

Code of Conduct

The Shri J J T University is a community of cultured intellectuals. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. Mahatma Gandhiji's seven principles are strived to be followed, that is: Wealth with work, Pleasure with conscience, Knowledge with character, Commerce with morality, Science with humanity, Religion with sacrifice and Politics with principle.

The character of the Institution is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

Shri J J T University has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the University has certain mandatory requirements.

Shri J J T University students assume an obligation to conduct themselves in a manner compatible with the University's norms. Every individual is held responsible for his/her actions. Every student in the University is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.

Following actions constitute the Shri J J T University code of conduct.

Dress Code: Students are required to follow the dress code prescribed by the Shri J J T University i.e. blue jeans and white shirt every day except Saturday. So that the students belonging to all economic strata are accommodated equally.

Honesty: Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.

Transparent Administration: With the help of Shri J J T University online information is maintained regarding attendance of students and conduction of classes by teachers.

Biometric attendance of staff, leave records, salary slips etc are maintained online.

Disciplined Conduct: Any behavior obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.

Respect for women: Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behavior towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Mahila Samiti is in place to take care of.

Daily assembly: - The day starts with National Anthem followed by Birthday wishes and Thought for the day. Achievers are felicitated and their efforts are appreciated.

Prohibition of Ragging: Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.

Hostel Discipline: Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.

Drugs/ Alcohol/ Tobacco: Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.

Possession or use of Fire arms, Fireworks, Explosives, Weapons or items of destruction are prohibited.

Conservation of Natural resources, Energy and Environment: Every student and Staff are expected to be aware of these things and maintain the conduct accordingly.

Cleanliness: Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

CHAPTER - I

PRELIMINARY

1. Short title and commencement. –

(1) These Statutes may be called Statutes of Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela, (Jhunjhunu), 2013.

(2) They shall come into force from the date of their publication in the Official Gazette by the State Government.

2. Definitions. - In these Statutes, unless the context otherwise requires,-

(a) “Act” means the Shri Jagdish Prasad Jhabarmal Tibrewala University Chudela, (Jhunjhunu) Act, 2009 (Act No. 5 of 2009); 2

(b) “Authorities of the University” means authorities specified in section 21 of the Act and includes authorities declared by these States; and

(c) “Schedule” means Schedule appended to these Statutes.

CHAPTER-2

CONSTITUTION, POWERS AND FUNCTIONS OF THE AUTHORITIES PART I BOARD OF MANAGEMENT

3. Tenure of nominated members. – The tenure of membership of members in each category referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act shall be for three years from the date of nomination. However, the persons so nominated shall be eligible for re-nomination for further terms.

4. Powers, Functions and Meetings. –

(1) In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely:-

- a. to hold, control, and administer the property, assets and funds of the University;
- b. to accept, on behalf of the University, donations, bequests, or gift of moveable or immoveable property;
- c. to manage and invest moneys belonging to, or kept in trust with, the University;
- d. to borrow money for the purposes of the University with the approval of the Sponsoring Body;
- e. to enter into, comply with, vary, enforce, or cancel contracts;
- f. to take/ authorise whatever measures necessary to protect and defend the interests of the University in any legal or other proceedings by or with third parties;
- g. to authorize opening, operation and closure of accounts with banks and other financial institutions and signing of any financial documents and contracts on behalf of the University;
- h. to determine the form of Common Seal of the University and make provisions for safe custody and use thereof; 3
- i. to prepare fee structure for various Programmes of Study or for other academic activities for the approval of the committee constituted for the purpose as specified under section 33 of the Act, from time to time, and make regulations thereof;

- j. to ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof, in consultation with the Academic Council;
- k. to determine the various categories of teachers, officers and other staff of the University as well as their terms and conditions of service;
- l. to make/ authorize/ approve all appointments of Officers, teachers, and other employees of the University unless otherwise provided in the Act;
- m. to appoint Emeritus Professors, Professors of Eminence, and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of service, in consultation with the President;
- n. to constitute standing/special committees consisting of one or more of members of the Board of Management, or persons outside the University, and to mandate such bodies to perform functions in respect of matters within the powers and functions of the Board of Management;
- o. to establish norms relating to consultancy undertaken by or within the University in any field of expertise of its teaching faculty;
- p. to establish and administer centers of the University or programmes of study of the University, both inside and outside the State of Rajasthan, subject to relevant laws;
- q. to establish and administer distance education programmes for the State of Rajasthan and other parts of India, subject to relevant laws;
- r. to enter into collaboration agreements with other universities, including foreign universities, and/or educational institutions to augment the activities of the University, including programmes of exchange of students and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's facilities and to institute double/triple/jointly- organise academic degrees under such agreements as per the standards recognized by the regulatory bodies in India; and 4
- s. to take all measures necessary and convenient to enable the University to exercise its powers and perform its functions, pursuant to section 5 of the Act, and in
- t. furtherance of the objects of the University as embodied in the Preamble to the
- u. Act, as the Board of Management may deem appropriate.

(2) (a) The Member –Secretary shall, under the direction of the Chairperson give a notice of not less than ten days, of a meeting of the Board: Provided that if the date fixed for the meeting is changed, fresh prior notice of ten days shall not be necessary.

(b) The Member –Secretary shall issue, at least seven days before the date of meeting, the agenda showing the business to be brought before the meeting. The Member – Secretary shall endeavor to ensure and get confirmed the receipt of the same by every member by telephone or e-mail at least two days prior to the date of meeting.

(3) (a) The Chairperson may, at his discretion, convene an urgent meeting of the Board at the shortest notice, normally not less than two days.

(b) The Member –Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned at least one day in advance by messenger/fax/e-mail and shall endeavor to get confirmed the receipt by all normally at least twelve hours before the meeting.

(c) Such urgent meeting, if convened, shall be treated as a meeting as envisaged under sub-section (3) of section 22 of the Act.

(4) (a) Any member who wishes to move a proposal to be included in the agenda of a meeting shall forward a copy of the proposal to the Member –Secretary so as to reach him not later than seven days before the date fixed for meeting.

(b) The Member –Secretary shall place all such proposal received from the members of the Board for inclusion on the agenda of a meeting before the Chairperson as are admissible.

A proposal shall be admissible only if it- (i.) deals with only one matter and is precise and positive in form; (ii.) deals with a matter which falls within the power of the Board;

(iii.) does not contain arguments, inference, ironical expression or defamatory statements, including those which are likely to amount to contempt of court, or breach of privilege of any house (s), nor it refers to the character or conduct of any person except the cases of termination from service on disciplinary grounds;

(iv.) Does not refer to a matter which is under adjudication by a court of law; and

(v.) does not raise substantially the same question as that raised in a motion moved and decided in the Board during the twelve months preceding the date of the meeting at which it has to be moved.

(5) (a) If the quorum is not present within thirty minute after the appointed time for a meeting, the meeting shall be signed by the Chairperson.

(b) If at any point of time during the progress of meeting any member cells attention to the number of member present, the Chairperson shall, within a reasonable time, count the number of the member present, and, if a quorum is not present he shall adjourn the meeting. Any such adjournment shall be recorded by the Member –Secretary and shall be signed by the Chairperson.

(c) The requirement of the quorum shall not apply to an adjourned meeting.

(6) At an adjourned meeting, no business other than that on the agenda of the original meeting shall be taken up for consideration.

(7) The Chairperson shall be the sole judge of any point of order raised in the meeting.

(8) Every question shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairperson shall have a casting vote in addition to his vote as a member.

(9) The decision taken regarding any subject at a meeting shall be recorded by the Member – Secretary immediately and read over to the Board for approval.

(10) A member who dissents from a decision of the Board and expresses a desire to give a note of dissent shall always be brief and be confined to the main point at issue. Personal reference of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with proceeding of the meeting.

PART II ACADEMIC COUNCIL

5. Composition of the Academic Council. –

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

- (a) President, as its Chairman;
- (b) The Pro-President;
- (c) The Deans of Faculties;
- (d) The Directors of Academic & Research
- (e) Heads of Departments;
- (f) One teacher from each Institute nominated by the President, in consultation with the Chairperson;
- (g) One Professor, one Associate Professor and one Assistant Professor from each Institute, in addition to the persons appointed under sub-clause (c) to hereof, nominated by the President, on the basis of seniority, and by rotation;
- (h) Such number of external experts, as may be co-opted by the President; and
- (i) Controller of Examinations as ex officio member without a right to vote.

(2) All nominated members shall hold their membership for a period of two years.

Meetings. –

- (1) The Registrar shall be the Member Secretary to the Academic Council and shall attend its meetings without right to vote.
- (2) One-fourth of the voting members of the Academic Council shall constitute the quorum.
- (3) The Academic Council shall meet at least two times in a calendar year.
- (4) The Academic Council may adopt its own rules of procedure for scheduling and conduct of its meetings.

7. Committees. –

- (1) The Academic Council may constitute one or more Standing or Special Committees to assist it in performance of its functions.
- (2) The Academic Council may, on the recommendation of the President, constitute an Inter-sessional Standing Committee for Academic Affairs, comprising the President, the Pro-President and a nominee of the Chairperson and the said Committee shall assist the President on all matters within the scope of powers and functions of the Academic Council.

(3) All decisions/actions taken by the President on the basis of recommendations of the Standing Committee for Academic Affairs shall be placed before the next meeting of the Academic Council for its ratification.

8. Powers and Functions of the Academic Council. – In addition to the powers and functions prescribed in section 23 of the Act, the Academic Council shall have the following powers and functions, namely:-

- (a) to report the Board of Management on any matter referred to it by the Board of Management;
- (b) to take measures for general regulation and control of academic programmes of the University;
- (c) to take measures to ensure excellence in standards of teaching, examination and research;
- (d) to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Departments, Institutes of higher learning, Specialized Laboratories, Libraries and Museums, howsoever designated;
- (e) to formulate, revise, or redefine the academic fields of study or subjects, allocated to, a Department or any unit of an academic programme;
- (f) to encourage periodic review of the syllabi, teaching materials, and methods of teaching and assessment of performance of student, and library resources;
- (g) to recommend the Board of Management the draft Ordinances or Regulations for various academic programmes of the University specifying the eligibility and other conditions of admission of students to various programmes of study, duration of such programmes, norms for the conduct of such programmes, including instructional methods, evaluation of students, declaration of results, and award of Degrees, Diplomas and Certificates;
- (h) to recommend the Board of Management procedure for conferment of Honorary Degrees, and to consider proposals for conferment of such degrees;
- (i) to determine equivalence of degrees/ diplomas/ certificates/marks-sheets obtained from other universities or educational institutions, with the eligibility standards of the University;

- (j) to make arrangements for conducting the examinations, including their venues and schedules;
- (k) to recommend the Chairperson through the President the list of examiners for each programmes of study, and, where appropriates, a list of external examiners;
- (l) to consider and take decisions on the recommendations of the Board of Advanced Studies and Research constituted under Statute 9;
- (m) to make recommendations to the Board of Management, through the Chairperson, on creation, abolition of teaching posts, their reallocation or re-designation;
- (n) to make proposals to the Board of Management for institution of fellowships, scholarships, freeships and other fee exemptions, medals and other awards;
- (o) to promote and support research within the University, and to require periodic reports thereon;
- (p) to promote publications by the teachers, including publication of Journals and other publications by and in the name of the University;
- (q) to submit an annual report of its activities to the Chairperson; and
- (r) to take all such measures as are necessary and convenient for the fulfillment of the objects, powers and functions of the University in respect of its academic activities.

PART III BOARD OF ADVANCED STUDIES AND RESEARCH

9. Board of Advanced Studies and Research. –

(1) There shall be a Board of Advanced Studies and Research, hereinafter referred to as the BASR, of the University which shall consist of the following members:-

- (a) President;
- (b) Pro-President;
- (c) Director Research and Director Academics;
- (d) Deans of Faculties; and
- (e) Two senior teachers nominated by the Chairperson as members for a period of two years.

(2) The BASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.

(3) The President shall preside over the meetings of the BASR. In the absence of the President, the Pro-President shall preside.

(4) The BASR shall regulate and oversee the formulation and conduct of all Post-Graduate, Doctoral and Post-Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.

(5) The BASR shall consider and may approve recommendations of the Boards of Studies of Institute on all academic matters within the scope of Clause (4) hereof.

(6) The BASR shall formulate procedure for consideration and approval of proposals for registration for M.Phil / Ph.D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation of research work under such postgraduate and doctoral programmes, and recommend them to the Academic Council.

(7) The BASR may authorize the President to act on recommendations made by examiners on M. Phil dissertations and Ph.D. thesis, in accordance with the procedure laid down in this behalf by relevant Ordinances or Regulations made under these Statutes.

(8) The BASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.

(9) The BASR shall submit its periodic reports to the Academic Council.

(10) The BASR may make recommendations to the Academic Council on all matters within its scope of its functions.

PART IV INSTITUTES OF STUDIES

10. Establishment of Institute of Studies. – Pursuant to Clauses (a) and (j) of section 5 of the Act, the Board of Management, in consultation with the Academic Council, may establish Institute of Studies and appoint a Professor as Director to head each Institute.

11. Departments. –

- (1) Each Institute may comprise of Departments, and/or other academic units, as the Board of Management may, in consultation with the President, determine.
- (2) Each Department shall consist of; -
 - (a) A Head of the Department or a person for the time being in-charge of the Department, appointed by the President in consultation with the Chairperson;
 - (b) Teachers assigned to the Department;
 - (c) Such Honorary/Adjunct/Visiting/ Emeritus Professors/ Faculty Supervisor attached to the Department by the Board of Management, upon the recommendation of the Academic Council;
 - (d) Persons (howsoever designated) appointed to conduct or assist in teaching or research in the Department; and
- (3) The powers and functions of the Head of a Department or a person in- charge of a Department shall be prescribed by the Board of Studies of the Institute, under the direction of the Academic Council.

12. Boards of Studies of Institute. –

- (1) There shall be a Board of Studies for each Institute , comprising of such number of members as the President may, in consultation with the Chairperson, nominate from time to time, including the following, namely:-
 - (a) The Director of a Institute, as Chairman;
 - (b) The Dean of the Faculty of which the Institute is a part;
 - (c) A teacher of the Institute, nominated by the President;
 - (d) An Associate Professor and an Assistant Professor of the Institute, nominated by the President; and
 - (e) Not less than two experts from outside the University, to be nominated by the President in consultation with the Chairperson.
- (2) The tenure of all nominated members of a Board of Studies (other than those who are members ex officio), shall be three years.
- (3) Meetings of a Board of Studies shall be held under the direction and control of the Chairperson.
- (4) Subject to the control and direction of the Academic Council, the Board of Studies of a Institute shall have the following powers and functions, namely:-

- (a) to regulate the teaching and research work in the various disciplines assigned to the Institute with a view to ensuring standards of excellence;
- (b) to promote interdisciplinary teaching and research between the various Departments within the Institute and in coordination with other Institutes;
- (c) to consider the programmes of study and research of the various Departments of the Institute;
- 11 (d) to develop programmes of study and research at Institute level, and/or at inter Institute level, wherever possible;
- (e) to develop, periodically review, and recommend to the Academic Council programmes of study and research, and syllabi for different examinations, in consultation with various Departments of the Institute;
- (f) to consider and recommend to the Board of Advanced Study and Research of the University proposals for registration of research topics for the M.Phil/Ph.D. programmes of the Institute;
- (g) to consider reports and proposals from the various Departments of the Institute, including those on creation, abolition or reallocation of academic posts and forward them to the Academic Council with its own recommendations;
- (h) to develop and recommend to the Academic Council, schemes and methods for improvement of standards of teaching and research; and
- (i) to consider/take action on any matter referred to the Board of Management by the Academic Council or by the Board of Advanced Study and Research.

CHAPTER - 3

APPOINTMENT, TERMS AND CONDITION OF SERVICE, POWERS AND FUNCTION OF OFFICERS OF THE UNIVERSITY

13. Chairperson. –

(1) The Chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act.

(2) The Chairperson shall perform his duties in an honorary capacity. However, he may be paid such honorarium not less than the salary of the President and all other terms and conditions of service of his appointment shall be as applicable to the President.

(3) In addition to the powers and functions prescribed in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-

(a) All such powers and functions as may inhere in him by virtue of his being the head of the University; and

(b) Such other powers and functions as may be assigned to him by the Board of Management, from time to time.

(4) When any exigency arises, and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate decision or action as he may deem fit and necessary in the best interests of the University.

(5) In pursuance of any decisions or actions specified in clause (4), or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the Authorities, officers, teachers; other academic staff, other employees, ministerial staff, and/or students of the University and such Authority, officer, teacher, other academic staff, employee, ministerial staff, and/or student and they shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by him: Provided that such amendment or revocation of order or instructions shall not affect the continuance of proceedings initiated against any persons during the emergency.

(6) The Chairperson shall, as soon as practicable, convene an emergency meeting of the Board of Management and submit a detailed report on the situation under clause (4).

(7) The Chairperson shall furnish to the Board of Management such further information as the Board may call for upon receipt of his report under clause(6)

(8) The Chairperson shall report all actions or decisions taken in pursuant to clause(4)and (5) to the Board of Management for ratification.

14. President. –

(1) The President shall be appointed in accordance with section 13 of the Act.

(2) Only a distinguished scholar or a person with substantial experience in Academic Administration shall be appointed as President. The President shall be entitled to receive the basic pay and all other entitlements and privileges as specified in Schedule I to the Statutes.

(3) Whenever the office of the President falls vacant for any reason other than the Expiry of the first term of appointment of the incumbent, the Board of Management may, in the interests of the University, assign the responsibilities 13 of the President to the Pro President, until a suitable person, appointed as the President, assumes office as such.

(4) The President shall have the overall supervision and control of all activities in the University, and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:-

(a) to investigate into any incident involving a member of the University, including student;

(b) to institute/authorize institution of inquiries into incidents, situations or affairs of the University;

(c) to call for information from any officer, teacher, member of ministerial staff, or student of the University;

(d) to give directions to any student, teacher, officer, or any other employee of the University;

(e) to require submission of reports from all bodies / committees / councils/boards of the University constituted under these Statutes;

- (f) to establish wide review, from time to time, the disciplinary jurisdiction and control of the Office of the President over all students and all employees of the University;
 - (g) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
 - (h) to recommend the Chairperson on all matters relating to holding of any annual and special convocation, or special meeting in honour of any distinguished individual or for commemoration of any event;
 - (i) to make proposals to the Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University; and
 - (j) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.
- (5) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act, after consultation with the Chairperson.
- (6) The President may seek the assistance of the Pro-President in exercise of his powers and in performance of his functions.

15. Pro-President. –

- (1) The Pro-President shall be appointed in accordance with section 14 of the Act.
- (2) The Chairperson, in consultation with the President, shall consider a panel of eminent Professors from within or outside the University, and select one of them for appointment as Pro-President.
- (3) The Pro-President shall be entitled to receive the salary and all other entitlements specified in Schedule II to these Statutes.
- (4) The Pro-President shall assist the President in exercise of his powers and performance of his functions.
- (5) In the absence of the President or when he is unable for any reason to exercise the powers and perform the functions of the President, the Chairperson may authorize and empower the Pro-President to exercise the powers and perform the functions of the President, until such time as he may deem appropriate.

(6) In the absence of the President, the Pro-President shall preside over meetings of University authorities, whose Chairman the President is.

16. Provost –

(1) The Provost shall be appointed by the President, in accordance with section 15 of the Act.

(2) The President may, in consultation with the Board of Management, select and appoint a senior teacher of the University to function as Provost in an honorary capacity, for a period of three years.

(3) The Board of Management may fix an appropriate honorarium to be paid to the Provost. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.

(4) The Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures thereof.

(5) Without prejudice to sub-section (2) of section 15 of the Act, the President may prescribe additional powers and functions to the office of the Provost.

(6) The President may, from time to time, authorize the Provost with any special responsibilities, as he may deem appropriate. The Provost may hold special or general inquiries in to any situation involving the conduct of any employee or student of the University causing or likely to cause breach of the peace and order in the University campus.

(7) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

17. Proctor. –

(1) The Proctor shall be appointed by the President in accordance with section 16 of the Act.

(2) The President may, in consultation with the Board of Management, select and appoint a senior teacher of the University to function as Proctor in an honorary capacity, for a period of three years.

(3) The Board of Management may fix an appropriate honorarium to be paid to the Proctor. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.

(4) The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures thereof.

(5) Without prejudice to sub-section (2) of section 16 of the Act, the President may prescribe additional powers and functions to the office of Proctor.’

(6) The President may, from time to time, authorize the Proctor with any special responsibilities, as he may deem appropriate. The Proctor may hold special or general inquiries in to any situation involving the conduct of any student of the University causing or likely to cause breach of the peace and order in the University campus.

(7) The President may, as he may deem appropriate, require the Proctor to work in harmony with the Provost, and determine the norms of such working relationship.

(8) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Proctor.

18. Deans of Faculties. –

(1) A Dean shall be appointed for each Faculty by the President in accordance with section 17 of the Act.

(2) The President may, in consultation with the Chairperson, determine the number of Faculties, and the number or categories of disciplines/Institute to constitute each Faculty for purposes of academic administration and for appointing a Dean for each such Faculty. He may likewise appoint a Professor as the Dean of a Faculty, who shall hold the position in an honorary capacity for a period of three years.

(3) The Board of Management may fix an appropriate honorarium to be paid to the Dean of a Faculty, in addition to other facilities necessary for performance of his functions.

(4) The Dean of each Faculty shall convene the meetings of the heads of the Institute of each Faculty of which he has the charge, as and when required, in consultation with the President.

(5) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council, with the approval of the President.

(6) The Dean shall coordinate the functioning of the various disciplines/Institute under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.

(7) The Dean or his nominee shall attend all meetings of all Boards of Study of the Institute forming part of the Faculty and report to the President.

(8) Without prejudice to sub-section (2) of section 17 of the Act, the President may prescribe additional powers and functions to the office of the Dean.

(9) The Dean shall preside over the meetings of his Faculty. In the absence of the Dean, the meetings of the Faculty shall be presided over by the senior most Director of a Institute within the Faculty.

(10) The President shall, in consultation with the Chairperson, make necessary provision of administrative support for the office of the Dean of each Faculty

19. Registrar. –

(1) The Registrar of the University shall be appointed by the Chairperson in accordance with section 18 of the Act and the Guidelines issued by the University Grants Commission, from time to time.

(2) The Chairperson may, in consultation with the Board of Management, appoint a Professor of the University to function as Registrar in an honorary capacity, so that the functions of the Registrar are not hampered during the process of selection of the Registrar.

(3) The Board of Management may fix an appropriate honorarium to be paid to the Registrar, not lower than the norms prescribed, from time to time, by the Guidelines of the University Grants Commission for the post of Registrar. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.

(4) The Registrar shall arrange for secretarial and other administrative assistance to all University bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of these bodies and submit them to the President/Pro President for approval, and thereafter circulate them among the members of the respective bodies.

(5) The Registrar shall assist the President and Pro-President whenever his assistance is required by them.

(6) The Registrar shall assist in coordination of activities of various Institutes.

(7) The Registrar shall sign/execute contracts and other legal documents on behalf of the University, subject to the directions of the Chairperson.

(8) Upon the direction or with the prior approval of the Chairperson, the Registrar may, initiate any legal proceedings on behalf of the University or take all necessary action to protect the interests of the University in any legal proceedings instituted by or on behalf of the University as well as in any legal proceedings instituted against the University, in furtherance of these functions:-

(a) Subject to sub-clause (c) of this clause, the Registrar shall represent the University in all proceedings instituted on behalf of or against the University;

(b) the Registrar may, upon the direction or with the prior approval of the Chairperson, appoint any Advocates or legal consultants, sign Vakalatnamas or other agreements on behalf of the University, disburse all or any fees or remunerations there under;

(c) the Registrar, upon the direction or with prior approval of the Chairperson, sign, verify and file all necessary papers before concerning Court / Tribunal / Authority / Arbitrator etc., co-ordinate with Advocates or other legal consultants, and when necessary, represent and/or appear before any Court, Tribunal, Arbitrator or Government Authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per the legal advise to prosecute or defend the matter to protect the interest of the University and report to the Registrar and Chairperson;

(d) The Registrar, upon the direction or with prior approval of the Chairperson, appoint/authorise any officers who may be given special charge of all or any matters referred to under this clause and/or who may be authorized by the Chairperson to perform all such actions as the Registrar may himself be authorized to perform under sub-clause (c); and

(e) The Registrar or any officer so authorized under sub-clause (d) shall perform all such actions as may be directed by the Chairperson for the protection and in defense of the interests of the University in any legal or other proceedings instituted by or against the University.

(9) The Registrar shall hold the custody of the Common Seal and the records of the University, subject to the directions of the Board of Management and the Chairperson.

(10) The Registrar shall render all assistance to the Proctor in management of the affairs of the hostel administration, under the direction of the President.

20. Chief Finance and Accounts Officer. –

(1) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the committee referred to in clause (2) in accordance with the provisions of section 19 of the Act. 19

(2) The selection of Chief Finance and Accounts Officer shall be made by a Selection Committee consisting of the President, a nominee of the Chairperson, and three external experts in financial and accounting affairs. A person to be appointed as Chief Finance and Accounts Officer shall be qualified and experienced in institutional financial and accounting affairs. The appointment shall be for a period of three years, and the person so appointed may be eligible for reappointment for another term.

(3) The terms and conditions of service of the Chief Finance and Accounts Officer shall be such as specified in the Guidelines issued by the University Grants Commission, from time to time. The Chief Finance and Accounts Officer shall be paid such salary as prescribed in the Guidelines of the University Grants Commission.

(4) The President may, in consultation with the Sponsoring Body, appoint a suitable person to function as Chief Finance and Accounts Officer in an honorary capacity, so that the functions of the Chief Finance and Accounts Officer are not hampered during the process of selection of Chief Finance and Accounts Officer. The Board of Management may fix an appropriate honorarium to be paid to the Chief Finance and Accounts Officer. A rent-free accommodation and other facilities necessary for performance of his functions shall also be provided to him.

(5) The Board of Management may require the Chief Finance and Accounts Officer to perform the following functions, namely:-

(a) to supervise and control the keeping of accounts and account records of the University and its associated bodies (if any), and in particular, the University's Endowment Fund, General Fund and such other funds as may be required to be administered by the University;

(b) to prepare and submit to the Chairperson quarterly, half yearly and annual cash flow projections and status of accounts for these periods for the consideration of the Board of Management;

- (c) to prepare and submit to the Board of Management, through the Chairperson, the annual budget and statement of accounts of the University;
- (d) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;
- (e) to institute a system of periodic internal audit of accounts of the University and to facilitate such external audit, as may be required by the Chairperson;
- (f) to set up, in consultation with the Chairperson, a viable inventory mechanism for the property, and other physical assets of the University;
- (g) to prepare and submit to the Board of Management, through the Chairperson, annual reports on the finances and accounts of the University; and
- (h) to function under the general supervision and direction of the Chairperson, President and the Board of Management.

21. Director Research and Director Academics. – The Director Research and Director Academics shall be appointed in accordance with section 20 of the Act.

(1) The Chairperson may, in consultation with the Board of Management, appoint Professors of the University to function as Director Academics and Director Research in an honorary capacity so that the functions of the Director Research and Director Academics are not hampered during the process of selection of the Director Research and Director Academics.

(2) Only a distinguished scholar and a person of eminence in Research and Academic administration shall be appointed as Director Research and Director Academics. The Board of Management may fix an appropriate honorarium to be paid to the Director Research and Director Academics as applicable to Professor.

(3) The Director Research and Director Academics shall have the supervision related to research and academic respectively in the university and shall perform functions on all matters regarding academic and research work after prior approval of President.

CHAPTER 4

TERMS AND CONDITION OF SERVICE, DUTIES AND FUNCTIONS OF OTHER OFFICERS OF THE UNIVERSITY

22. Other Officers. –

(1) The Board of Management shall periodically appoint a Committee consisting of the President, the Pro-President, the Registrar and two nominees of the Chairperson, which shall, taking into account the various requirements of the University, make recommendations regarding creation of number and categories of posts required for proper functioning of the University. The Committee shall lay down, in detail, the basic qualifications required for and the powers and functions of each such post.

(2) All appointments on such posts may be on ad hoc, contract or regular basis. The persons appointed on the contract basis shall be governed by the terms of the contract.

(3) The University may also engage service providers. Such service providers or persons employed by them shall not be deemed to be the employees of the University.

23. Mode of appointment to administrative or ministerial posts.

(1) The Board of Management shall constitute a Selection Committee for selection of candidates for administrative or ministerial posts.

(2) The Selection Committee shall consist of the Registrar and not more than three experts in the field of University administration nominated by the Chairperson from amongst the names recommended by the Board of Management.

(3) The Registrar, under the instructions of the Chairperson, shall invite applications by issuing advertisement, from persons possessing requisite qualifications for the concerned post and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit to be appointed for the relevant administrative or ministerial post to the Board of Management.

(4) The Board of Management shall, on receipt of panel of names of persons recommended by the Selection Committee, appoint such persons, as it may deem fit, to the advertised administrative or ministerial post.

(5) The terms and conditions of service of these officers/officials shall as far as possible be in accordance with the Guidelines laid down by the University Grants Commission and other Regulatory Bodies, as applicable.

24. Teachers and Other Academic Staff. –

(1) There shall be the following categories of teachers: (a) Professors; (b) Associate Professors; and (c) Assistant Professors.

(2) There shall be following categories of teachers of Physical Education: (a) Director of Physical Education; (b) Deputy Director of Physical Education; and (C) Assistant Director of Physical Education.

(3) The categories of teachers, other teaching and research staff, their designations, respective eligibility criteria/ qualifications, selection processes, terms and conditions of service, and duties and functions of each category of teachers shall be in accordance with the Guidelines laid down in Schedule III to these Statutes.

(4) The Board of Management may require the teachers to perform, in an honorary capacity, duties in relation to the University activities, in addition to those that they are required to perform as teachers in their respective disciplines.

(5) Subject to clause (1) and (2), the Board of Management may establish or abolish posts for different categories of teachers from time to time, on the basis of recommendations of the Academic Council.

(6) Subject to clause (1) and (2), the Board of Management may likewise establish or abolish posts for different categories of research fellows/scholars/ associates, and technical staff, and determine the eligibility criteria and selection process: Provided that the eligibility criteria, selection process and other terms and conditions shall always take into account the norms laid down by the University Grants Commissions and other Regulatory Bodies, as applicable.

Duties of the Teacher towards students:

Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

Manage their private affairs in a manner consistent with the dignity of the profession.

Seek to make professional growth continuous through study and research.

Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.

Maintain active membership of professional organizations and strive to improve education and profession through them.

Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and

Participate in extension, co-curricular and extra-curricular activities including community service.

Manage their private affairs in a manner consistent with the dignity of the profession.

Code of conduct:

The teacher shall perform all his/her duties faithfully and will not avoid responsibility.

However, following lapses would constitute improper conduct on the part of the teacher:

Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.

Gross partiality assessment of students, deliberately over/under making or attempt of victimization on any grounds.

Inciting or instigating students against other students, colleagues, administration, (This does not interfere with his right to express the differences on principles in seminars other places where students are present.)

Raising questions of castes, creed or religion race or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.

Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the college, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the Institute to propagate his own ideas or beliefs for or against particular party of alignment of political or religious activities.

Involvement of the Anti-academic activities directly or indirectly such as writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.

The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.

The behavior of the teacher with male and female students and other employees shall be modest.

The Teacher shall:

Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.

Refrain from consuming any intoxicating drink or drug in a public place.

Not appear in a public place in state of intoxication.

Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.

Violation of Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.

Teachers and Authorities:

Teachers should:

Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

Retain from undertaking any other employment and commitment including private tuitions and coaching classes, which are likely to interfere with their professional responsibilities.

Co-operate in the formulation of policies or the institution by accepting various offices and discharge responsibilities, which such offices may demand.

Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

Should adhere to the conditions of contract.

Give and expect due notice before a change of position is made.

Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Guardians:

Try to see through teachers bodies and organizations, that institutions maintain contact with the guardians, their student, send reports of their performance to the guardians whenever and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the Institution.

Teachers and Society:

Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

Work to improve education in the community and strengthen the community's moral and intellectual life.

Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling or hatred or enmity among different communities, religions or linguistic group but actively work for National Integration

25. Library and its staff. –

(1) There shall be following categories of posts in the University Library: (a) Librarian; (b) Deputy Librarians; and (c) Assistant Librarians.

(2) The categories of Library staff, their designations, respective eligibility criteria/qualifications, selection processes, terms and conditions of service, duties and functions shall be such as specified in Schedule III to these Statutes.

(3) The Board of Management shall, in consultation with the Academic Council, and in accordance with the Guidelines laid down by the University Grants Commission and other Regulatory Bodies, make Ordinances or Regulations, as it may deem appropriate, for the following purposes:

(a) to establish one or more University libraries, with adequate staff, laying down the qualifications and procedures for their recruitment, and determine their terms and conditions of service;

(b) to prescribe norms for the functioning of the University libraries, ensuring their access to its students, teachers and other persons, including norms to impose penalties for violation of rules relating to late deposit, destruction, or defacement of borrowed books, and other use of the libraries and their facilities; and

(c) to lay down norms relating to acquisition, from time to time, of books, journals, newspapers and other teaching and research materials, and their display and storage.

26. Laboratories and their staff. –

The Board of Management shall, in consultation with the Academic Council, and in accordance with any Guidelines laid down by the relevant Regulatory Bodies, make Ordinances or Regulations, as it may deem appropriate, for the following purposes, namely:- ‘

- (a) to establish one or more University laboratories, whether attached to a Institute or to a Department or otherwise, with adequate staff, laying down the qualifications and procedures for their recruitment, and determine their terms and conditions of service;
- (b) to prescribe norms for the functioning of the laboratories, ensuring their access to its students, teachers and researchers, including norms to impose penalties for violation of rules on the use of the laboratories and attached facilities, if any;
- (c) to lay down norms on acquisition and maintenance, from time to time, of laboratory equipment, and chemical and other materials for experiments and their installation/ storage; and
- (d) to prescribe appropriate safety norms for the laboratories, their equipment and material.