



Dr. M.G.R

EDUCATIONAL AND RESEARCH INSTITUTE DEEMED TO BE UNIVERSITY

★ University with Graded Autonomy Status ★
(An ISO 21001 : 2018 Certified Institution)

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SERVICE BOOK



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CHAPTER - I
OBJECTIVES OF THE UNIVERSITY

A. The objectives for which the Institute is established are:

- (a) to perform
 - a) Educational functions
 - b) Sponsored Research and Consultancy functions
 - c) Continuing Education and Extension functions
 - d) Development and Service functions
 - e) Management functions.
- (b) to provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).
- (c) to engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the university education system that is – academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in arts, science, engineering, medicine, dental, pharmacy, management, etc. routinely offered by conventional institutions.
- (d) To impart education with strong inter-disciplinary and innovative programmes with matching research capabilities and to achieve peer recognition and verifiable scholarly attainment and research output.
- (e) to provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by substantial number of full time faculty/research scholars (PhDs and Post Doctoral) in diverse disciplines.
- (f) to provide with the prior permission of UGC/MHRD, facilities and offer opportunities for instruction and learning in areas of Science, Engineering Technology, Management studies, Humanities, Medical Sciences, Para-Medical Courses, Dental Sciences, Health Sciences, Physiotherapy, Legal studies, Catering Technology, Fashion Technology, Visual Communication, Yoga, Education and related courses in the levels of undergraduate, graduate and post graduate and Research programmes. Such educational and research

opportunities will be offered to the candidates desirous of pursuing such course of study, without any discrimination of nativity, religion, caste or creed.

- (g) To provide with the prior permission of UGC/MHRD, instruction, training and research in the areas of Engineering Technology, Medical Science, Para-Medical Courses, Dental Science, Management studies, Humanities, Legal studies, Physiotherapy, Catering Technology, Fashion Technology, Visual Communication, Yoga, Education and other related areas and newer areas of interest in the above fields.
- (h) To establish standard quality in education and research so that monitoring and improving of various services within the Institute can be an on going process.
- (i) To formulate and maintain standard curriculum and system of education in every faculty which the University offers.
- (j) To establish, maintain and administer facilities, colleges, libraries, and research centers, with the prior permission of UGC/MHRD.
- (k) To appoint Professors, Associate Professors, Asst. Professors, Consultants and Research Assistants for teaching, training and to carry on academic work, research and also administrative staff of the University,
- (l) To organize advance studies, research programmes and continuing Engineering & Technology education, programmes and to establish linkages in India and Abroad with the departments of the University,
- (m) To promote such objective within the campus and if necessary outside the campus, particularly where special training facilities are available,
- (n) To conduct faculty exchange programmes and organise lectures of mutual interest and benefit both at National and International level,
- (o) To devise and implement programmes of education in Engineering Technology and allied Sciences, Medical, Para-Medical Courses, Dental Sciences, Health Sciences, Physiotherapy, Humanities, Management studies, Education, Legal studies, Catering Technology, Fashion Technology, Visual Communication, Yoga and Education which are relevant to the current needs of the society, alive to the long term requirements and responsive to the anticipated changes and developments in terms of breath of diversity and depth of specialization,
- (p) To serve as a centre for fostering co-operation and exchange of ideas between the academic and research community on the one hand and the Industrial and

Government employees on the other and to promote entrepreneurship among the students,

- (q) To organize lectures, seminars, symposia, and conferences,
- (r) To promote national integration and the integrated development of the human personality through its policies and programmes,
- (s) To undertake sponsored R & D and continuing education providing knowledge-based advice and consultancy, preparation/publication of educational material like books/ study reports/research papers and extending services to society,
- (t) To perform all the functions of interest to its major constituents like faculty, staff, students and society to reach a leadership position.
- (u) To develop a sense of ethos in the University community, making it conscious of its obligations to the society and to the nation;
- (v) To accept the challenges of globalization to offer high quality education and other services in a competitive manner,
- (w) To facilitate regional emphasis and also to provide scope for innovation and experimentation.
- (x) To have a greater interface with society through extra-mural, extension and field action related programmes.

B. DEFINITIONS

In these Bye-Laws, unless the context otherwise requires:

- a. "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].
- b. "Authorities" mean authorities of the University.
- c. "Campus" means Campus of the institution deemed to be university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India. While 'Off-Campus centre' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus in the country, an 'Off-shore Campus' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus and outside India.

- d. "Commission" means the University Grants Commission (UGC) constituent under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.
- e. "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- f. "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- g. "Emerging area of knowledge" means such area of knowledge as may be notified from time to time by the Commission on the recommendation of a Committee of Experts constituted by the Commission for the purpose, and, such Committee shall make its recommendation having regard to the stage of development of studies and research in relevant disciplines as well as the potential and need for raising standards of study and research thereof, in India.
- h. "Faculty" means Faculty or institution established or maintained by the University providing any course of study or training in the respective field for the admission to the examination for degrees, diplomas, certificates or other academic distinctions of the University.
- i. "Government" means the Central Government, unless the context so specifies.
- j. "Hostel" means a unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of the Statute, and includes a hostel deemed to be recognized by the University under this Statute.
- k. "Institution" means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- l. "Institution deemed to be university" means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the UGC Act.

- m. "Notification" means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the UGC Act.
- n. "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.
- o. "Rules and Regulations" means respectively the rules and regulations of the University made or continued in force under the Statutes.
- p. "Sponsoring body" means a body being a charitable or a not-for-profit Society/Trust/Company making an application for declaring an institution under its administrative, academic and financial control as a deemed to be university.
- q. "Statutory body" means a body constituted under any law for the time being in force of determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Council of Architecture, Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. shall be the Statutory bodies for the purposes of these Regulations.
- r. "Teachers" means Professors, Associate Professor, Asst. Professors, whether full time or part-time or visiting faculty and other persons giving instructions in University colleges or institutions or faculty or in hostels and libraries as may be declared by the statutes to be teachers.
- s. "University College", "University Faculty", "University Department" means a college, a faculty or a department combined with research institute maintained by the University whether instituted by it or not, providing courses of study leading upto the post-graduate and doctoral degrees and professional degrees of the University.

C. POWERS AND FUNCTIONS OF THE UNIVERSITY

To carry out the above said objects and for the management of properties, the Institute shall have the following powers:-

- i. to administer and manage the institute deemed to be university and such centres of research in the fields of Engineering Technology, Medical and Para-Medical Courses and Health Sciences, Dental Science, Physiotherapy, Management studies, Legal studies, Catering Technology, Fashion Technology, Visual Communication, Yoga and Education and for the advancement of knowledge in the above fields,
- ii. To provide for instructions and training in such branches of learning as the institute deemed to be university may deem fit,
- iii. To provide necessary infrastructure for quality research and seamless access to modern information resources.
- iv. To secure merit-based extramural research funding from various public/private agencies.
- v. To make provisions for research or for the advancement or dissemination of knowledge in such branches as the University may deem fit,
- vi. To organize and undertake extension services and societal engagement,
- vii. To organize and undertake consultancy services,
- viii. To organize and provide industrial training to its students and placements with industrial tie-ups,
- ix. To institute degrees, titles, diplomas, and other academic distinctions,
- x. To establish with the prior permission of the UGC/MHRD any branch/faculty of study which is useful to the society.
- xi. With the prior permission of UGC/MHRD to hold examinations and to confer degrees, titles, diplomas and other academic distinctions on persons who shall have pursued an approved course of study in the University, Faculty, Department or any college/ institute constituent of the University and centre of studies under this Statutes and shall have passed the prescribed examinations of the University subject to such conditions as the University may determine.
- xii. to confer honorary degrees, titles and other distinctions under conditions prescribed,
- xiii. to fix fees, demand and receive such fees as may be prescribed,

- xiv. to institute and award fellowships, traveling fellowships, scholarships, studentships, bursaries, prizes, and medals in accordance with the statutes,
- xv. To institute lectureship, readership, professorship and other teaching posts required by the University and to appoint persons to such lectureship, readership, professorship and other teaching posts,
- xvi. To establish, maintain and manage hostels and to recognize places of residence for the students of University and to withdraw such recognition to any such place of residence.
- xvii. To establish such special centres, specialised study centres, school of excellence, off-campus centres which may serve as a lead agent for all other institutions to emulate or other units for research and instructions and for promotion of distance education centres as are, in the opinion of the University, necessary for the furtherance of its objects.
- xviii. To make arrangements in respect of the residence, discipline and teaching of women students
- xix. To supervise and control the residence and to regulate the discipline of the students of the institute deemed to be university and to make arrangements for promoting their health.
- xx. To create academic, technical, administrative, ministerial and other posts and to make appointments thereto,
- xxi. To provide, control and maintain discipline among the students and regulate and enforce discipline among all categories of employees including their code of conduct and to take such disciplinary measures as may be deemed necessary.
- xxii. To sponsor and undertake research in all aspects of Engineering Technology, Medical and Para-Medical Courses, Health Sciences, Dental Sciences, Management studies, Physiotherapy, Legal studies, Catering Technology, Fashion Technology, Visual Communication, Yoga and Education.
- xxiii. To provide for printing, reproduction and publication of research and other works and to organize exhibitions,
- xxiv. To co-operate with any other industry, organization or institution in the matters of education, training and research for such purposes as may be agreed upon on such terms and conditions as the University may, from time to time, determine

- xxv. To co-operate with universities or institutions of higher learning in any part of the world having objects wholly or partly similar to those of the University, by exchange of teachers and scholars and generally in such manner as may be conducive to the common objects,
- xxvi. To establish and maintain within the institute deemed to be university or elsewhere, such class rooms and study halls as the University may consider necessary and adequately furnish the same and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the institute deemed to be university,
- xxvii. To regulate the expenditure and to manage the accounts of the institute deemed to be university,
- xxviii. To receive grants, subventions, subscriptions, donations and gifts for the purposes of the University and consistent with the objects for which the University is established,
- xxix. To accept grants of money, securities or properties of any kind on such terms as it may deem expedient,
- xxx. to give up and cease from carrying on any classes, course or departments of the institute deemed to be university,
- xxxi. to hold and manage endowments and other properties and funds.
- xxxii. in consulting with Sponsoring Society/Trust/Company to borrow for purposes of the University from Banks, Financial Institutions, private sources, secured or otherwise in consultation with Sponsoring Society/Trust/Company, to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities 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 deem fit and to pay out of the funds of the University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed,
- xxxiii. to invest the funds of the University , money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment
- xxxiv. to purchase, take on lease or accept as gifts or otherwise, any land or building or works which may be necessary or convenient for the purpose of the University on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works, in consultation with Sponsoring Society/Trust/Company, 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 proper without prejudice to the interest and activities of the University,

- xxxv. to draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheque or other negotiable instruments,
- xxxvi. in consultation with Sponsoring Society/Trust/Company, to execute conveyances, transfers, reconveyances, mortgages, leases, licenses, and agreements in respect of property, movable or immovable, other securities belonging to the University or to be acquired by the University,
- xxxvii. to appoint, in order to execute an instrument or transact any business of the University, and person as it may deem fit,
- xxxviii. to enter into any agreement with the Central Government, State Governments, the University Grants Commission or other authorities for receiving grants,
- xxxix. to constitute for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the regulations, such as pensions, insurance, provident fund and gratuity as it may deem fit and to make such grants as it may deem fit for the benefit of any employee of the University and to aid in the establishment and support of the associations, institutions, funds, trusts and conveyances calculated to benefit the staff and the students of the University.
- xl. to make such regulations as may from time to time be considered necessary for regulating the affairs and management of the University and to alter, modify and to rescind them,
- xli. to delegate all or any of its powers and functions to any authority of the University or any committee or any sub-committee or to any one or more members of its body or its officers,
- xlii. to maintain students and staff organizations including National Cadet Corps, National Service scheme, etc.
- xliii. to do all such other acts and things as the University may consider necessary, conducive or incidental to the attainment or enlargement of its objects, powers and functions or any one of them.

CHAPTER – II

AUTHORITIES OF THE INSTITUTION – DEEMED TO BE UNIVERSITY

a. THE AUTHORITIES OF THE INSTITUTION SHALL BE

- 1) The Board of Management
- 2) The Academic Council
- 3) Planning and Monitoring Board
- 4) Finance Committee
- 5) Board of Studies
- 6) Selection Committee
- 7) Such other authorities as may be declared by the Rules to be authorities of the institution deemed to be university.

1. BOARD OF MANAGEMENT

a. COMPOSITION OF THE BOARD OF MANAGEMENT

The Board of Management shall consist of:-

1. Vice-Chancellor.....Chairperson
2. Pro Vice-Chancellor (wherever applicable)
3. Deans of Faculties not exceeding two (by rotation based on seniority)
4. Three eminent academicians as nominated by the Chancellor
5. One eminent academic to be nominated by the Central Government in consultation with UGC
6. Two teachers (from Professors, Associate Professors) by rotation based on seniority
7. Maximum of two nominees of the sponsoring Society/ Trust/Company.
8. The Registrar, who shall be the Secretary

The term of membership of the Board of Management and its powers shall be as follows:

- (i) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.
- (ii) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.

b. POWERS OF THE BOARD OF MANAGEMENT:

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be university and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be university and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be university in consultation with the Academic Council;
- v) To provide for appointment of Visiting fellows and Visiting Professors;
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the institution deemed to be university;
- viii) To regulate and enforce discipline among the employees of the institution deemed to be university and to take appropriate disciplinary action, wherever necessary;

- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be university;
- x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise the Sponsoring Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be university;
- (xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be university, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi) To transfer or accept transfers of any movable property or immovable property on behalf of the institution deemed to be university;

"Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of th institution deemed to be University without the approval of the sponsoring Society/Trust/Company."

- xvii) To execute in consultation with the Sponsoring Society/Trust/Company (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be

university or to be acquired for the purposes of the institution deemed to be university;

- xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be university and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xix) To raise and borrow in consultation with the Holding Trustee (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be university, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be university, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- xxi) To maintain a fund to which shall be credited:
 - (a) all moneys provided by the Central or State/UT Government(s)/University Grants Commission;
 - (b) all fees and other charges received by the institution deemed to be university;
 - (c) all money received by the institution deemed to be university as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) all money received by the institution deemed to be university in any other manner or from any other source;
- xxii) To open account or accounts of the institution deemed to be university with anyone or more scheduled banks and to lay down the procedure for operating the same;
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- xxiv) To invest the funds of the institution deemed to be university or money entrusted to the institution deemed to be university in or upon such

securities and in such manner as it may deem fit and from time to time transpose any investment;

- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws;
- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the institution deemed to be university and for that purpose to appoint such agent or agents as it may deem fit;
- xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the institution deemed to be university;
- xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be university;
- xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be university and to rescind such recognition;
- xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- xxxi) To appoint in order to execute an instrument or transact any business of the institution deemed to be university, any person as attorney of the institution deemed to be university with such powers as it may deem fit;
- xxxii) To appoint Auditor(s) for the ensuing year;
- xxxiii) To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal;
- xxxiv) To delegate all or any of its powers to any Committee or sub- Committee constituted by it or the Vice-Chancellor of the institution deemed to be university or any other person;
- xxxv) To conduct all administrative affairs of the institution deemed to be university not otherwise specifically provided for;

- xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be university.

c. MEETINGS OF THE BOARD OF MANAGEMENT

- (i) The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.
- (ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- (iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be university as soon as possible after the meeting.

d. TERMINATION OF MEMBERSHIP

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

e. CONSTITUTION OF STANDING COMMITTEE AND AD-HOC COMMITTEE BY THE BOARD OF MANAGEMENT

- (i) Subject to the provision of the Rules of the Institution deemed to be University, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such

purposes and with such powers as the Board may think fit for discharging any function of the institution deemed to be university or for inquiring into, reporting and advising upon any matter of the Institution deemed to be University.

- (ii) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

f. DELEGATION OF POWERS OF THE BOARD OF MANAGEMENT

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer of the institution deemed to be university of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

B. OTHER AUTHORITIES OF THE INSTITUTION DEEMED TO BE UNIVERSITY

The following shall be the other authorities of the institution deemed to be university:

- a. Academic Council
- b. Planning and Monitoring Board
- c. Finance Committee
- d. Board of Studies
- e. Selection Committee
- f. Such other authorities as may be declared by the Rules to be authorities of the institution deemed to be university

(a) ACADEMIC COUNCIL (AC)

- i) The Academic Council shall be the principal academic body of the institution deemed to be university and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the institution deemed to be university and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution.

ii) Composition of the Academic Council

The Academic Council shall consist of the following persons, namely:

1. Vice ChancellorChairperson
2. Pro Vice-Chancellor
3. Dean(s) of Faculties
4. Heads of the Departments
5. All Professors other than the Heads of the Departments (by rotation of seniority)
6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

iii) Term of Membership:

The term of members other than the ex-officio members shall be two years.

iv) Powers and Functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the institution deemed to be university and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the institution deemed to be university, acquire reports on such researches from time to time;

- iv. To prescribe courses of study leading to degrees and diplomas of the institution deemed to be university;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be university;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Board of Management on:
 - a) measures for improvement of standards of teaching research and training;
 - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) to recommend to the Board of Management, the establishment or abolition of departments/ centres; and
 - d) To frame rules covering the academic functioning of the institution deemed to be university, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;

- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

v. Meeting of the Academic Council

The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.

vi. Notice:

- 1. Not less than three weeks notice shall ordinarily be given for a meeting of the Academic Council.
- 2. The Vice Chancellor may whenever he thinks fit, and shall upon a requisition in writing signed by not less than fifty percent of the total members of the Academic Council, convene a special meeting of the Academic Council:
- 3. Provided that any requisition for a special meeting must be forwarded to the Registrar subject to the conditions stipulated in clause above with a copy of the resolution or resolutions intended to be moved at the meeting and also the name of the propose of each resolution.

vii. Quorum:

- a) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

Provided such quorum shall not be required at convocation of the University or a meeting of the Academic Council held for the purpose of conferring degrees, titles, diplomas, certificates or other academic distinctions.

- b) The Vice-Chancellor as Chairman of the Academic Council shall preside at all the meetings of the Academic Council but if the Vice-Chancellor be not present, the members present shall elect a Chairman among themselves.

viii. Resolution for Meeting:

- a) Any member who wishes to move a resolution on the subject item in the agenda at an ordinary meeting shall forward a copy of the resolution to

the Registrar as to reach him not less than 15 clear days before the date of meeting.

- b) The Registrar shall place all such resolutions before the Vice-Chancellor who shall direct him to include such resolutions in the Agenda, provided that no resolutions shall be admissible which does not comply with the following conditions:
 - i. It shall be clearly and precisely expressed and shall raise substantially one definite issue related to the subject item on the agenda.
 - ii. It shall not raise issues which do not fall under the items of the agenda for the meeting and which do not fall within the powers of the Academic Council.
 - iii. It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the character and conduct of persons in their official or public capacity; and
 - iv. It shall not refer to any matter, which is under adjudication by a Court of Law.
- c. No resolution shall be moved at any meeting of the Academic Council on a subject which is not primarily the concern of the Academic Council at that meeting. The Chairman shall be the sole judge as to whether a subject is primarily the concern of the Academic Council or not, and his decision thereon shall be final.
- d. A motion substantially identical with one already moved and disposed off at a meeting shall not be placed on the agenda paper at a subsequent meeting:

Provided, however, it shall be open to the Board of Management or the Vice Chancellor to bring forward any subject for reconsideration at a meeting if in its or his opinion such reconsideration has been rendered necessary by fresh facts.
- e. At every meeting of the Academic Council, the following shall ordinarily be the order of business, after election, it be necessary of the Chairman of the meeting:
 - i) Business brought forward by the Chancellor
 - ii) Business brought forward by the Vice-Chancellor

- iii) Business brought forward by the Board of management
- iv) Business brought forward by the Members of the Academic Council

Provided however, that Chairman at his discretion effect in the order of business as he deems fit.

- f. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

ix. Voting:

Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

x. Minutes of the Meeting:

The Minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting. The Registrar within three weeks of the meeting shall send a copy of the minutes of that meeting, so signed by the Chairman, to each member of the Academic Council.

(b) PLANNING AND MONITORING BOARD

- a) There shall be constituted a Planning and Monitoring Board, a principal planning body of the University, which shall advise generally on the planning and development of the University and monitor and review the standard of education and research in the University.

(i) Constitution of the Board:

- b) The Planning and Monitoring Board shall consist of the following members, namely:
 - (i) The Vice-Chancellor shall be Chairman of the Planning and Monitoring Board

- (ii) Seven Internal members of high academic standing from the University nominated by the Board of Management.
- (iii) One nominee of the University Grants Commission.
- (iv) Three persons outside the University who are eminent experts nominated by the Board of Management.
- (v) The Registrar shall be the Secretary of the Board

(ii) Term of Office:

- c) The term of office of the nominated members of the Planning and Monitoring Board shall be three years and they are eligible for re-nomination after the expiry of their terms of office.

(iii) Powers and Functions:

- d. The Planning and Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the University.
- e. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval.
- f. Proposal relating to academic matters may be processed through the Academic Council.

(c) FINANCE COMMITTEE (FC)

There shall be a FINANCE COMMITTEE to deal with all matters relating to finances of the institution deemed to be university.

(i) Composition of the Finance Committee

The Finance Committee shall consist of the following members:-

1. Vice Chancellor -Chairperson
2. Pro Vice-Chancellor, if any.
3. A person nominated by the Society/Trust/Company
4. Two nominees of the Board of Management, one of whom shall be a member of the Board
5. A representative of the Central Government

6. A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government
7. Finance Officer- Secretary

(ii) Terms of Office of the Finance Committee:

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

(iii) Powers and Functions of the Finance Committee:

- (a) To consider the annual accounts and financial estimates of the institution deemed to be university and submit them to the Board of Management for approval.
- (b) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (c) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university. No expenditure shall be incurred by the University in expenditure in excess of the limits so fixed.
- (d) No expenditure other than provided in the budget shall be incurred by the University without the approval of the Finance Committee.
- (e) The Finance Committee shall recommend to the Board of Management the creation of all types of posts.
- (f) The Finance Committee shall review the financial position of the University from time to time.
- (g) The Finance Committee shall make recommendations to the Board of Management on every proposal involving investment or expenditure for which no provision has been made in annual financial estimates or which involves expenditure in excess of the amount provided for in the annual financial estimates.

- (h) The Finance Committee shall prescribe the methods and procedure and forms for maintaining the accounts of the institutions deemed to be university.
- (i) The Finance Committee shall recommend to the Board of Management on all matters relating to the finances of the institutions deemed to be university.
- (j) The Finance Committee shall perform such other functions as may be prescribed by the Rules, Bye-laws and regulations.

(iv) Meetings of the Finance Committee:

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

(d) BOARD OF STUDIES:

a. Constitution

- (i) There shall be one Board of Studies for each Department of the institution deemed to be university.
- (ii) The Board of Studies of each faculty/Department shall consist of:
 - a. Dean of faculty/ Head of the Department - Chairperson
 - b. All Professors of the faculty/Department
 - c. Two Associate Professors of the faculty/Department by rotation of seniority
 - d. Two Assistant Professors of the faculty/Department by rotation of seniority
 - e. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned
- (iii) The members of the Board shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor.
- (iv) The Head of the Department shall ordinarily be the Chairman. The Chairman shall be nominated by the Vice-Chancellor from among the members of the Board in certain circumstances.

a. Term of Office:

- i) Members of Board of Studies shall normally hold office for a period of three years or such period as may be fixed at the time of appointment; provided that the Vice-Chancellor may declare any member of Board of Studies to have vacated his membership if he/she leaves India or for other valid reasons; provided also that it shall be competent for the Board of Management to appoint as a member of the Board any person in his/her official capacity.
- ii) The Dean or Head of the Department shall ordinarily be nominated as Chairman by the Vice-Chancellor. In the event of a vacancy in the office of the Chairman, the Vice-Chancellor shall appoint a member of the Board to act as Chairman until a permanent arrangement is made.

b. Powers and Functions of the Board of Studies:

- 1) Each Board of Studies shall:
 - (i) Make recommendations in regard to courses of study, framing of syllabus, and examinations in the subjects in which it is dealing with.
 - (ii) Recommend text-books whenever necessary, and
 - (iii) Recommend to the Board of Management persons suitable for appointment as examiners.
- 2) It shall be the duty of each Board of Studies to consider and report on any matter referred to it in accordance with the Laws of the University by the Vice-Chancellor, or the Board of Management, or by the Academic Council or the Faculty or the Dean of the Faculty concerned with the subject with which it deals.

c. Meetings:

The meetings of the Board of Studies shall be convened by the Registrar under the directions of the Vice-Chancellor at such times and at such places as may be necessary. Where, in the temporary absence of the Chairman, a meeting of the Board of studies is required to be convened for the purpose of urgently dealing with any University business, the Vice-Chancellor may direct the Registrar or any other officer of the University to act as Convener.

d. Quorum:

50% of the total members shall form a quorum for any meeting of Board of Studies. In case there is no quorum, the agenda for the meeting shall be discussed by the members present and the minutes of the discussion shall be circulated among the members of the Board, with agenda, for approval.

e. Minutes:

The final minutes of every meeting shall be prepared by the Chairman, signature obtained from the members and the same shall be forwarded to the Registrar within 15 days from the date of the meeting.

- g. It shall be open to the Vice-Chancellor in urgent cases to obtain the opinion of Board of Studies by circulation. Such opinion together with the action taken thereon shall be reported to the Board of Studies as and when necessary.
- h. All the decisions and opinions of the Board of Studies are only recommendatory in nature and it is up to the Vice-Chancellor and other appropriate authorities of the University to take action on the recommendations of the Board of Studies.

(e) SELECTION COMMITTEE:

- (i) There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the 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, 2010, as amended from time to time.
- (ii) Every selection committee shall be constituted in accordance with the UGC Regulations on Minimum Qualification for Appointment of Teachers and other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education, 2010 as amended from time to time.

(iii) **MEETINGS OF THE SELECTION COMMITTEE:**

- (a) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
- (b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum.
- (c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

OTHER COMMITTEES

f. ADVISORY COMMITTEE

The Advisory Committee shall consist of

- (i) Vice-Chancellor Chairman
- (ii) Not less than 3 persons of different fields nominated by the Chancellor
- (iii) One expert nominated by University Grants Commission
- (iv) Not less the 3 persons nominated by Board of Management.

The University shall have an Advisory Committee to advise on the academic planning and development of the University.

The Advisory Committee shall advise the Board of Management on all matters of University pertaining to the development, and growth in all its fields.

The Advisory Committee shall meet once in every two months, send its advice to the Board of Management for its consideration and implementation.

g. GRIEVANCE REDRESSAL COMMITTEE

For individual grievance and complaint, the University shall have a Grievance Redressal Committee as may be prescribed by the Bye-laws/Rules.

The Committee shall consist of

- (i) A person nominated by the Chancellor.....Chairman
- (ii) Two Professors of the University.

- (iii) Wardens of the Hostels including Women's Hostel.

h. PREVENTION OF RAGGING AND EVE-TEASING / HARASSMENT OF WOMEN COMMITTEE

- (i) There shall be a Committee to prevent Ragging and Eve-Teasing/Harassment of women in the institution deemed to be university.
- (ii) The Committee shall consist of members nominated by the Vice-Chancellor and atleast 50% of the members should be female members including one female member from a Non-Governmental Organization.
- (iii) The Committee shall take all steps to prevent any kind of Ragging or Harassment of Women in the institution deemed to be university.
- (iv) If any complaint of ragging or Harassment of women is received by the Committee from the aggrieved student, it shall act according to the provisions of Prohibition of Ragging Act 1997 and Prohibition of Harassment of Women Act 2002 and rules made there under.
- (v) The Committee should send periodical reports to the appropriate authorities and to the Chancellor about the actions taken by them in this regard.

CHAPTER - III

OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY

The following shall be the officers of the institution deemed to be university:

- a) Chancellor
- b) Vice-Chancellor
- c) Pro Vice-Chancellor
- d) Registrar
- e) Finance Officer
- f) Controller of Examinations
- g) Dean of Faculties
- h) Head of Department
- i) Such other officers as may be prescribed in the Rules of the institution deemed to be university

A. CHANCELLOR

- i) The Institution Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institution Deemed to be University but shall not be the Chief Executive Officer. He/She shall be appointed by the Institution Deemed to be University Society or Trust and shall hold office for a period of 5 years and shall be eligible for one more term.*.
- ii) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institution deemed to be university.

B. VICE-CHANCELLOR

(a)

- (i) The Vice-Chancellor shall be whole time salaried officer of the Institution deemed to be University and shall be appointed in accordance with the 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, 2010 as amended from time to time:

Provided that in case of a public funded deemed to be university, the Vice Chancellor shall be appointed in accordance with the

***amended as per the UGC (Institutions Deemed to be Universities) Regulations - 2016**

procedure laid down by the Central Government or the State Government, as the case may be.”

- (ii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- (iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

(b) POWERS OF THE VICE-CHANCELLOR

- i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been

taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within

30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

(C) PRO VICE-CHANCELLOR

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.

- (iv) The Pro Vice-chancellor shall have the powers and duties as prescribed by Rules of the Institution deemed to be university.

(D) REGISTRAR

- (i) The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor - Chairperson
2. One nominee of the Chancellor
3. One nominee of the Board of Management.
4. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.

- (ii) The minimum qualifications for the direct recruitment to the post of Registrar is:

- a) A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale
- b) At least 15 years of experience as Assistant Professor (Sr.Scale) / Assistant Professor with eight years in Associate Professor's grade along with experience in educational administration

Or

Comparable experience in research establishment and/or other Institution of higher education.

Or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

- (iii) The Registrar shall be a whole time salaried officer of the University.

d) *

*** Deleted as per the UGC (Institutions Deemed to be Universities) Regulations - 2016**

- e) The Registrar shall satisfy the qualifications notified by UGC for appointing him as Registrar as mentioned in clause (b) above-
- f) The Registrar shall be paid a salary in the scale of pay applicable to the University Professor from time to time.
- g) The Registrar shall be directly responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the statutes.
- h) The Registrar, subject to the immediate direction and control of the Vice-Chancellor, shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in performance of his official duties.
- i) The Registrar shall be in overall charge of the administration of the University Office, subject to the immediate direction and control of the Vice-Chancellor, and shall have power to fix and define the functions and duties of the officers and employees, of the University, other than those working under direct supervision of the Controller of Examinations and Finance Officer, or those working in Vice-Chancellor's Secretariat, with the approval of the Vice-Chancellor. He must take all steps for the efficient working of the University Office, subject to the approval of the Vice-Chancellor.
- j) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board, Board of Studies and Advisory Board but shall not be deemed to be a member of any of these authorities.
- k) When the office of the Registrar is vacant, or when the Registrar is, by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose with a concurrence from Chancellor.
- l) Registrar shall not be eligible for nomination or election or for appointment as a member of any of the authorities of the University.

POWER OF THE REGISTRAR

- a) The Registrar shall have power to take disciplinary action against such employees, excluding teachers of the University and academic staff as may be specified in the orders of the Board of Management and to suspend them pending enquiry, to administer warnings to them, or to impose on them the penalty of censure or withholding increments:-

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

- b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (a)
- c) In any case where the enquiry discloses that the punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Vice-Chancellor along with his recommendations and the Vice-Chancellor shall pass such order as he deems fit:

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

No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellant.

DUTIES OF THE REGISTRAR:

- a) The following shall be the duties of the Registrar:
1. To be custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charge.
 2. To conduct the official correspondence on behalf of the authorities of the University.
 3. To issue notices convening meetings of the authorities of the University and all committees and sub-committees appointed by any of these authorities of the University.

4. To keep minutes of all the proceedings of the meeting of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities of the University.
 5. To make arrangements for and supervise the examinations by the University.
 6. To hold in special custody books and documents of the University.
 7. To supply to the Chancellor, copies of the agenda of the meeting of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings.
 8. In all suits and other legal proceedings by or against the University, the pleading shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.
 9. To enter into the agreement, sign documents and authenticate records on behalf of the University under the direction of the Board of Management or Vice-Chancellor as the case may be.
 10. To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University.
 11. To exercise such other powers and perform such duties as may be specified in the statutes, ordinances or the regulations or may be specified by the Board of Management or the Vice-Chancellor, from time to time.
- b) The Registrar may, by writing, inform the Vice-Chancellor his intention to resign and it shall be competent for the Board of Management, on the recommendation of the Vice-Chancellor, to accept his resignation.
 - c) The Board of Management shall have power to dispense with the services of the Registrar at any time or it may at any time discharge him from his services without notice in the event of misconduct on his part or of a breach by him of any of the conditions on which he was engaged.
 - d) The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any Member of the Board of Management, Academic Council, or a Faculty, shall have access to the proceedings of the Board of Management, Academic Council or Faculty respectively and to any documents connected with such proceeding .

ADDITIONAL REGISTRAR

It shall be competent for the Board of Management to appoint an Additional Registrar. He shall devote his whole time to the duties of his office, and shall perform such work as may from time to time be laid down by the Board of Management and generally render assistance as may be desired by the Registrar in the performance of the official duties.

JOINT REGISTRAR / DEPUTY REGISTRAR / ASST. REGISTRAR.

- a) It shall be competent for the Vice-Chancellor to appoint Joint Registrar, Deputy Registrar and Assistant Registrar. They shall devote their whole time to the duties of their office and shall perform such work as may from time to time be laid down by the Board of Management and generally render such assistance as may be desired by the Registrar in the performance of the official duties.
- b) The minimum qualification for the direct recruitment to the post of Joint-Registrar/Deputy Registrar is:
- 1) A Masters degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
 - 2) Five years experience as a lecturer in a college or a University with experience in educational administration
Or
Comparable experience in research establishment and / or other institutions of higher education
Or
Five years of administrative experience as Asst. Registrar or in an equivalent post.

For the Post of Asst. Registrar, he should have good academic record plus Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.

- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
- (iii) 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 such other person as the Vice Chancellor may appoint for the purpose.

- (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- (vi) The following shall be the duties of the Registrar:-
 - 1. To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of management may commit to his/her charge;
 - 2. To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
 - 3. To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and Sub-Committees appointed by any of these authorities;
 - 4. To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and Sub-Committees appointed by any of these authorities;
 - 5. To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
 - 6. To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 - 7. To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
 - 8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;

9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.*

E. FINANCE OFFICER:

- (i) The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- (ii) The Finance Officer shall be Chartered Accountant with atleast 5 years experience in educational institution.
- (iii) He would be an Ex-Officio non-member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor on financial matters.
- (iv) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- (iv) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (v) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (vi) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

F. CONTROLLER OF EXAMINATIONS:

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) **The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.**

- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.**
- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.**

G. DEAN

The Dean of each Faculty shall be appointed by the Syndicate from among the Professors or Heads of Departments in the Faculty for a period of three years and he shall be eligible for reappointment provided that the Dean, on attaining the age of 60, shall cease to hold office as such.

Provided further that, if at anytime, there is no Professor or Head of the Department in a Faculty, the Vice-chancellor shall authorize one of the members in the Faculty to exercise the powers of the Dean of the Faculty.

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

The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.

The Departments dealing with allied subjects could be grouped into faculties: Each faculty may be headed by a Dean.

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

Meetings of a Faculty shall be convened by the Registrar at the request of the Dean at such times as may be necessary or under the orders of the Vice-Chancellor or on the written requisition of not less than one third of the members constituting the Faculty. Any member of a Faculty may bring before any meeting of the Faculty any matter within its cognizance by giving notice to the Dean who shall request the Registrar to include such matter in the Agenda papers of the next meeting of the Faculty.

The Dean shall request the Registrar to issue notice of every meeting of the Faculty to each member of the Faculty, ordinarily not less than five days previous to the meeting, stating the time and place of the meeting, and showing all the business brought before the meeting.

Urgent meetings may be summoned with the orders of the Vice-Chancellor. No matter of business which is not entered on the Agenda paper of a meeting shall be considered at the meeting provided the Dean may, for reason of urgency, bring any matter before any meeting without previous notice.

The Dean shall preside at all the meetings of the Faculty but, in his absence, the members present shall elect a Chairman from among themselves. The quorum for a meeting of the Faculty shall be one third of the members of the Faculty.

Powers and Functions of Deans

Coordinate and generally supervise the teaching and research work in the various departments attached to the Faculty concerned through the Heads of the Departments and Centres;

Maintain discipline in the class rooms and laboratories through the Heads of the Departments and Centres;

Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practical, when these are prescribed;

Recommend leave application of the Heads of Departments/Centres to the officer concerned according to the bye-laws framed for the purpose

Perform such other academic duties as may be assigned to him by the Academic Council, the BoM or the Vice-Chancellor.

H. HEAD OF THE DEPARTMENT

Each Department shall have a Head,

- (i) There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department

is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- (ii) The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.

The Head of the Department/Centre shall:

- be the academic Head of the Department/Centre and shall convene and preside over the meetings of the Department/Centre and the Board of Studies;
- maintain discipline in the Classroom and Laboratories through teachers of the Department;
- Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- be responsible for the coordination and supervision of teaching and research in the Department;
- Recommend leave application of the teachers and other staff of the Department to the officer concerned according to the bye-laws framed for the purpose;
- be responsible for the records, equipments and furniture of the Department and the books of the Departmental Library;
- Operate the Budget of the Department; and
- have such other powers and perform such other functions, as may be assigned by the Academic Council and Dean of the Faculty concerned or the Vice-Chancellor.

I. DELEGATION OF POWERS:

Subject to the provisions of these Regulations and Rules, any authority or officer of the institution deemed to be university, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

CHAPTER – IV

TEACHERS OF THE UNIVERSITY

TEACHERS OF THE UNIVERSITY

- (i) The teacher of the University shall be Professors, Associate Professors, and Assistant Professors. The duties of Professors, Associate Professors shall include in addition to teaching and research, the guidance and co-ordination of studies in their subjects in consultation and co-operation with the institutions. The duties of the Associate Professors and Assistant Professors shall be to teach and to engage in research.

ii) Emeritus Professors:

Notwithstanding anything contained in the Bye-Laws, it shall be competent for the Board of Management to appoint distinguished Professors/Teachers of repute who have retired from the services of this or any other University or from any other institution as Emeritus Professors on such terms as may be decided upon by the Board of Management.

The Board of Management shall have power, upon sufficient cause shown and after due enquiry, to suspend any teacher of the University from office, and from emoluments thereof in whole or in part for any period not exceeding one year, or to require him/her to retire, or to deprive him/her of office, and during the suspension of any teacher to make provision for his/her work.

a. Full Time Teachers:

1. Full time teachers of the University shall be selected for appointment by the Selection committee as per UGC Regulations applicable in this regard. In case of selection of Associate Professors and Assistant Professors one of the experts nominated to the selection committee shall be the University Professor in the subject. Notwithstanding anything contained in the foregoing, it shall be competent for the Board of Management to promote on a subsequent date to the higher grade of Professor any person who was originally appointed in the grade of Associate Professor and Head of the Department in the above procedure, provided that the original appointment of Associate Professor as Head of Department was made in the exercise of discretion left to the Board of Management to appoint any person either in the grade of Associate Professor or in the grade or Professor.

2. Except in the case of experienced persons who have already gained distinction in their subject and who are appointed as Professors, persons appointed to teaching post of Assistant Professors, Associate Professors and Professors shall in the first instance be on probation for a period of two years in their respective posts and such appointment shall be subject to confirmation at the end of that period on satisfactory completion of their period of probation;

Provided that a teacher who has satisfactorily completed his probation in a lower teaching post and has been confirmed in that post shall not be required to put in a further period of probation if he/she is appointed to higher teaching post subsequently.

3. A member of the teaching staff may be permitted to retire voluntarily after attaining the age of 50 or after 20 years of service.
4. A full time teacher of the University shall not engage in remunerative work other than that of his/her office without the express permission of the Board of Management.
5. Casual Leave may be granted for not more than 10 days at a time including holidays and 12 days in all in a calendar year.
6. Leave cannot be claimed as of right, and when the exigencies of the University so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
7. The Board of Management may grant study leave and sabbatical leave to the University teachers as occasion arises, on such terms as may seem to it necessary in each case.
8. Leave may be granted on medical certificate which shall be regulated with reference to the period of service put in by the teacher in the University.
9. Leave otherwise than on medical certificate shall be granted without pay for not more than 3 months at any one time.
10. Maternity leave may be granted to married women teaching staff for a period which may extend up to 90 days, which may spread over from the pre-confinement rest to post confinement recuperation at the option of the teaching staff.

11. The Vice-Chancellor shall have power to grant leave to teachers of the University and to pay leave allowances, in accordance with such rules as may be prescribed.

b. Head of the Department/Professors:

- (i) It shall be the duty of the Head of the Department/Professors in a Faculty to deliver lectures, to engage in research work, to control and direct the activities of all the employees, including teaching staff, of his Department, to plan the classes, research work, to coordinate with the Placement Cell of the University for placement of students of his/her Department and all other academic works related to the subject of his/her chair. He is directly accountable to the Board Management for all the activities of his Department.
- (ii) It shall be the duty of the Head of the Department/Professor of the University to direct and supervise the work of research students in branches of knowledge related to the subject of his/her chair.
- (iii) The Head of the Department/Professor shall, if so require, advise the Board of Management with regard to any of the University or examination or on other matters relating to the subject connected with the Chair.

c. Associate Professors and Assistant Professors:

- (i) In a Department in which there is a Head of the Department / Professor, Associate Professors and Assistant Professors shall work under the direction of the Head of the Department/Professor concerned, and shall assist him/her in the performance of his/her duties. They must deliver lectures, conduct classes, and assist HOD/Professor in academic and other matters of the Department. In the Departments in which there is no HOD/Professor, an Associate Professor shall be the Head of the Department; Assistant Professors shall assist him / her and work under his / her direction.
- (ii) The special duties of the holders of particular posts shall be such as may be prescribed by the Board of Management.

d. Part-Time Teachers and Visiting Faculty:

- i) Part-time teachers and visiting faculty shall be appointed only for special reasons and shall perform such duties as may be assigned to them.
- ii) They shall be appointed for such periods and paid such salaries as may be fixed in each case regard being had to the grade of the teacher and to the amount of time he/she is to devote to the work of the University.

e. SENIORITY LIST:

- (a) Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the Institution deemed to be University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the institution deemed to be university accordance with such other principles as the Board of Management may from time to time prescribe.
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (b) If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

Chapter – V

Qualifications of Teachers

QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PROFESSORS, ASSOCIATE PROFESSORS AND ASST.PROFESSOR

Faculty Cadre and Qualifications (Degree & Post Graduate):

Program	Cadre	Qualifications	Experience
Engineering / Technology	Assistant Professor	BE / B.Tech and ME / M.Tech in relevant subject with First Class or equivalent either in BE / B.Tech or ME / M.Tech.	
MCA	Assistant Professor	BE / B.Tech and ME / M.Tech in relevant subject with First Class or equivalent either in BE / B.Tech or ME / M.Tech OR BE / B.Tech and MCA with First Class or equivalent either in BE / B.Tech or MCA OR MCA with first class or equivalent with two years relevant experience.	
Management	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience in desirable.	
Pharmacy	Assistant Professor	Bachelors and Master Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	

Program	Cadre	Qualifications	Experience
HMCT (HOTEL MANAGEMENT AND CATERING TECHNOLOGY)	Assistant Professor	First Class at Bachelors (3 year degree or Diploma after 10+2 in HMCT) or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree PR 8 years relevant experience OR First class at Bachelors 4 year degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Master Degree OR 7 year relevant experience	
Architecture	Assistant Professor	Bachelors and Master Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree	
Town Planning	Assistant Professor	Bachelors and Master Degree in Town Planning with First Class or equivalent either in Bachelors or Masters Degree	
Applied Arts & Crafts	Assistant Professor	Bachelors and Master Degree in appropriate branch of Fine Art (Applied Art, Painting, and Sculpture) or equivalent with First Class or equivalent either in Bachelors or Masters Degree	
All Program	Assistant Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate	Minimum of 5 years experience in teaching and/or research and / or industry of which at least 2 years shall be post

Program	Cadre	Qualifications	Experience
		discipline. Post PhD publications and guiding PhD student is highly desirable.	PhD is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
All Program	Professor	Qualification as above that is for the post of Assistant Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable.	minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor, or minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/

Program	Cadre	Qualifications	Experience
			<p>patents.etc. as deemed fit by the expert members in Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall be considered valid.</p>
All Program	Principal/ Director	Qualification as above that is for the post of Professor, as applicable	<p>Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/ research paper publications / IPR / patents record shall be required as deemed fit by the expert members in selection committee.</p> <p>If the experience in Industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing .developing, planning, executing, analyzing, quality control, innovating, training, technical, books / research paper</p>

Program	Cadre	Qualifications	Experience
			publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

- a Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than, 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
- b Ph.D. shall be from a recognized University.
- c For Incumbent Assistant Professor, experience at the level of assistant Professor will be considered equivalent to experience at the level of Assistant Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.
- d Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualification as above shall be mandatory.
- e If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as above.

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

ENGINEERING AND TECHNOLOGY DISCIPLINE:

1. ASSISTANT PROFESSOR

i. Essential

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

ii. Without prejudice to the above, the following conditions may be considered

desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or in refereed journals.
2. Associate Professor

i. Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered

desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

1. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;

3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3. PROFESSOR:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;

2. Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

Bio-Technology (Engg. & Tech.) Discipline:

1. ASSISTANT PROFESSOR:

i. Essential:

1. First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech);

OR

2. A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio- Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;

OR

3. Good academic record with at least 55% marks (or an equivalent grade) and at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

ii. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Papers presented at Conferences and / or in refereed journals;

2. ASSOCIATE PROFESSOR:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological sciences, and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech./Applied Biological Sciences;

2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports; and

3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3. PROFESSOR:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences, and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;

2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech. / Applied Biological Sciences, and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

MANAGEMENT / BUSINESS ADMINISTRATION:

1. ASSISTANT PROFESSOR

i. Essential:

1. First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

OR

2. First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.

ii. Desirable:

1. Teaching, research, industrial and / or professional experience in a reputed organization;
2. Papers presented at Conferences and / or published in refereed journals.

2. ASSOCIATE PROFESSOR:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

iv. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC,

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.

2. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

v. Without prejudice to the above, the following conditions may be considered

desirable:

- a) Teaching, research industrial and / or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- c) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

3. PROFESSOR:

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two

year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- ii. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

OR

- iv. In the event the candidate is from industry and the profession, the following shall constitute as essential:
 - 1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.
- v. Without prejudice to the above, the following conditions may be considered

desirable:

- i) Teaching, Teaching, research, and / or professional experience in a reputed organization;

- ii) Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- v) Capacity to undertake / lead sponsored R&D consultancy and related activities.

4. Principal / Director / Head of Institution

- i) Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate teaching / industry / research.

OR

- ii) For candidates from Industry / Profession:
 - 1. Qualification same as those prescribed for the post of Professor from industry / profession stream with fifteen years' experience of postgraduate teaching / research out of which five years must be at the level of Professor in the relevant discipline.
- iii) Without prejudice to the above, the following conditions may be considered

desirable:

- 2. Administrative experience in senior level responsible position in the Industry / Professional Institution.

QUALIFICATIONS FOR B. Ed. COURSE:

(i) PRINCIPAL / HEAD (in multi-faculty institution):

- a. Academic and professional qualification will be as prescribed for the post of lecturer;
- b. Ph.D. in Education; and
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal / Heads as per above eligibility criteria, it would be permissible to appoint retired Professor / Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty five years of age.

(ii) ASSISTANT PROFESSOR:

a. Foundation Courses

1. A Master's Degree in Science / Humanities / Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. With at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

OR

1. M. A. in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. B. Ed. with at least 55% (marks or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory.

b. Methodology Courses

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the position of principal and lecturers, shall be mandatory.

Provided that at least one lecturer should have specializations in ICT and another in the special education.

B. QUALIFICATIONS FOR M. Ed. COURSE:

(i) PROFESSOR / HEAD:

a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed), OR

M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

b. Ph. D. in Education; and

c. At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M.Ed. level with published work in the area of his specialization.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor / HOD / Reader as per above eligibility criteria, it would be permissible to appoint retire Professor / HOD / Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

(ii) ASSOCIATE PROFESSOR:

a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M.A. (Education) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

b. Ph.D. in Education; and

c. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M.Ed. level and has published work in the relevant area of specialization.

(iii) ASSISTANT PROFESSOR:

a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M.A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and

b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

Provided that it is desirable that one faculty member possesses a Master's Degree in Psychology and another member in Philosophy / Sociology besides M. Ed.

PHYSICAL EDUCATION AND SPORTS :

UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- (i) A Ph.D. in Physical Education.
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (selection grade).
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,

UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- (i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.
- (vi) Consistently good appraisal reports.

PHYSIOTHERAPY

1. ASSISTANT PROFESSOR:

Bachelor Degree in Physiotherapy (B.P.T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M./P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from recognized University.

2. ASSOCIATE PROFESSOR:

Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years total experience as Assistant Professor.

Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./independent published work of higher standard.

3. PROFESSOR:

Masters in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.) with eleven years total experience including five years experience as Associate Professor (Physiotherapy).

Desirable: Higher Qualification like Ph. D. in any discipline in Physiotherapy recognized by U.G.C./ independent published work of high standard.

4. PRINCIPAL / DIRECTOR / DEAN:

- i. Masters in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).
- ii. Senior-most Professor shall be the Principal / Director / Dean.
- iii. Desirable: Higher qualification like Ph. D. in any discipline in Physiotherapy recognized by the UGC/ independent published work of high standard.

LIBRARIAN, DEPUTY LIBRARIAN AND UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

UNIVERSITY LIBRARIAN

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A. M.Phil./Ph.D. Degree in library science/information science / documentation/achieves and manuscript-keeping.

DEPUTY LIBRARIAN

- i. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. Desirable: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library.

UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director of Physical education & Sports.

CHAPTER - VI
ACADEMIC ACTIVITIES:

I. The Faculties and Departments

The following shall be the Faculties of the University and Departments noted under each Faculty

A) FACULTY OF ENGINEERING AND TECHNOLOGY:
(Dr. M.G.R. Engineering College)

- (i) Department of Civil Engineering
- (ii) Department of Mechanical Engineering
- (iii) Department of Electrical and Electronics and Engineering
- (iv) Department of Electronics and Communication Engineering
- (v) Department of Computer Science Engineering
- (vi) Department of Information Technology
- (vii) Department of Chemical Engineering
- (viii) Department of Production Engineering
- (ix) Department of Electronics and Instrumentation Engineering
- (x) Department of Instrumentation and Control Engineering
- (xi) Department of Bio-Technology
- (xii) Department of Bio-Medical Engineering

B) FACULTY OF COMPUTER APPLICATIONS

C) FACULTY OF MANAGEMENT STUDIES

D) FACULTY OF ARCHITECTURE

E) FACULTY OF MEDICINE AND SURGERY

(A.C.S. Medical College and Hospital)
MBBS Degree Course

F) FACULTY OF DENTAL SCIENCE

(Thai Moogambigai Dental College and Hospital)

UG – BDS Degree Course
PG – MDS Degree Course
Oral Medicine and Radiology
Oral Surgery
Orthopedics

Endodontics
Periodontics
Prosthodontics
Oral Pathology
Community Dentistry
Pedodontics

G) FACULTY OF ALLIED HEALTH SCIENCES

- (i) Department of Physiotherapy
- (ii) Department of Nursing

H) FACULTY OF HUMANITIES AND SCIENCES:

- (i) Department of Languages
- (ii) Department of Mathematics
- (iii) Department of Physics
- (v) Department of Chemistry
- (vi) Department of Commerce
- (v) Department of Hotel Management Catering Technology
- (vi) Department of Fashion Technology
- (vii) Department of Visual Communication
- (viii) Department of Physical Education including Yoga

I) FACULTY OF EDUCATION

J) FACULTY OF LEGAL STUDIES

- a. The Board of Management shall have power to reconstitute Faculties or add / delete / re-organize the Faculty and reconstitute the Departments or delete any Department when it deems necessary to achieve higher excellence.
- b. The Board of Management shall have powers to determine from time to time, after considering recommendations of the Planning and Monitoring Board, the subjects for which Professorships, Associate Professorship, Assistant Professorship or other teaching posts should be instituted and the several terms and conditions subject to which such Professorships, Associate Professorship, Assistant Professorship or other teaching posts should be instituted.
- c. The Board of Management shall have power to suspend or abolish any Professorship, Assistant Professorship or other teaching post after receiving report from the Planning and Monitoring Board thereon.

J) Special Lecture

The Board of Management shall have the power in consultation with the Board of studies to make from time to time arrangements for special lectures or courses of lectures on such subjects as the Board of Management may select.

K) Distance Education, Off-campus and Off-shore campus centers:

The Board of Management, after consultation with the Academic Council shall start Distance Education centers off-campus centers and off-shore centers on such subjects and on such courses as it may deem fit subject to the rules and regulations of the Central Government and University Grants Commission. Such centers shall be considered to be part of the University for all purposes.

L) Placement cell:

There shall be a Placement Cell in the University. It shall coordinate with the companies / industries and arrange to place the students of the University as many numbers as possible.

M) Review of the Academic Activities of the Institution Deemed to be University

The functioning of the institution deemed to be university may be reviewed after a period of **every 5 year or earlier if necessary, by a Committee** appointed by the Commission.

CHAPTER - VII

INSPECTION OF THE INSTITUTION DEEMED TO BE UNIVERSITY BY THE COMMISSION

- i. The Commission may cause an inspection, to be made by such person or persons as it may direct, of the institution deemed to be university, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the institution deemed to be university.
- ii. The Commission shall, in every case, give notice to the institution deemed to be university of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the institution deemed to be university shall have the right to make such representations to the Commission as it may consider necessary.
- iii. Where an inspection or inquiry has been caused to be made by the Commission, the institution deemed to be university shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv. The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the institution deemed to be university to the Vice-Chancellor who shall communicate the same to the Board of Management.
- v. The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the institution deemed to be university and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- vi. Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

CHAPTER - VIII

ADMISSION AND FEE STRUCTURE

1. Admission to all the Courses in the Faculty of Engineering and Technology, Medicine and Dental Sciences will be done by conducting Entrance Test by the University. However the candidates who have appeared in other Entrance Test conducted by recognized agencies will also be considered.
2. For courses offered under Humanities & Sciences, the admission will be done on the basis of marks obtained in the qualifying examinations.
3. The University shall be open to all persons whatever race, religion, creed, caste or class they belong to. No test or condition shall be imposed as to religious belief or profession in admitting the students.
4. The norms of UGC, AICTE, MCI, DCI and other Statutory Authorities will be strictly followed to the eligibility criteria for admission to the particular course.

No institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges;

- a) Other than such fee or charges for such admission as fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared by it in the prospectus for admission against any such seat, and on the website of the institution; and
- b) Without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

No institution deemed to be university shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:

Provided further that an institution deemed to be university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

Admission of students to an institution deemed to be university, public or private, shall be made in the following manner:

- i. In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any

institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions if such institution or group of institutions have been so authorized by the Central Government or a State Government or any statutory authority.

- ii. In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution:

Provided that admission of Non-Resident Indians(NRI)/Persons of Indian Origin(PIO)/Foreign students to institutions deemed to be universities shall be governed by the Guidelines/Regulations framed by the Commission in this behalf from time to time.

Prospectus

Every institution deemed to be university shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:-

- i. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- ii. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;

- iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- iv. the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;
- v. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- vi. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- vii. details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such, member is on regular basis or visiting basis;
- viii. information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- ix. broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- x. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

Provided that the institution deemed to be university shall publish information referred to in items (i) to (x) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through

advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- xi. Every institution deemed to be university shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
- xii. No institution deemed to be university shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- xiii. No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be university.
- xiv. No institution deemed to be university, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other awarded or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.
- xv. In case a student, after having admitted to an institution deemed to be university, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution, no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.
- xvi. No institution deemed to be university shall, issue or publish-
 - a) any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
 - b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of

- instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.
- xvii. On being declared an institution deemed to be university, an institution shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government:

Provided that enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be university or inclusion of the institution under the ambit of an institution deemed to be university, shall render the application invalid:

Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under the ambit of an institution deemed to be university shall continue to be students, for all purposes of the affiliating university with whom they have already been enrolled, and shall also be awarded degree only by that affiliating university.

PROCEDURE OF ADMISSION:

- a) At the end of every Academic year, advertisement calling for applications for admission to the courses under the University will be made in all leading daily Newspapers covering all the regions of our Country giving details of cost of Application, Address from where the applications can be obtained etc.,
- b) On receipt of the filled up applications to the various branches of Engineering & Technology, Medicine and Dental Sciences both for UG & PG, wherever applicable, the date for Entrance test and centres will be fixed depending upon the number of applications. If the number of applications are more from a particular region, a suitable place will be fixed as centre for the Entrance Test covering that region. Otherwise there will be one centre at the University Campus for conducting Entrance Test.
- c) After deciding the Centre and Date of Entrance Test, it will be individually intimated to all the applicants who have applied for the various Branches of Engineering & Technology, Medicine and Dental Sciences. If the number of applications are less than the total number of seats available, Entrance Test may not be conducted and the students will be selected on the basis of their marks in qualifying examinations and according to their merit.

- d) Entrance Test will be conducted on the date and centres fixed and intimated to the applicants. The Entrance Test will be for two hours. The Entrance Test will be of objective type and multiple choice questions.
- e) The answer scripts will be valued and the merit list will be prepared on the basis of ranking of their marks obtained in the Entrance Test. For the Engineering and Technology, 45% and above is stipulated as a cutoff mark for short listing the candidates in the merit list. For admission to Dental Sciences 60% and above will be the eligibility criteria for short listing the candidates for admission. In respect of admission to Medical Courses 75% and above in the Entrance Test will be the cutoff marks for short listing the candidates.
- f) After preparation of the merit list, students will be intimated to attend counselling on the fixed date in order to felicitate to opt for the Course / Branches, in which they wish to join. After counselling, a separate selection list will be prepared, Course-wise and Branch-wise, and admission will be made on that basis.
- g) The admission of candidates to various courses will be made on the basis of rank list prepared after counselling.

Every Institution deemed to be university shall –

- a) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- b) Exhibit such records on its website; and
- c) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

ALL INDIA ENGINEERING ENTRANCE EXAMINATION:

In order to achieve the secular objects of the University to admit students irrespective of race, caste or religion, this University has offered 50% of its seats in Engineering and Technology to the students allotted through AIEEE. After making admissions of the students allotted by AIEEE, if any seat is vacant in any branch, it will be considered as "lapsed seat" and the same will be filled up from the students who have been selected and short listed through the University Entrance Test.

NON RESIDENT INDIANS (NRI):

In respect of Medical Course and Dental Course, 15% of seats are reserved for children of Non Resident Indians. The procedure of admission stipulated by the Supreme Court of India, Govt. of India and UGC is strictly followed in admitting

NRI Students. If any vacancy exists in the 15% of NRI quota, it will be filled up by the local candidates on the basis of their merit in the qualifying examinations.

IN CASE OF TIE IN THE ENTRANCE TEST:-

- i) Generally admissions will be based on the rank list prepared after following the procedure of Entrance Test & Counselling.
- ii) In case of tie, i.e., equals marks are obtained by more than one student, the rank will be decided among them according to the descending order of priority of the following:-
 - a) First appearance in qualifying Examinations.
 - b) Marks obtained in the Mathematics subject in the qualifying examinations.
 - c) Marks obtained in the Physics subject in the qualifying examinations.
 - d) Marks obtained in the Chemistry subject in the qualifying examinations.
 - e) Marks obtained in the Computer Science subject in the qualifying examinations.
 - f) Second appearance in the qualifying examinations.
 - g) Medium of Instruction - English.
 - h) Date of Birth.

GENERAL CLAUSE:

1. As per the norms of the Statutory Authorities, the University shall admit to any course of study any person who possess the prescribed Academic Qualification or standard.
2. The University shall not retain any student whose conduct is prejudicial to the interests of the University or the rights and privileges of other students.
3. No Capitation Fees shall be charged in any form in consideration of admission.
4. Tuition and other fees shall be prescribed as recommended by a committee of experts based on the norms prescribed by Statutory / Government Authorities.
5. Preference will be given to the candidates belonging to SC/ST and Physically Handicapped candidates along with merit in qualifying examinations and Entrance Test.

CHAPTER – IX

ADMISSION TO EXAMINATION

- a) No person shall be admitted to a course of study in the University for admission to the examinations for degrees, diplomas and other academic distinctions of the University unless, he
 - (i) has passed the examination prescribed for
 - (ii) fulfills such other conditions as may be prescribed by the University
- b) No candidate shall be admitted to any University examinations unless he is enrolled as a member of the University college, institution, faculty or department, and has satisfied the requirements as to the attendance required under the regulations for the same or unless he is exempted from such requirements of attendance by an order of the Board of Management passed on the recommendation of the Academic Council made under the regulations prescribed.
- c) No candidate securing less than 75% of attendances are eligible to be admitted to the examination of the University. Candidates who have secured 65% and above but less than 75% are eligible to be admitted to the University examinations on condonation, condoning the shortage of attendance on the recommendation of the respective Deans and on genuine grounds. Candidates who have secured less than 65% of attendance have to redo the course of that semester / year irrespective of the number of days falling short of attendance by obtaining prior permission for re-admission from the University on payment fees prescribed for re-admission.
- d) The Board of Management may exempt the application of the provisions of clause (c) above to any candidate on the recommendations of the Academic Council which will recommend only on extraordinary circumstances and subject to such conditions as may deem fit.

CHAPTER - X

CONVOCATION FOR CONFERRING DEGREES

1. Convocations

Convocations, for the purpose of conferring degrees shall ordinarily be held every year, in the month of November and at such other times as the Chancellor shall direct.

2. Date of Application

Candidates who are declared to have passed the examinations of the University and qualify for the award of the Degree shall be admitted to the respective Convocations. The Degree Certificates shall be issued to them only if and when they submit an application to the Registrar of the Deemed University, along with the prescribed fee for the issue of the Degree Certificate and the late fee prescribed therefore wherever applicable.

The Diplomas of the University shall be valid only if they bear the seal of the University and are signed by the Vice-Chancellor and Registrar.

A candidate for a degree may on payment of the prescribed fee be admitted IN ABSENTIA to that degree.

Admission to Convocation for a second time for the same degree

No candidate who has already proceeded to a degree and has been awarded his Diploma shall be admitted to the same degree, a second time at a convocation, notwithstanding that he may have qualified in an additional group or branch or in an additional subject.

The Chancellor or Vice-Chancellor may invite an eminent person to address the candidates.

3. Assembly of Members

The Chancellor, Pro-Chancellor, Vice-Chancellor, Registrar, Deans of the Faculties, and members of the Board of Management shall wear the academic robes prescribed and assemble in the designated room at the appointed hour. In the absence of the Chancellor, the Pro-Chancellor shall preside; in his absence also the Vice-Chancellor shall preside and in their

absence another member of the Board of Management nominated by the Chancellor shall preside.

4. Graces of the Board of Management

The graces of the Board of management on behalf of the candidates for admission to several degrees in various faculties will be supplicated in the following order at one stretch:

Law	- by the Dean of the Faculty of Legal Studies.
Medicine	- by the Dean of the Faculty of Medicine
Dental	- by the Dean of the Faculty of Dental Science
Engineering	- by the Dean of the Faculty of Engineering & Technology
Health Science	- by the Dean of the Faculty of Science
Teaching	- by the Dean of the Faculty of Teaching
Humanities	- by the Dean of the Faculty of Humanities
Architecture	- by the Dean of the Faculty of Architecture.

5. Form of Grace

The formula to be used for each grace by the Dean of the Faculty shall be as follows:Chancellor, I move that a grace of the Board of Management be passed that those persons whom the reports of the Examiners have certified to be qualified for the degrees in the faculty ofbe admitted to that those degrees.

6. Passing of grace

After the graces of all the faculties have been supplicated by the Deans of various Faculties, the Chancellor shall put the question:
Doth it please you that the graces be passed? And the members of the Board of Management assenting, the Chancellor shall say "These graces are passed".

7. Procession

When all the graces have been passed, the Chancellor, Pro-Chancellor, Vice Chancellor, Dean of the Faculties and members of the Board of Management shall proceed in procession to the hall in which the degrees are to be conferred.

8. Arrangement of Seats

The hall shall be so arranged that the Chancellor's chair may be somewhat in advance; the chairs assigned to the Pro-Chancellor, the Vice-Chancellor, Registrar, Deans of the Faculties and members of the Board of Management-being so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Academic Council and the trustees of the Managing body.

9. Seating of Candidates

The candidates shall wear the gowns pertaining to their respective degrees, and shall be arranged opposite to the Chancellor.

On the procession the hall, the candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Deans of the Faculties and members of the Board of Management have taken their seats.

10. Procedure

The Chancellor, Pro-Chancellor, Vice-Chancellor, Registrar, Deans of the Faculties and Members of the Board of Management having taken their places, the Chancellor shall say:

11. Address

Then an address may be made to the candidates by a member of the Board of Management or a member of the Academic Council or any other worthy person appointed by the Chancellor, exhorting the candidates to conduct themselves suitably up to the position to which by the degrees to be conferred upon them, they have attained.

The address being ended or if there is no address the Chancellor shall say; Let the candidates be now presented.

12. PRESENTATION OF THE DEGREES I MEDALS I PRIZES

The procedure for presenting the candidates for the Prizes / Medals and Degrees shall be as follows:

The presenter shall bow to the Chancellor and shall say "Mr. Chancellor, I present into you these candidates for the Degrees / Diplomas in the Faculty of, who have been certified after examination to be duly

qualified to receive the Degrees I Diplomas and to be awarded the Prizes and Medals".

The names of the candidates will be read by the Presenter. After this, the Presenter will say "Mr.Chancellor, under the laws of the University, I present into you the candidateand other..... candidates IN ABSENTIA, in the Faculty ofwho have been certified after examination to be duly qualified to receive the Degree I Diplomas".

When all the candidates for the degrees in a Faculty have been presented, the Chancellor shall say to the candidates who shall remain standing:

By virtue of the authority vested in me as Chancellor / Pro-Chancellor / Vice-Chancellor of the Deemed University, I admit you to several degrees in faculty of for which you have been declared qualified in this University and in token thereof you have been presented with these diplomas and I authorize you to wear the robes ordained, as the insignia of your degrees.

When all the candidates for the degrees in various faculties have been presented both for In-person and In-Absentia, the Chancellor will administer the pledge as follows:

"We shall in thought, word and deed ever endeavor to be scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity and integrity of our profession and honour of our University. We shall uphold and advance social order and the well-being of our fellow members and shall devote all our energy to promote unity, integrity and the secular ideals of our country".

After administering the pledge, the Chancellor shall say to the candidates who shall remain standing:

"By virtue of the authority in me as Chancellor of the Deemed University, I admit you to the several degrees in the Faculties of for which you have been declared qualified in this University and in token thereof you have been presented with these diplomas and I authorize you to wear the robes ordained, as the insignia of your degree ".

13. Record of degrees

When all the candidates have been presented, the Registrar shall lay the Record of the Degrees that have been known as "Register of Graduates" before the Chancellor, who shall sign the same.

14. Dissolution of Convocation

After the record has been signed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Registrar, Dean of the Faculties and Members of the Board of Management shall rise up and the Chancellor shall say: "I dissolve this Convocation".

15. Procession

Then the Chancellor, Pro-Chancellor, Vic-Chancellor, Registrar Dean of the Faculties and Members of the Board of Management shall retire in procession to the designated room, the graduates standing.

Chapter – XI

COMMON REGULATIONS APPLICABLE TO ALL COURSES OFFERED BY THE UNIVERSITY

(Wherever changes are applicable, the same is indicated by **asterisk mark, ***)

1.0 ADMISSION CRITERIA*

- 1.1 Admission to all the courses in Faculty of Engineering & Technology and Medicine and Dental Sciences will be done from candidates on All India Basis by conducting Admission Test by the University. However the candidates who have appeared for other entrance test conducted by recognized agencies will also be considered.
- 1.2 For courses offered under Humanities & Sciences the admission will be done on All India Basis based on the marks obtained in their qualifying examinations.

2.0 STRUCTURE & DURATION OF PROGRAM *

- 2.1 All courses offered by the University (except BDS course under Faculty of Medicine & Dental Science) will follow semester pattern.
- 2.2 Every program will have a curriculum with syllabi consisting of Core, Departmental and Elective courses such as:
 - i) General Core Courses comprising Basic Sciences, Language Skills and Humanities.
 - ii) Departmental Core courses to develop proficiency.
 - iii) Elective courses for specialisation in related fields and broadening utility based knowledge in peripheral and related areas.
 - iv) Courses include lectures, tutorials, laboratory, seminar, project work, practical training, report writing, tests, examinations, viva voce, etc., to meet effective teaching/learning needs.
- 2.3 Except for Medical courses where Credit System is not followed now, each course is normally assigned certain number of credits on the basis of 01 Credit per lecture period per week, 01 Credit per tutorial period per week, 01 Credit for 3 periods of laboratories, practical or seminar or project work per week, 01 Credit for 4 weeks of industrial training during semester vacations.

- 2.4 The University allows external registration by qualified candidates for specific courses in which they can earn credits. These courses can be clubbed together for issue of a certificate for credits earned to enable the candidate to transfer the credits to other Universities. The candidate can also utilize the credits so earned for appearing in the examinations of specified U.G and P.G courses of the university provided he/she fulfills all other requirements including the total credits to be earned for the approved branch of study.
- 2.5 Each semester curriculum shall normally have a prescribed number of courses.
- 2.6 For the award of the degree, following credit pattern, a student has to earn certain minimum total number of credits specified in curriculum of the relevant branch of study.
- 2.7 The medium of instruction, tests, examination and project report will be English except for courses on languages other than English.
- 2.8 Duration of the Program*
(Refer respective Programme details.)

3.0 REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 3.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

He/She secures not less than 75% attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate, as against the total number of periods in all course offered during that semester subjected to clause 27.0.

He/She earns a progress certificate from the respective Dean for having satisfactorily completed all the courses in that semester, as prescribed from time to time.

His/Her conduct is found to be satisfactory as certified by the respective Dean.

- 3.2 Candidates who do not complete the semester (as per clause 4.1), will not be permitted to write the end semester examination and are not generally allowed to go to the next semester. They are required to repeat the incomplete semester in the next academic year.

4.0 FACULTY ADVISER

To help the students in planning their courses of study and for general advice on the academic program, the Head of the Department will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progresses of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

5.0 CLASS COMMITTEE

5.1 A class committee consists of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goals of improving the teaching-learning process. The functions of the class committee include:

- Solving problems experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the degree program and the details of rules therein.
- Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar / etc.) the break-up of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analysing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

5.2 The class committee for a class under a particular branch is normally constituted by the Head of the department. However, if the students of different branches

are mixed in each class of the first semester, the class committee is to be constituted by the respective Dean.

- 5.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 5.4 At least 2 student representatives shall be included in the class committee.
- 5.5 The chairperson of the class committee may invite the Faculty Adviser(s) and the Head of the department to the meeting of the class committee.
- 5.6 The Dean may participate in any class committee of the institution.
- 5.7 The chairperson is required to prepare the minutes of every meeting, submit the same to the Dean within two days of the meeting and arrange to circulate it among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Dean.
- 5.8 **The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students** about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meeting the student member representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching learning process.

6.0 **COURSE COMMITTEE FOR COMMON COURSES**

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the course coordinator shall be made by the Head of the Department / Dean depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet as often as possible and ensure uniform evaluation of the tests and arrive at a common scheme of evaluation for the tests. Where it is feasible, the course committee may also prepare a common question paper for the test(s).

7.0 **ATTENDANCE AND ASSESSMENT**

- 7.1 Every teacher is required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered),

separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Dean who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

- 7.2 Three tests each carrying 100 marks shall be conducted by the department. The total marks obtained in best two tests put together out of 200 shall be reduced to 50 marks (vide clause 9) and rounded to nearest integer. The sessional marks of courses with theory and practice, the same procedure are followed for theory and practice separately and the internal mark shall be for a maximum of 50, both theory and practice put together. The weightages in grading for theory and practice portions of the subject of study shall be in ratio of credit distribution for these in the subject credit rating.

8.0 END SEMESTER EXAMINATION*

The End Semester examinations shall ordinarily be conducted in during November–December for the odd semesters and during April - May in for semesters. The maximum marks for each course (including the Project work and Viva Voce Examination in Eighth Semester) shall be 100 comprising of marks for tests and marks for the end semester examinations as per the scheme of evaluation. The end semester examination for all courses of study shall be for theory as well as practicals.

- 8.1 For all courses offered to Part Time students courses they will be evaluated in the end examination based on the same question paper set for the Full Time courses.

9.0 PROJECT WORK*

There shall be three assessments (each 100 marks) during the semester by a review committee constituted by the respective Dean. The student shall make presentation on the progress made before the committee. The total marks obtained in the three assessments shall be reduced to 50 marks and rounded to the nearest integer. The end viva voce examinations shall carry a maximum mark of 50. The student should secure a minimum of 50 marks in the overall computation, both internal assessment and the viva voce exams, on total including the internal assessment and viva voce examination to declare a pass in project work (Appropriate modification to this clause regarding the marks

allocated for internal and external valuation can be done depending on the branch of study).

10.0 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION*

- 10.1 A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements (vide Clause 4) and has registered for examination in all courses of that semester.

11.0 PASSING REQUIREMENTS*

(See Regulations of respective Faculties & Courses).

12.0 AWARD OF LETTER GRADES*

(Not applicable to BDS Course)

All assessments of a course will be done on relative grading basis and letter grades, each carrying certain points, will be awarded, as detailed below:

Letter Grade	Grade Points
H	10
S	09
A	08
B	07
C	06
F	00 (Failure)
I	00 (Incomplete)
W	00 (Withdrawal)

"F" denotes failure due to poor performance

"I" denotes incomplete as per clause 4.1

"W" denotes withdrawal as per clause, 16

After results are declared, Grade Sheets will be issued to each student, which will contain the following details:

The Faculty in which the candidate has studied

The list of courses enrolled during the semester and the grade scored.

Semester Grade Point Average (SGPA) is computed for each semester. The SGPA, a measure of performance of the students in the semester to which it refers, is calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n g_i}$$

where 'n' is the number of subjects registered for the semester, c_i is the number of credits allotted to a particular subject, and " g_i " is the grade points carried by the letter corresponding to the grade awarded to the student for the subject.

Cumulative Grade Point Average (CGPA) is computed starting from the second semester at the end of every semester to which it refers, and will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m g_i}$$

where 'm' is the total number of subjects the student has registered from the first semester onwards upto and including the semester, S just completed. 'C' is the number of credits allotted to a particular subject s_i and ' g_i ' is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject, s_i . CGPA will be rounded off to the second place of decimal and recorded as such.

13.0 ELIGIBILITY FOR THE AWARD OF DEGREE*

Refer respective programmes.

14.0 CLASSIFICATION OF THE DEGREE AWARDED*

Also refer respective programmes for specific details. The general classification of the degree awarded in credit system based education is given below.

A candidate is said to have qualified for the award of degree when he / she has carried the minimum number of Credits stipulated for that degree [vide section 27%]

- 14.1 A candidate qualified for the award of degree having passed the examination in all the subjects of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in **first class with Honours**.

- 14.2 A candidate qualified for the award of degree having passed the examination in all subjects of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in **First class with distinction**.
- 14.3 A candidate who qualifies for the award of degree having passed the examination in all the subjects to the course within normal period of all consecutive semesters reckoned from the commencement of study from first semester securing a CGPA of not less than 6.50 shall be declared to have passed the examination in **first class**. For this purpose of classification, the authorized break of study will not be counted.
- 14.4 All other candidates (not convert in clauses 15.1, 15.2 and 15.3) who qualifies for the award of degree shall be declared to have passed the examination in **second class**.

15.0 PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 15.1 A candidate may, for valid reasons, be granted permission to withdraw from appearing for the examination in any two course of study of only two semester examinations during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.

A candidate may, for valid reasons, be granted permission to withdraw from appearing for the final examination of not more than two courses in a given semester.

- 15.2. Withdrawal of application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination in that course of study and also recommended by the Head of the Department and the concerned Dean.
- 15.3 Withdrawal shall not affect the classification of "class" construed as an appearance for the eligibility of a candidate for First Class with Distinction.

16.0 TEMPORARY BREAK OF STUDY FROM A PROGRAM*

- 16.1 A candidate is not normally permitted to temporarily break the study. However if a candidate intends to temporarily discontinue the programme in the middle, for valid reasons (such as accident or hospitalisation due to prolonged ill health) he/she shall apply in advance to the Head of the Institution for rejoining the programme in a later semester in any case, not later than the last date for registering for the semester examinations of the semester in question, through

the Head of the Department and Head of the Institution stating the reasons therefore.

- 16.2 The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 16.3 The duration specified for passing all the courses for the purpose of classification vide clause 15 shall be increased by the period permitted for such a break.
- 16.4 The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period stipulated for the respective program irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 14).
- 16.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 17.3 is not applicable for this case.

17.0 PERSONALITY AND CHARACTER DEVELOPMENT*

All students shall enroll, on admission, in any one of the personalities and character development programmes (the NSS/NSO) and undergo training for about 40 hours and attends a camp of about five days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Service Scheme (NSS) will have social service activities in and around the College/Institution.

National Sports Organization (NSO) will have sports, Games, Drills and Physical Exercises.

While the training activities will normally be during week ends, the camp will normally be during vacation period.

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year.

18.0 DISCIPLINE

Every student is required to observe discipline, decent and decorous behaviour both inside and outside the University and not to indulge in any activity which will tend to bring down the prestige of the University.

19.0 REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi, as may become necessary.

CHAPTER - XII

OTHER BYE-LAWS OF THE INSTITUTION DEEMED TO BE UNIVERSITY

Subject to the provisions of the Regulations and the Bye-laws of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame other By-Laws of the institution deemed to be universe that may provide for all or any of the following matters:

- (i) establishment of Departments of teaching;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the Institution deemed to be University;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the Institution deemed to be University and their enrolment as such;
- (v) the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Institution deemed to be University;
- (vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees;
- (x) establishment of halls of residence and conditions of residence and health of the students;
- (xi) classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and functions of the Planning & Monitoring Board

- (xiv) Powers and functions of the Board of Studies;
- (xv) composition, powers and functions of the Grievance Redress Mechanism;
- (xvi) prescribing persons as such other officers of the institution deemed to be university;
- (xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Register;
- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the institution deemed to be university;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the institution deemed to be university;
- (xxvii) delegation of powers to any authority or officer;
- (xxviii) all other matters by these Bye-Laws may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

CHAPTER – XIII

MISCELLANEOUS

1) Removal Of Difficulties

In case any difficulty arises in giving effect to the provisions of the statutes, the Board of Management may pass such other order as necessary for the purpose of removing the difficulty, provided such order is not repugnant to the provisions of the statute.

2) Implementing Rules of the University

For implementing the provisions of the statute, Rules and Regulations and for other purposes not contained therein, the Vice-Chancellor shall prescribe the rules and guidelines which shall be communicated and followed by the employees and students.

3) University Library and Librarian

There shall be a central University Library at the Main Campus of the University. There shall also be Departmental Libraries attached to this University. The University Library shall be headed by a University Librarian who shall be responsible to the Vice-Chancellor for proper maintenance and running of the University Libraries and departmental libraries. The libraries will be headed by Deputy Librarian/ Asst. Librarian, who will work under the general guidance and supervision of the Librarian. The detailed procedure for acquisition of books and periodicals and other publications and for lending them to the members shall be approved by the Vice-Chancellor.

The Librarian shall be whole time officer of the University appointed by the Board of Management on the recommendation of the Selection Committee constituted for the purpose for such period and on such terms and conditions as may be prescribed by the statutes. He shall exercise such powers and perform such duties as may be assigned to him by the Board of Management.

4) Special mode of Appointment

The Board of Management may invite a person of high academic distinction and professional attainments to accept a post of Dean I

Professor in the University on such terms and conditions as it deems fit, and on his acceptance appoint him to the post. The Board of Management may appoint a teacher or any other member of the academic staff working in any other University, institution or organization for undertaking a joint project in accordance with the manner prescribed in the rules, or regulations or bye-laws.

5) Delegation of Powers

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

6) Dispute as to Membership

If any question arises, whether any person has been duly nominated or appointed as or is entitled to be a member of any authority or any committee to the University, the matter shall be referred to the Chancellor of the University, whose decision thereon shall be final.

7) Validating certain acts, decisions:-

No act or proceedings of any authority or anybody, or any committee of the University shall be invalid merely by reason of

- (i) any vacancies therein or any defect in the constitution thereof, or
- (ii) any defect in the nomination or appointment of a person acting as a member thereof, or
- (iii) any irregularity in its procedure not affecting the merits of the case.

8) Filling of casual vacancies:

All casual vacancies among the members, other than ex-officio members, of any authority or any other committee of the University shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual

vacancy shall be a member of such authority or committee for the residual term for which the person whose place he fills would have been a member.

9) Hostels, etc

The University shall provide to the students, to the extent possible, hostel accommodation and other housing facilities or permit to stay with guardian. The University shall, for the benefit of the students, provide and operate cafeteria, health, recreational, shopping and other ancillary facilities as may be deemed fit. The regulations in this regard shall be made by the Academic Council.

10) Removal from Membership of the University

The Board of Management may

- (i) on recommendation of not less than two thirds of the members of the Board of Management, remove, by an order in writing, made in this behalf, the name of any person from the register of graduates, or
- (ii) remove, by an order in writing, made in this behalf, any person from membership of any authority of the University by a resolution passed by a majority of the total members of the Board of Management and by a majority of not less than two-thirds of the members of the Board of Management present and voting at the meeting, if such a person has been convicted by a criminal court for an offence which in the opinion of Board of Management involves moral turpitude or if he has been guilty of gross misconduct and for the same reason, the Board of Management may withdraw any degree or diploma or other academic distinction conferred on, or granted to, that person by the University.
- (iii) The Board of Management may also by an order in writing made in this behalf, remove any person from the membership of any authority of the University if he becomes of unsound mind or deaf-mute or has applied to be adjudicated, or has been adjudicated, as an insolvent.
- (iv) No action under the above clauses shall be taken against any person unless he has been given a reasonable opportunity to show cause against the action proposed to be taken.

- (v) A copy of the every order passed under clause (i) (ii) (iii), as the case may be, shall as soon as may be, after it is so passed, be communicated, to the person concerned in the manner prescribed by regulations.

11) Resignation

Any member other than ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor as the case may be or the Chairman of the Board of Management.

12) Hours of Business:-

- (i) The office of the Registrar shall be open daily for the transaction of business between the hours 9.15 am and 5.00 pm except on Sundays and Gazette holidays. The office may be closed for a day or part of a day on particular occasions at the discretion of the Vice-Chancellor provided the arrangements are made for the transaction of any urgent business.
- (ii) The hours of work for the teaching staff shall be from 9.15 am to 4.15 pm for regular classes and from 5.30 pm to 8.30 pm for the evening classes.

CHAPTER XIV

UNIVERSITY FUNDS

- a) The University shall have a General Fund to which shall be credited:
 - i) its income from fees, grants, donations, and gifts, if any;
 - ii) Any contribution or grant made by Central Government or any State Government or any local authority or the University Grants Commission or any other similar body or any Corporation owned or controlled by the Central or any State Government,
 - iii) The endowment and other receipts; and
 - iv) The money borrowed by it
- b) The University may have such other funds as may be prescribed by the Statutes.
- c) The funds and all moneys of the University shall be managed in such manner as may be prescribed by the Statutes.
- d) The accounts of the University shall be maintained in the name of the University. The accounts of the University shall be kept in such forms as may be laid down by the Board of Management.
- e) All the funds belonging to the University or under the control of Board of Management shall be shown separately in the accounts of the University.
- f) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited.
- g) The income and property of the University, however derived, shall be applied towards the promotion of the objectives as set forth in this Statutes.
- h) No portion of the income and property of the University shall be paid or transferred directly or indirectly by way of profit, to the persons, who at anytime, or have been members of the University, or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the University or for travelling, halting and other similar charges.
- i) Annual Reports:
 - a) The annual report of the University shall be prepared by the Board of Management and shall be placed before the Academic Council and shall be considered by the Academic Council at its next annual meeting. The Academic Council may pass resolution thereon and

communicate the same to the Board of Management, which shall take action in accordance there with.

- b) The Board of Management shall inform the Academic Council of the action taken by it on the resolution passed by the Academic Council.
- c) A copy of the annual report and copy of the resolution passed by the Academic Council together with information on the action taken shall be submitted to the University Grants Commission for information.

CHAPTER - XV

ALTERATION, AMENDMENTS AND ADDITIONS TO THE BYE-LAWS GOVERNING THE FUNCTIONING OF THE INSTITUTION DEEMED TO BE UNIVERSITY

No Rule and Bye law governing the functioning of the institution deemed to be university may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and, no alteration, amendment or addition to the Bye-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 or the relevant Public Trust Act as in force for the time being.

- a) The Board of Management, from time to time, make, alter, amend, add or repeal the statutes or rules in the manner after herein provided:
- b) The Academic Council or the Vice-Chancellor may propose to the Board of Management the draft of any statute or rule or any amendment to or of repeal of a statute or rule to be passed by the Board of Management and such draft shall be considered by the Board of Management at its next meeting:

Provided that the Vice-Chancellor shall not propose any amendment to any statute or rule affecting the status, powers and constitution of any authority of the University until such authority has been given an opportunity of expressing its opinion and the opinion so expressed shall be considered by the Board of Management.

- c) The Board of Management may consider the draft proposed by the Academic Council or the Vice-Chancellor under clause(b) above, and may either pass the draft or reject or return it with or without amendments to the Academic Council or the Vice-Chancellor, as the case may be, for reconsideration.
- d) Any member of the Board of Management may propose to Board of Management the draft of a statute, or rule or any amendment to, or of repeal of a statute or rule and the Board of Management, may either

accept or reject the draft if it relates to matter not falling within the purview of the Academic Council.

- e) In case such draft relates to a matter within the purview of the Academic Council, the Board of Management shall refer it for consideration to the Academic Council, which may either report to the Board of Management that it does not approve the draft or submit the draft to the Board of Management in such form as the Academic Council may approve and the Board of Management may either pass with or without amendment or reject the draft.