention is for any criminal charge or otherwise.

Provided further that no employee of the University shall be removed or terminated from his service unless the employee has been given a reasonable opportunity to defend himself.

11) No disciplinary action shall be taken and penalties imposed imposed, until the employee has been given a reasonable opportunity to show cause against the action proposed to be taken against him.

CHAPTER V

MISCELLANEOUS PROVISIONS

Statute 50: Withdrawal of degree, diploma, certificate and other academic distinctions

1) The Board of Management, on the recommendation of the Academic Council and by a special resolution passed by not less than two-third of the members present and voting, may consider withdrawal of a Degree or an Academic distinction conferred by the University, or any Certificate, Diploma or a Degree awarded by it;

Provided that the Academic Council shall not make such a recommendation until a show cause notice has been issued calling upon the charged person to show cause, within such time as may be specified in the notice, and until his reply and the evidence produced by him in his defense have been duly considered by the Academic Council;

Provided further that in case no reply is received within the time specified, the Academic Council may make its recommendations, based on the available material.

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

3) Any person aggrieved by the decision taken by the Board of Management may appeal to the Chancellor within thirty days from the date of such decision.

Statute 51: Institution of fellowships, scholarships, studentships, medals and prizes

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

Statute 52: Maintenance of discipline among the students

1) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice Chancellor.

2) Without prejudice to the generality of his powers relating to the maintaining of discipline amongst the students of the University and taking desired action in the interest of maintaining discipline, the Vice Chancellor shall be guided by the recommendations of the Discipline Committee, headed by Dean, Students Welfare and the provisions as laid down in the 'Students Code of Conduct and Ethics'.

3) The Vice-Chancellor may delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Dean, Students Welfare, and to such other persons as he may specify in this behalf.

Statute 53: The establishment and abolition of faculties, departments and special centers

- 1) The Board of Management based on the recommendations of the Academic Council may approve establishment of a Faculty, Department or a Special Centres of the University
- 2). The University shall be authorized to offer such programmes, through its faculties and Departments, as the Board of Management may decide from time to time and as recommended by the Academic Council; Provided that the programmes offered have no conflict with the guidelines issued by UGC; Provided further that in Council-based Courses, the decision of the relevant Councils shall prevail.
- 3) The Board of Management shall be authorised to reconstitute a faculty, a Department or a Special Centre on the recommendations of the Academic Council.
- 4) The Board of Management, based on the recommendations of the Academic Council, may discontinue a faculty, a Department or a Special Centre when;
 - a. the programmes offered become obsolete;
 - b. the programmes offered become untenable to continue; or
 - c. alternate and better programmes become available. Provided that while approving such discontinuation, the Board of Management shall ensure that the existing registered students in the programme are allowed to completion of the requirements of award of a degree.

Statute 54: The delegation of powers vested in authorities or officers of the university

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

Statute 55: Provision for diversity in nomination on the various bodies of the university

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

Statute 56: Conferment of honorary degrees and other distinctions

(a) Honorary degrees and Academic Distinctions

- (1) The University may confer not more than two honorary degrees or academic distinctions per year, in the fields of science, technology, social science, law, physical sciences, art, literature, Social Services etc.
- (2) The honorary degrees or academic distinctions shall be conferred at the convocation of the University.

(b)Eligibility Criteria for Conferment of Honorary degrees or Academic Distinctions

The following persons shall be considered eligible for conferment of honorary degrees or academic distinctions, namely:-

- (1) Persons of distinguished merit who have made outstanding contributions in the sphere of their activities as evidenced by their individual standing and stature, eminence of their personality and impact of their contributions on the society.
- (2) Distinguished scholars of national and international recognition/reputation who have put in highest quality research work as demonstrated by very high citation index.
- (3) Persons holding fellowship of International bodies such as fellow of the Royal Society, American Academic Sciences, Indian National Sciences, etc.
- (4) Noble Laureates.
- (5) Persons who have significantly contributed either through research or through high quality social work to the cause of development and empowerment of women and disadvantaged section of the society.

(c)Procedure for Conferment of Honorary degrees or Academic Distinctions

- (1) The University shall publish a notification in respect of conferment of honorary degree or academic distinction in the fields of science, technology, social science, law, physical sciences, art, literature, etc., mentioning therein the eligibility conditions.
- (2) On receipt of Bio-data from the candidates, the Vice-Chancellor shall appoint a committee consisting of members of the Academic Council, to scrutinize the applications and to submit the report recommending the suitable names for conferment of honorary degree or academic distinction.
- (3) On receipt of the report of the committee, the Vice-Chancellor, may recommend one of the persons recommended by the committee for conferment of honorary degree or academic distinction and shall submit a proposal in this behalf to the Chancellor for approval along with the detailed bio-data of the person so recommended and relevant documents showing his contribution in the fields of science, technology, social science, law, physical sciences, art, literature, etc. at State, National and International level. While recommending the name of the person for conferment of honorary degree or academic distinction, individual's merit shall only be considered.
- (4) After receiving the approval of the Chancellor, the Management Council may consider and recommend to the Senate the conferment of an honorary degree or academic distinction on such person, without requiring him to undergo any test or examination or evaluation, on the ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or academic distinction.

(5) The Management Council and the Senate shall not entertain or consider any proposal regarding conferment of an honorary degree or academic distinction without the Vice-Chancellor having obtained the previous approval of the Chancellor.

(6) The recommendation of the Management Council for conferment of an honorary degree or academic distinction shall be deemed to have been duly passed by the Senate, if supported by a majority of not less than two-third of the members present at the meeting of the Senate, being not less than one-half of its total membership.

(7) An honorary degree or academic distinction shall not be considered as an academic qualification.

Statute 57: Dual Degree

Regulation for Pursuing Two Academic Programmes Simultaneously (Dual Degree Programme) in RKDF University

1. Short title, application and commencement

1.1 This Regulation may be called Regulation for Pursuing Two Academic Programs Simultaneously (Dual Degree Program) in RKDF University.

1.2 It shall come into force from the date of its notification.

2. **About Dual Degree Programme:** The National Education Policy (NEP) - 2020 states that pedagogy must evolve to make education more experiential, holistic, integrated, inquiry-driven, discovery-oriented, learner-centered, discussion-based, flexible, and, of course, enjoyable. The policy envisions an imaginative and flexible curricular structure to enable creative combinations of disciplines for study, that would offer multiple entry and exit points, thus, removing currently prevalent rigid boundaries and creating new possibilities for life-long learning and centrally involve critical and interdisciplinary thinking.

With the rapid increase in demand for higher education and limited availability of seats in regular stream, several Universities have started several programmes in Open and Distance Learning (ODL) mode to meet the aspirations of students. It has also led to the emergence of online education programmes which a student can pursue within the comforts of her / his home.

3. **Objectives of Dual Degree Programme:** To allow the students to pursue two academic programmes simultaneously keeping in view the following objectives envisaged in NEP 2020:

- a) Recognizing, identifying, 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.
- b) No hard separations between arts and sciences, between curricular and extra-curricular activities, between vocational and academic streams, etc. to eliminate harmful hierarchies among, and silos between different areas of learning.
- c) Multidisciplinary and a holistic education across the sciences, social sciences, arts, humanities, and sports for a multidisciplinary world to ensure the unity and integrity of all knowledge.
- d) Enabling an individual to study one or more specialized areas of interest at a deep level, and develop character, ethical and constitutional values, intellectual curiosity, scientific temper, creativity, spirit of service.
- e) Offering the students, a range of disciplines including sciences, social sciences, arts, humanities, languages, as well as professional, technical, and vocational subjects to make them thoughtful, well-rounded, and creative individuals.

4. **Mode of Implementation and Methodology**

- a) A student can pursue two academic programmes, simultaneously one in full time physical mode in any Universities / Colleges and another in Open and Distance Learning (ODL)/Online mode; or up to two ODL/Online programmes.
- b) Degree or diploma programmes under ODL / Online mode shall be pursued with only such HEIs which are recognized by UGC / Government of India under UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 as amended from time to time.
- c) Degree or diploma programmes under this regulation shall be governed by the Regulations notified by the UGC and the respective statutory / professional councils, wherever applicable.

- d) The regulation shall come into effect from the date of its notification and shall be effective from academic year 2024-25. No retrospective benefit can be claimed by the students who have already done two academic programmes simultaneously prior to the notification of this regulation.
 - e) **The above regulation shall be applicable to all students pursuing academic programmes other than Ph.D. programme in any University.**
5. Each University shall comply with the provisions of the regulations issued by UGC with regard to pursuing two academic programmes simultaneously as modified from time to time.

Statute 58: Academic Bank of Credit (ABC)

Implementation of Academic Bank of Credits in State Universities of Jharkhand Regulations, Jharkhand Private University Act, 2024 (11, 2024)

6. Short title, application, and commencement

- 6.1 This Regulation may be called Implementation of Academic Bank of Credits in Private Universities of Jharkhand Regulations, 2024
- 6.2 They shall come into force from the date of its notification.

7. Objectives of Academic Bank of Credits

- a) To promote student centric and learner-friendly approaches in higher education across the country by promoting a more inter-disciplinary approach to higher education.
- b) To enable selection of the best courses or combination of courses by students as per their aptitude and quest for knowledge along with the associated logistics and costs.
- c) Allow students to tailor their degrees or make specific modifications or specializations rather than undergoing the rigid, regularly prescribed degree or courses of a single university or autonomous college.
- d) To enable multiple entry-multiple exit for students to complete their academic qualifications as per their time preferences and provide mobility across various disciplines and Universities/Colleges for Degree or Diploma or Post Graduate Diploma or Certificate programme.
- e) To support, procedurally, the teaching-learning activities to happen in a distributed and blended manner through integration across campuses or Universities or autonomous colleges with increased mobility.

- f) To facilitate lifelong learning amongst all, i.e., formal and informal students from both full-time and part-time modes.
- g) To allow students' the freedom to choose and change their academic directions, connect different domains of knowledge and help them acquire the right foundations and building blocks to pursue their life goals.

8. **Functions of Academic Bank of Credits**

- a) ABC shall deposit Credits awarded by the University, for Courses pursued therein, in the Academic Bank Account of the student and the validity of such credits shall be as per norms and guidelines issued by UGC from time to time.
- b) ABC accepts course credits directly transmitted by the University awarding the credits.
- c) Courses undertaken by the students through the online modes through National Schemes like SWAYAM, NPTEL, V-Lab etc. or of any specified University, shall also be considered for credit transfer and credit accumulation.
- d) In the interests of students, credits earned and deposited with ABC shall be valid for the purpose of redemption to a degree or diploma or Post Graduate diploma or certificate, for varying duration as specified by the credit awarding and credit accepting University subject to a maximum duration of seven years.
- e) Credits obtained by students undergoing skill-courses from the University offering vocational Degree or Diploma or Post Graduate Diploma or Certificate programmes are also eligible for accrual and redemption of credits through the ABC.
- f) Credits obtained by undertaking courses in the University during or after the academic year 2023- 2024 alone are eligible for Credit transfer, Credit accrual and Credit redemption through ABC.
- g) The University shall have a webpage on its website containing details of the facility of ABC, list of all registered Universities / Colleges, Guidelines or Standard Operating Procedures for the students to utilize the facility effectively and a link of the ABC website.

9. **Academic Bank of Credits Implementation methodology**

- a) ABC is essentially a credit-based, and highly flexible, student-centric facility.
- b) Universities shall, with the approval of their statutory authorities, amend the extant Ordinances, wherever applicable, relating to, inter alia, Course registration, Course requirements, acceptance for inter-disciplinary and multi-disciplinary courses, Credits to be offered to such courses, Credit transfers and Credits acceptance from other Universities/Colleges nature of grades to be awarded etc.

- c) Students availing flexibility under the facility of ABC are entitled to subscribe only to Courses of their choice and aptitude, so as to enable them to accumulate credits and not to the entire Programme of study leading to the award of a degree by the University.
- d) The University shall provide student counseling and guidance to all students desirous of opening an Academic Bank Account with ABC, in regard to the details of utilization of the services of ABC in terms of Credit definition, Credit accumulation, Credit transfer, Credit redemption as well as in respect of the opening, closure and validation of Academic Bank Accounts of students where such requests are recommended through the parent University or Autonomous colleges which are already registered with ABC.
- e) Credits earned by students shall be deposited in respective Academic Bank Account with ABC and shall be valid for not exceeding seven years as specified by the credit awarding institutions and on acceptance by the University awarding academic qualifications, for the purpose of commutation of credits for the award of any Degree or Diploma or Certificate.

Provided that once any credit is redeemed for the award of the academic qualification, such credit shall be irrevocably debited from the respective student's Academic Bank Account.

- f) Once used, or redeemed, Credits earned by a student cannot be re-used for the award of any other formal academic qualifications.
- g) With the approval of its statutory authorities, the University shall be encouraged to appropriate the structure of courses offered by it as core courses or core electives or open electives or skill enhancement electives or ability enhancement electives etc. with appropriate credit requirements, to promote multi-disciplinary or inter-disciplinary higher education.
- h) In awarding academic qualifications, the University shall follow the norms and guidelines, in regard to the number of credits and duration of time, stipulated from time to time by the UGC or the professional standards setting body, as the case may be.

10. **Monitoring, Support and Quality assurance by Universities and ABC**

- a) It shall be the responsibility of each University, to monitor the development and operationalisation of the ABC programme at its level and at the level of its constituent and affiliated colleges.
- b) The University shall offer teacher or staff training, mentoring, academic and administrative audit and other measures for improving the quality of performance of the ABC facility and promotion of holistic/multidisciplinary education with the support of ABC which may be in the form of Faculty Development Programmes

or Quality Improvement Programmes or Professional Development Programmes or Technology Incubation Programmes.

- c) The quality assurance of the implementation of ABC at the level of the registered University shall be developed by the University concerned either through the Internal Quality Assurance Cell (IQAC) or any other appropriate structured mechanism as may be decided by the University.
- d) The University shall upload, annually, on its website, a report of its activities *vis a vis* the ABC, as well as of measures taken by it for quality assurance, quality sustenance and quality enhancement.
- e) There shall be an ABC-Grievance Redressal Mechanism at the University is as follows:-

Level 1	Departmental ABC Nodal Officer
Level 2	University ABC Nodal Officer

The Nodal Officer of the University shall be responsible for all activities related to the implementation and Grievance Redressal of ABC at the University Level. The University Nodal Officer may issue necessary directions to various departments for the smooth implementation and Grievance Redressal of the ABC data.

- (i) In case of any discrepancy or non-availability of Credit Data in the Academic Bank of Credits, the student shall raise a grievance with the Departmental Nodal Officer through online/offline mode along with all the supporting documents. The Departmental ABC Nodal Officer shall verify the grievance and resolve it within 14 working days of submission.
- (ii) In case the grievance is not resolved within the above stipulated time, the student shall have an option to escalate it at the University ABC Nodal Officer level, who shall have a maximum period of 14 working days from the date of escalation to resolve the grievance at their level.

Statute 59: Multiple Entry and Exit in FYUGP

Regulation for Multiple Entry – Multiple Exit in Private Universities of Jharkhand, 2024

11. Short title, application and commencement

11.1 This Regulation may be called Multiple Entry – Multiple Exit in Private Universities of Jharkhand Regulation, 2024 (Act, 11/2024)

11.2 They shall come into force from the date of its notification.

- 12. **About Multiple Entry-Exit:** The regulation shall enable multiple entry and exit of students in academic programmes of the University. The regulation shall provide flexible learning so that student can choose one's academic pathway leading to the award of

certificate, diploma, and degree. The provisions of multiple entry and exit shall reduce the drop-out rate, thus improving Gross Enrolment Ratio (GER), which is one of the major objectives of the National Education Policy, (NEP), 2020 and as amended time to time.

13. Academic Bank of Credit

- a) ABC shall facilitate the students to choose their own learning path to attain a Degree/ Diploma/Certificate, working on the principle of multiple entry and exit as well as anytime, anywhere, and any level of learning.
- b) ABC shall enable the integration of multiple disciplines of higher learning leading to the desired learning outcomes including increased creativity, innovation, higher order thinking skills and critical analysis.
- c) ABC shall provide significant autonomy to the students by providing an extensive choice of courses for a programme of study, flexibility in curriculum, novel, and engaging course options.
- d) The multiple entry and exit options for students is facilitated at the undergraduate and master's levels. It would facilitate credit accumulation through the facility created by the ABC scheme in the "Academic Bank Account" opened for students to transfer and consolidate the credits earned by them by undergoing courses in any of the University.
- e) The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC for the purpose of fulfilling the credits requirements for the award of certificate/diploma/degree by the University.
- f) Upon collecting a certificate, diploma or degree, all the credits earned till then, in respect of that certificate, diploma or degree, shall stand debited and deleted from the account concerned of the student.

14. Academic Levels

- a) The National Higher Education Qualifications Framework (NHEQF) levels represent a series of sequential stages expressed in terms of a range of learning outcomes against which typical qualifications are positioned / located. Learning outcomes descriptors for qualifications is described in the National Higher

Education Qualifications Framework (NHEQF) issued by the University Grants Commission (UGC) on May 2023.

- b) NHEQF level 4.5 represents learning outcomes appropriate to the first year (first two semesters) of the undergraduate programme of study, while Level 8 represents learning outcomes appropriate to the doctoral-level, postdoctoral and higher programme of study.

Table 1: Levels of Education & Training in NHEQF India.			
Level	Stage	Duration	Grades
Level 4.5	Undergraduate (1 year)	1 year (Semesters 1 & 2)	UG Certificate
Level 5	Undergraduate (2 years)	1 year (Semesters 3 & 4)	UG Diploma / UG Diploma (Engg) [#]
Level 5.5	Undergraduate (3 years)	1 year (Semesters 5 & 6)	UG Bachelor
Level 5.5	Bachelor of Vocation (3 years)	3 years (6 Semesters).	(B.Voc) [#]
Level 6	Undergraduate (4 years)/ Undergraduate (4 years)	1 year (Semesters 7 & 8) 1 year (Semesters 7 & 8)	UG Honours/ UG Hons with Research
Level 6	Bachelor's in technology (4 years)	4 years (8 Semesters)	(B. Tech) [#]
Level 6	Post Graduate Diploma	1 year	PG Diploma
Level 6.5	Postgraduate	1 year*/ 2 years**	Master's Degree
Level 7	Master's in Technology	2 years	(M.Tech.) [#]
Level 8	Doctoral, Postdoctoral & Higher	3-6 years for Ph.D.	Ph.D. & others

*- Applicable for students of UG Honours/ UG Honours with Research

** - Applicable for students of UG Bachelor

- This shall be applicable only for Technical Education Institutions of Jharkhand approved by AICTE

15. Level Wise Entry and Exit Requirements (Undergraduate Program)

15.1 Level 4.5: UG Certificate:

- Entry1:** Entry shall be based on the Certificate obtained after successful completion of Grade 12 or equivalent stage of education and the marks/grade imposed by the institution.
- Exit 1:** The UG Certificate shall be awarded to the student seeking exit after the successful completion of two-semester with courses of minimum 40 credits and one compulsory vocational course/ internship/ project of 4 credits during the summer vacation.

15.2 **Level 5: UG Diploma / UG Diploma (Engg.):**

- a) **Entry 2:** Entry shall be based on UG Certificate obtained after completing the first year (two semesters) of the undergraduate programme. Continuation of study or lateral entry in the second year of the undergraduate programme shall be possible for those who have met the entrance requirements, including attainment of prescribed levels as specified in the programme. The continuation of the study shall be based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to pursue an undergraduate programme of study.
- b) **Exit 2:** The Undergraduate Diploma shall be awarded to the student seeking exit after the successful completion of four-semester with courses of minimum 80 credits and one compulsory vocational course/ internship/ project of 4 credits during the summer vacation.

15.3 **Level 5.5: Bachelor's Degree**

- a) **Entry 3:** The entry requirement is based on the diploma obtained after completing two years (four semesters) of the undergraduate programme. Continuation of study or lateral entry in the third year (fifth semester) of the undergraduate programme shall be possible for those who have met the entrance requirements, including attainment of prescribed levels as specified in the programme. The continuation of the study shall be based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to pursue an undergraduate programme of study.
- b) **Exit 3:** The Bachelor's Degree shall be awarded to the student seeking exit after the successful completion of Six-semester with courses of minimum 120 credits.

15.4 **Level 6: Bachelor's Degree (Honours / Honours with Research)**

- a) **Entry 4:** An individual seeking admission/ continuation to the Bachelor's Degree with Honours/ Research in a specified field of learning should have completed all requirements of the relevant 3-year Bachelor's degree.

After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to take the Research courses in fourth year of the undergraduate programme. Preference shall be provided to the students securing higher marks/ grade in major paper in case of equal CGPA. In lieu of Research courses (for students securing less than 7.5 CGPA and qualified otherwise) three Advanced Major (disciplinary/ interdisciplinary/ multidisciplinary) courses shall be offered leading to Honours Degree.

In case of non-availability of CGPA, students who secure aggregate 75% marks and above in the first six semesters are allowed to take research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the University/College. The research project/dissertation shall be in the major discipline.

- b) **Exit 4:** On the successful completion of the fourth year, a student shall be awarded a degree (Honours/Research). A Bachelor's degree (Honours/Research) requires a total of 160 credits with 40 credits at level 4.5, 5, 5.5 and 6 of NHEQF including the credits from a research project/dissertation.

15.5 **Level 6: Bachelor of Technology (B. Tech)**

- a) **Entry 4:** A candidate with 3 yrs. Bachelor degree in Vocation (B. Voc) with at least 120 credits and of NHEQF Level 5.5.
- b) **Exit 4:** On successful completion of the 4th Year of Four-Year Engineering Program and obtaining 160 credits, a candidate shall be awarded with B. Tech equivalent to Level 6 of NHEQF.

15.6 **Infrastructure Requirement:** The Departments offering a 4-year UG Degree (Honours with Research) must have the required infrastructure such as the library, access to journals, computer lab and software, laboratory facilities to carry out experimental research work, and at least two permanent faculty members who are recognized as Ph.D. supervisors. The University may decide on the no. of seats to

be provisioned for Honours with Research programme in each subject, provided they meet the infrastructure requirements.

16. **Level Wise Entry and Exit Requirements (Postgraduate Program)**

16.1 **Level 6: Post-Graduate Diploma**

- (i) **Entry 5:** An individual seeking admission in Post-Graduate Diploma should have completed all requirements of the relevant 3-year Bachelor's degree.
- (ii) **Exit 5:** For those who take exit after successful completion of the first year or two semesters of the 2-year master's programme, PG-Diploma shall be offered after securing 40 credits.

16.2 **Level 6: Under-Graduate Honours/ Under-Graduate Honours with Research**

- a) The students shall have 02 (two) options to enter into master's programme.
 - (i) Option 1: Students after completing Bachelor's Degree (Level 5.5) shall be allowed to enter into a 02 year/04 semesters Master's programme.
 - (ii) Option 2: Students after completing Under-Graduate Honours/ Under-Graduate Honours with Research/ PG Diploma (Level 6) shall be allowed to enter 01year Master's Programme.
- b) There shall be no exit option available in this level and the students must secure the minimum requisite credits as per the Credit and Curriculum Framework of the University to get the Master's/Postgraduate Degree after securing 40 credits
- c) For postgraduate programmes, there shall be one exit point for those who join the two-year Master's programme. The students may exit the programme after the 1st Year (02 semesters) by securing the requisite credits with a PG Diploma of Level 6 after securing 40 credits.

17. **Entry and Exit Requirement for Ph.D Program**

The entry and exit requirements for doctoral program shall be governed by University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree)

Regulations, 2022 as amended from time to time. There shall be no exit option in this programme.

18. **Inter-University Migration:** Inter-University Migration may be allowed only up to Semester V of the Four Year Undergraduate Program (FYUGP) and Semester III of the 2 Year Postgraduate Program.

19. **Lateral Entry**

- (i) Re-entry at various levels as lateral entrants in academic programmes should be based on the earned credits.
- (ii) Lateral entry of the students shall be allowed only in Semesters III, V & VII of FYUGP and Semester III of 2 Year Postgraduate Program.
- (iii) The student must have cleared the specified credits of all the courses of previous semesters.
- (iv) The master content of the syllabus studied previously by the student must be equivalent.
- (v) Depending upon the academic and physical facilities available, the University may earmark seats for lateral entrants to the second year/third year/fourth year of FYUGP, if the student has successfully completed the first year/second year/third year of the same programme in any University/college.

20. **Re-Entry after Exit**

- (i) Re-Entry in any programme is allowed only **within a period of three years after exit** opted by the student subject to the validity of his/her credit as available in the ABC.
- (ii) Students who opt to exit either after completion of the first/ second/ third year and have secured 40/ 80/ 120 credits respectively are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.
- (iii) Re-Entry may be allowed only if disciplinary/ interdisciplinary/ multidisciplinary Major and Minor courses taken by the student in previous semesters from the same institution or other institution is available in the institution where the student wishes to continue and complete the first-degree programme.

- (iv) Re-Entry is an option for the student and not a compulsion for the University. It may be allowed considering the availability of seats in the University and fulfillment of other criteria by the student as decided by the University.
- (v) Minor courses from vocational stream may not be the criteria for re-entry at any stage for the FYUGP.
- (vi) Two months' summer internship completed in first academic year leading to Undergraduate Certificate from any institution shall be considered during entry/exit point of Undergraduate Diploma.

21. Entry/ Re-Entry in Research Courses

- (i) The University offering a 4-year UG Degree (Honours with Research) must have the required infrastructure along with other criterions as per proper guidelines.
- (ii) Eligibility to take Research courses in Semester VII is to secure a minimum of 7.5 CGPA or aggregate 75% marks (in case of non-availability of CGPA, the student must secure aggregate of 75% marks) and above up to semester VI along with other criteria of the Institution.
- (iii) Students to be provided with opportunities for research internships under the guidance of a faculty member of the University or researchers at their own or other University/research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability.
- (iv) The research outcomes of their research project work may be published in peer-reviewed journals or may be presented in conferences/ seminars or may be patented.
- (v) After completion of a rigorous research project in their major area(s) of study in the 4th year of a bachelor's degree (honours with research), the student shall be required to produce a dissertation/thesis.
- (vi) Before submitting the final dissertation/thesis, the student shall make a presentation before the Research Advisory Committee of the University, which shall also be open to all faculty members and other research scholars/students of the university.

- (vii) The University shall have a mechanism using well-developed software applications to detect plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of Honours with Research.
- (viii) Student shall submit the thesis for evaluation, along with (a) an undertaking that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other University.
- (ix) The thesis submitted by a student shall be evaluated by his/her Research Supervisor and at least one external examiner who is expert in the field. The examiner should be academician with a good track record of scholarly publications in the field. The viva-voce board shall consist of the Research Supervisor and the external examiner. The viva-voce shall be open to the members of the Research Advisory Committee/ faculty member's/ research scholars and students of the institute. University may formulate appropriate rules/ordinances to effect these provisions.
- (x) The viva-voce of the student to defend the thesis shall be conducted if the external examiner recommends acceptance of the thesis after incorporating any corrections suggested by them. If the external examiner recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the student shall be declared ineligible for the award of Honours with Research degree.
- (xi) In case of rejection of the thesis, the student must get the thesis approved in upcoming session to be eligible for the Honours with Research Degree. If the student wishes to pursue the Honours programme instead of the Honours with Research Programme, then he/she has to clear Advance Major Courses of 12 credits offered in the 8th semester of any upcoming session, subject to not breaching the overall time limit of 7 years for completion of academic programme under FYUGP.

- (xii) The University shall complete the entire process of evaluating the thesis, including the declaration of the viva-voce result, within the stipulated semester time.
- (xiii) The University may identify potential/competent students and allow to carry the research work under the guidance of one of the faculty members even before enrolment in Semester VII. However, the minimum overall 7.5 CGPA (in case of non-availability of CGPA, the student must secure aggregate of 75% marks) up to Semester VI is required to be eligible for Honours with Research programme in FYUGP.

22. **Mechanism for Assessment of Credit Based Internship**

- (i) University through their Training and Placement Cell / Office shall ensure that the students requiring compulsory internship for Undergraduate Certificate and Undergraduate Diploma are provided with sufficient opportunities for availing internships preferably in organizations relating to the academic domain of the student.
- (ii) The Placement Office of the University shall prepare and send an 'Internship Evaluation Form' to all the employer under whom student have been assigned/selected for internship. The evaluation of the student may be done as per the letter grade awarded by the employer to the student mentioned in the indicative Internship Evaluation Form.
- (iii) University may create their own Internship Evaluation Form as per their requirements.

CHAPTER VI

(Funds and Related Provisions)

Statute 60: Permanent Endowment Fund

(1) The sponsoring body shall establish a permanent endowment fund of Rs 10 Crore or 7 Crore as per the provisions under section-4(2) of the Act.

(2) University shall invest the permanent endowment fund in the form of Fixed Deposit Receipt of the amount as per section-46(1) of the Act in the form of Central/State government securities to be deposited in an interest bearing Personal Deposit Account (PDA) of the Government Treasury.

(3) University may transfer any amount from the general fund or the development fund to the permanent endowment fund.

(4) University may utilize the income from the permanent endowment fund for the development of infrastructures and not recurring expenditure of the University.

(5) Further the University must always maintain an amount as per section-46(1) of the Act in the permanent endowment fund.

Statute 61: General Fund:

(1) University shall establish a general fund to which the following amount shall be credited, namely:-

(a) all fees which may be charged by the University;

(b) all sums received from any other source;

(c) all contributions made by the sponsoring body; and

(d) all contributions made in this behalf by any other person or body which are not prohibited by any law for the time being in force.

(2) The moneys credited to the general fund shall be applied to meet all the recurring expenditures of the University.

Statute 62: Development Fund:

(1) University shall also establish a development fund to which the following moneys shall be credited, namely:-

(a) development fees, which may be charged from students;

(b) all sums received from other sources for the purpose of the development of the University; (c) all contributions made by the sponsoring body;

(d) all contributions made in this behalf by any other person or body which are not prohibited by any law for the time being in force; and

(e) all incomes received from the permanent endowment fund.

(2) The moneys credited to the development fund from time to time shall be utilized for the development of the University.

Statute 63: Maintenance of Fund:

The funds established under sections- 46, 47 and 48 of Jharkhand Act, 11/2024 shall subject to general supervision and control of the Governing Body, be regulated and maintained in such manner as may be determined.