

**GOVERNMENT OF RAJASTHAN
EDUCATION (Gr.IV) DEPARTMENT**

NOTIFICATION

Edu-4/2012

Jaipur, dated:

In exercise of powers conferred by sub-Section (3) and (4) of Section 29 of the Mody University of Science and Technology, Lakshmangarh (Sikar) Act, 2013 (Act No. 29 of 2013), the Government of Rajasthan hereby approves the following Statutes of the Mody University of Science and Technology, Lakshmangarh (Sikar) and publish the finally approved Statutes as approved by sub-Section (5) of Section 29 of the said Act, namely:-

**STATUTES OF THE MODY UNIVERSITY
OF SCIENCE AND TECHNOLOGY,
LAKSHMANGARH (SIKAR), 2013**

In exercise of powers conferred by sub-Section (1) and (2) of Section 29 of the Mody University of Science and Technology, Lakshmangarh (Sikar) Act, 2013 (Act No. 29 of 2013), the Board of Management of Mody University of Science and Technology, Lakshmangarh (Sikar) hereby makes the following Statutes, namely:-

**CHAPTER –I
Preliminary**

1. Short title and commencement. – (1) These Statutes may be called the Statutes of the Mody University of Science and Technology, Lakshmangarh (Sikar), 2013.

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

2. Definitions. – (1) In these statutes, unless the context otherwise requires,-

- (a) "Act" means the Mody University of Science and Technology, Lakshmangarh (Sikar) Act, 2013 (Act No. 29 of 2013);
- (b) "Authorities of the University" means authorities specified in Section 21 of the Act and includes authorities declared by these Statutes; and
- (c) "Board" means Board of Management of the Mody University of Science and Technology, Lakshmangarh (Sikar).

(2) The words and expressions used herein and not defined in the Statutes have the meaning respectively assigned to them in the Act.

CHAPTER – II

Appointment, Terms and Conditions of Service, Powers and Functions of Officers of the University

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

(2) The emoluments of the Chairperson shall be such as determined by the Board of Management.

(3) The Chairperson shall have the right to appoint any other person to act and pass such orders on his behalf, as he may so direct, in his absence. However, such orders passed by such person shall be affirmed / confirmed/ approved by the Chairperson as soon as he is available to the University.

(4) The Chairperson shall, if present, preside at the convocation of the University for conferring degrees, diplomas or other academic distinctions.

4. Powers and functions of Chairperson. – In addition to powers and functions prescribed in Section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-

- (i) to call for any information or record in connection with the affairs of the University and shall have power to inspect any record, office, department and shall further empowered to pass any order as he may deem fit and proper for the purposes and objectives of the University. The Chairperson by virtue of his office, as such, shall preside at the meetings of the Board;
- (ii) to initiate action against any member, teacher, officer of the University or any other person working in the University; and
- (iii) to assign, re-assign, withdraw, award any contract to any person, company or otherwise for performance of any work to be done.

5. President.- (1) The President shall be appointed in accordance with the provisions of Section 13 of the Act.

(2) When a temporary vacancy in the office of the President occurs by reason of leave, illness or otherwise, the Pro-President shall carry on the office of the President. Where, there is no Pro-President or is temporarily absent, Chairperson shall make such arrangements for carrying on the office of the President, as he may deem fit.

(3) He shall be provided with a furnished residence suitable to his status.

6. Pro-President.- (1) The Pro-President shall be appointed in accordance with the provisions of Section 14 of the Act.

(2) When a temporary vacancy in the office of the Pro-President occurs by reason of leave, illness or otherwise, any officer of the University authorized by the President shall carry on the office of the Pro-President.

(3) The emoluments payable to the Pro-President shall be decided by the Chairperson in the appointment letter issued to the Pro-President subject to conditions mentioned therein. The Pro-President shall be provided with a furnished residence suitable to his status.

7. Powers and function of Pro-President.- The Pro-President shall exercise following powers and functions, namely:-

- (i) to implement the decision taken by various bodies of the University, such as the Board and the Academic Council as directed by the President;
- (ii) to attend all matters relating to students and their welfare as directed by the President; and
- (iii) to perform such other duties and functions and exercise such other powers as the President may specify in general or in individual cases and shall assist the President.

8. Provost.- (1) The Provost shall be appointed by the President in consultation with the Chairperson for a term of two years.

(2) In addition to powers and functions prescribed in Section 15 of the Act, the Provost shall exercise such other powers and perform such other duties as may be assigned to him by the Board.

9. Proctor.- (1) The Proctor shall be appointed by the President in consultation with the Chairperson.

(2) The Proctor shall be appointed by the President from amongst senior teachers *or otherwise* for a term of two years. The Proctor shall be re-appointed for another term.

(3) The Proctor shall maintain discipline among students of all categories of the University and ensure co-ordination between College, administration and students.

(4) He shall be responsible to maintain peaceful atmosphere on the campus of the University.

(5) He shall also guide and advise to the students about curricular activities, various policies and practices in the University.

10. Dean of College.- (1) Dean of College shall be appointed for each College by the President in accordance with the provisions of Section 17 of the Act.

(2) There shall be a Dean of each College who shall be appointed for a period of three years by the President from amongst the Senior Professors / Associate Professors *or otherwise* having total teaching experience of not less than 10 years.

11. Powers and Functions of the Dean of College.- The Dean of College shall.-

- (i) be responsible for the due observance of the provisions of the Statutes, Ordinances and Regulations relating to his College;
- (ii) preside at the meetings of the College and shall record its proceedings;
- (iii) have the right to be present and speak at the meetings of the Boards of Studies relating to his College but not to vote there at unless he is a member thereof; and
- (iv) carry out any task or assignments related with academic activities of the College which is assigned to him by the Board or the President.

12. Registrar.- (1) The Registrar shall be appointed by the Chairperson as per Section 18 (1) of the Act on the recommendation of a selection committee constituted for the purpose and consisting of the following, namely:-

- (i) The President;
- (ii) The Pro-President; and
- (iii) Two persons nominated by the Chairperson from amongst eminent persons in the field of education.

(2) The minimum academic and experience requirements for the post of the Registrar shall be as under:-

- (i) A Bachelor's degree in Second Class or Master's degree from a recognized university; and
- (ii) At least ten years' administrative experience in a responsible executive position in an educational institution, preferably in a University or in a Government department;

or

At least five years' teaching experience in a college or a University department and five years' administrative experience.

(3) The appointment of the Registrar shall ordinarily be on probation for a period of two years. On the expiry of the said period the appointment shall be made permanent on the satisfaction of his work. The Registrar, at any time during the period of probation or thereafter, by either party by giving not less than one month's notice in writing to the other or by mutual agreement to terminate the tenure of his office.

(4) The registrar may, at any time, relinquish his office by submitting his resignation to the Chairperson or to the President if he wishes to be relieved of his duties.

13. Powers and functions of the Registrar.- In addition to powers and functions prescribed in Section 18 of the act, the Registrar shall,-

- (i) be the custodian of the Common Seal, buildings, gardens, records, library and such other property of the University as the Board or the President shall commit to his charge; He may delegate some of the above tasks to any Additional Registrar/Deputy Registrar/Assistant Registrar also;
- (ii) be authorized to sign all academic records on behalf of the University. The Registrar of the university would be authorized to sign all the contracts and documents. He would be authorized to authenticate the record of the University;
- (iii) be act as Member-Secretary to the Board. He would not have right to vote but he would be authorized to express his views/ideas and participate in the discussions at par with the other members;
- (iv) The Registrar will report to the Board, as its Member Secretary in important matters of the University as referred by the Board.
- (v) To Act Member Secretary of the Academic Council, he would have right to vote and he would be authorized to express his views/ideas and participate in the discussions at par with the other members;
- (vi) nominate a person not below the rank of Assistant Registrar for the conduct and preparation of the minutes of the Colleges, the Board of Studies, the Committee of Selection for appointment of Teachers of the University, the Committee for recognition of Teachers of the University, the Committee for appointment of Examiners, and to such other Boards or committees as may be appointed from time to time and to keep minutes thereof;
- (vii) *be the member* of the Committee for Prevention of Sexual Harassment; Committee for handling Ragging cases, Disciplinary Committee, Sport and Cultural Committee, Election Committee, Seminar Coordination Committee, Library Committee, Security Committee, Hostel Management Committee, Mess Committee and other Committees constituted from time to time. The *Chairman* and other members of these Committees would be nominated by President of the University;
- (viii) issue notices convening meetings of the University Authorities, Boards and Committees and to get all arrangements done in time through his office;
- (ix) perform such other duties as may be from time to time, prescribed by the Board or the Chairperson or the President, and generally to render such assistance to the Chairperson or the President as may be desired by the them;
- (x) The Registrar shall also report to the President in the important matters of the University as deemed fit;

- (xi) at all times work for the development of the academic excellence of the University;
- (xii) be the reviewing Authority of the Annual Performance Appraisal Report of the staff and receive such reports from head of Departments / Office Superintendent as the case may be; and
- (xiii) The Registrar shall be the reporting officer of Annual Performance Appraisal Report of his subordinate Officers and Officials/Employees.

14. Emoluments of the Registrar.- The salary / emoluments of the Registrar shall be as fixed by the chairperson, and may, in addition, be provided with a furnished residence suitable to his status. He shall be entitled to receive such allowances at such rates as may be admissible to other whole-time employees of the University, from time to time.

15. Temporary Vacancy on the Post of the Registrar.- On account of non-availability of Registrar due to any reason, the president shall be fully empowered to temporarily hand over the charge of Registrar to any officer of the University who shall perform all the duties of Registrar.

16. Chief Finance and Accounts officer.- (1) The Chief Finance and Accounts officer shall be appointed by the President. The appointment of the Chief Finance and Accounts Officer shall ordinarily be on probation for a period of two years. On the expiry of the said period the appointment shall be made permanent on the satisfaction of his work. However, the Chief Finance and Accounts officer at any time during the period of probation or thereafter, by either party by giving not less than one month's notice in writing to the other or by mutual agreement to terminate the tenure of his office.

(2) The minimum academic and experience requirements for the post of the Chief Finance and Accounts Officer shall be as under:

- (i) A Bachelor's degree / Master's degree from a recognized university; and
- (ii) At least eight years' experience in a responsible executive position in accounts/finance department, preferably in an educational institution, or in a Government department or at a senior level position in the corporate sector.

(3) The salary /emoluments of the Chief Finance and Accounts officer shall be as fixed by the Board

(4) On account of non-availability of Chief Finance and Accounts Officer due to any reason, the President under approval of the Chairperson shall be fully empowered to hand over the charge of Chief Finance and Accounts Officer to any officer of the University who shall perform all the duties of Chief finance and Accounts officer.

17. Powers and functions of Chief Finance and Accounts Officer.- The powers and functions of the Chief Finance and Accounts officer shall be as flows, namely:-

- (i) he shall be the custodian of the records of financial transactions carried out on behalf of the University;
- (ii) to act as member-Secretary to the Finance Committee and to such other Boards or Committees as may be appointed from time to time and to keep minutes thereof. He would not have right to vote but he would be authorized to express his views/ideas and participate in the discussions at par with the other members.-
- (iii) to perform such other duties as may be from time to time, prescribed by the Board or the Chairperson or the President, and generally to render such assistance to the Chairperson or the President as may be desired;
- (iv) he shall report to the President in all matters relating to the financial activities of the University; and
- (v) he shall be reporting officer of Annual Performance Appraisal Report of the officers who are working under his direct subordination.

18. Appointment of the Controller of examinations.- (1) The Controller of Examinations shall be appointed by the President. The appointment of the Controller of Examinations shall be on probation for a period of two years. His pay scale/emoluments would be as prescribed by the President. On the expiry of the said period the appointment shall be made permanent on the satisfaction of his work. The Controller of Examination at any time during the period of probation or thereafter, by either party by giving not less than one month's notice in writing to the other or by mutual agreement to terminate the tenure of his office.

(2) The minimum academic and experience requirements for the post of the Controller of Examinations shall be as under:

- (i) A Bachelor's degree in Second class or Master's degree from a recognized university; and
- (ii) At least eight years' experience in a responsible executive position in examination department, in an educational institution, preferably in a University or in the State Education Boards or in the Government.

19. Powers and functions of the Controller of Examinations.- (1) The powers and functions of the Controller of Examinations shall be as flows, namely:-

- (i) to discharge functions related to academics, conduct of examination, secrecy, evaluation, revaluation, declaration of the results, disposal of all unfair means cases and maintaining complete record of students enrolment along with record of examinations and results etc;
- (ii) to lay down the schedule of examinations and declaration of the results by the approval of Academic Council and as per the norms of the Regulatory Bodies.
- (iii) to receive the recommendation regarding appointment of examiners and paper setters from the Dean and submit the same to the President for approval;

- (iv) to lay down the schedule relating to conduct of supplementary examination, back papers and revaluation of answer books under approval of the President;
 - (v) to see that the examinations are conducted and the result declared within time and as laid down by the authorities;
 - (vi) to decide and manage complete secrecy with regard to-
 - (a) appointment of Examiners, Paper Setters and Internal and External Examiners;
 - (b) appointment of Invigilators; and
 - (c) appointment of press for printing of papers, distribution system of papers and the process of declaration of results.
- (2) The Controller of Examinations and the staff working under the Controller of Examinations shall be under oath of secrecy and would be personally liable for any leakage of question paper of examination or any other information relating to the examination cell.

CHAPTER – III

Authorities of the University

20. Authorities of the University.- The following shall be the Authorities of the University,-

- (i) The Board of Management;
- (ii) The Academic Council;
- (iii) The Colleges;
- (iv) Boards of Studies;
- (v) Board of Research; and
- (vi) Finance Committee

21. Meetings of the University Authorities, Committees and Sub-Committees.-(1) The meetings of the authorities, committees and sub-committees of the University shall be held on the University premises unless *the Chairperson or the President* otherwise decides.

(2) The meetings of the Board shall be held minimum three times in a calendar year. The meetings of the Academic Council shall be held at least two times in a calendar year. The meetings of other authorities or committees or sub-committees of the University shall be held at least once in a year or as required or as directed by the President or the Chairman of the committee or sub-committee concerned.

(3) The Registrar would be the Member-Secretary to the Board. He would not have right to vote but he would be authorized to express his views/ ideas and participate in the discussions at par with the other members;

(4) The Registrar will report to the Board, as its Member Secretary in important matters of the University as referred by the Board.

(5) To Act Member Secretary of the Academic Council, he would have right to vote and he would be authorized to express his views/ideas and participate in the discussions at par with the other members:

Provide that the Chairperson or the President shall have full authority to convene a meeting of any authority or committee or sub-committee to meet exigencies of situation.

22. Chairman of the Meeting of the Board of Management.-(1) The Chairperson or in his absence the President or in the absence of both the Chairperson and President, a member elected by the members from amongst those present at the meeting shall preside at the meeting of the Board of Management.

(2) The Chairman at the meeting, in the case of equality of votes shall have right of casting second/deciding vote.

23. Term of Office and Vacancy of members of the Board of Management.- (1) The term of the office of the members of the Board, other than the Officers of Government and ex-officio officials of the University, shall be three years. They may also be re-nominated.

(2) The membership of the Board shall be declared vacant by death or resignation of a member:

Provided that in case of those members who are nominated to the Board by virtue of their holding any post, it shall be declared vacant in the event of such a member ceasing to hold that office.

Provided further that if any member remains absent at the three consecutive meetings of the Board without proper leave of absence, his membership shall be automatically terminated and it shall be declared vacant. However, the overseas member may participate in the meeting of the Board through webcam/skype/video conference.

(3) The quorum for meetings of the Board shall be four. If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of a half an hour take notice whether there are 4 members are present, and if they are not, the meeting shall forthwith be adjourned as the Chairman may appoint. Such adjournment shall be recorded by the Registrar under the signature of the Chairman:

Provided that in case of adjourned meeting, no quorum will be required.

(4) Such proposals and amendments only as are connected with the University, and are in accordance with the Act shall be entertained and debated in the Board.

(5) The Registrar shall give notice of the meeting of the Board seven clear days before the date of the meeting indicating likely agenda to be taken up in the meeting:

Provided that the Chairperson or in his absence the President may direct to convene a meeting of the Board by circulation to meet any exigency of situation.

(6) Notwithstanding anything contained in the above Statutes, the Chairperson or in his absence the President shall have the right to bring any such motion and /or any such item of business before the Board and/or any such item of business which in the opinion of the Chairperson or the President, as the case may be, is expedient and emergent and is required to be brought before the Board in that meeting.

(7) Any member may demand for voting on any motion in the meeting. Voting shall be by ballot. The Registrar or in his absence any officer of the University present in place of Registrar attending the meeting shall be called upon by the Chairman to act as Scrutiny Officer. Voting shall be on papers supplied at the meeting by the Scrutiny Officer and every voting paper shall be returned with or without the vote.

(8) After every meeting or adjourned meeting of the Board, the Registrar shall within ten working days prepare the draft of the minutes and shall submit the same to the Chairman for approval. The Chairman may make such alterations as necessary and shall approve the same after corrections, if any.

(9) The minutes so approved by the Chairman shall be sent to all the members of the Board, whether they were present at the meeting or not.

24. Powers and Functions of the Board of Management.- (1) Subject to such condition as may be prescribed by or under the provisions of the Act, the Board, in addition to the powers and functions prescribed in Section 22 of the Act, shall exercise the following powers and perform following functions, namely :-

- (i) to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by the Act or the Statutes, Ordinances, Regulations or Rules made there under;
- (ii) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or Rules made there under;
- (iii) to approve the budget and annual report of the University;
- (iv) to lay down the policies to be followed by the University;
- (v) to make, amend and cancel ordinances;

- (vi) to hold, control and administer property and funds of the University;
 - (vii) to accept, on behalf of the University donations, bequests or transfer of movable or immovable property;
 - (viii) to administer any funds or resources placed at the disposal of the University for specific purposes;
 - (ix) to invest moneys belonging to the University;
 - (x) to enter into, vary, carry out confirm and cancel contracts on behalf of the University;
 - (xi) to finalize the fee structure of the University;
 - (xii) to approve the recommendation made by Academic Council regarding various courses; and
- (2) The Board would be appellate authority against the orders/ decision/ action taken by the President. If any such action/decision/ order passed by the President affects any person in the service of the University, such person shall be entitled to prefer appeal to the Board within 3 months from the date on which such action/order/ decision is communicated to him and the Board may Confirm or modify or reverse the action taken by the President.

25. Academic Council.- (1) The President or in his absence the Pro-President or in the absence of both the President and Pro-president, a member elected by the members from amongst those present at the meeting shall preside at the meeting of the Academic Council.

(2) The Chairman of the meeting, in the case of equality of votes shall have a second or a casting vote.

(3) The Academic Council shall be the Academic body of the University and shall consist of the following:-

- (i) The President;
- (ii) The Pro-President;
- (iii) The Deans of Colleges;
- (iv) three members from amongst the Conveners of the Board of Studies nominated by the President;
- (v) three members from amongst the departments of the University, nominated by the president;
- (vi) five members from amongst the Professors of the University nominated by the President;
- (vii) three persons co-opted by the President who possess special achievements in particular studies and who are not teachers in the University;

Provided that the President may invite any person as a special invitee at a meeting of the Academic Council. Such special invitees shall participate in the discussions but shall not have any voting right:

Provided further that the Registrar shall be the Member-Secretary of the Academic Council.

26. Term of Office and Vacancy of Members of Academic Council.- (1) The term of the office of the members of the Academic Council shall be three years. They may be re-nominated also.

(2) The membership of the Academic Council shall be declared vacant by death or resignation of a member:

Provided that in case of those members who are nominated to the Academic Council by virtue of their holding any post, it shall be declared vacant in the event of such a member ceasing to hold that office:

Provided further that if any member remains absent at three consecutive meetings of the Academic Council without proper leave of Absence, his membership shall be automatically terminated and it shall be declared vacant.

(3) The quorum for meetings of the Academic Council shall be five. If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of a half an hour take notice whether there are 5 members present and if there are not, the meeting shall forthwith be adjourned as the Chairman may decide. Such adjournment shall be recorded by the Registrar under the signature of the Chairman:

Provided in the case of an adjourned meeting, no quorum will be required.

27. Powers and Functions of the Academic Council.- In addition to the powers and functions prescribed in Section 25 of the Act, the Academic Council shall, -

- (i) be the principal academic body of the University and shall, subject to the provisions of the Act or the Statutes framed there under, co-ordinate and exercise general supervision over the academic policies of the University;
- (ii) have control and would have general power of regulation of the academic issues and will be responsible for the maintenance of the standards of teaching and examinations;
- (iii) subject to the approval of the Board, make new Colleges as per requirement from time to time, amend, modify or rescind Regulations laying down courses of study and curricula in the different Colleges;
- (iv) propose to the Board, amendment, in the ordinances or to its examinations, courses of study and curricula, schemes of examination and attendance:

Provided that proposals regarding courses of study and curricular and schemes of examination shall be made after considering the reports of the College concerned, whenever necessary;

- (v) consider all proposals for the establishment by the University of departments, Institutes of Research or specialized studies, libraries, laboratories or museums, and shall be submitted to the Board for its approval;
- (vi) make proposals regarding the maintenance of standards of teaching and examination;
- (vii) advise the Board regarding the University teaching posts in particular subject;
- (viii) after considering the recommendations of the College concerned, advise the Board regarding the Courses of Studies and other particulars thereof;
- (ix) advise the Board regarding equivalence of degrees/diplomas and recognition of the examinations of other bodies;
- (x) advise the Board regarding the University Central Library and the appointment of a University Library Committee;
- (xi) advise the Board regarding the conditions of award and the tenure of University scholarships and other benefits etc.;
- (xii) shall promote research; and
- (xiii) advise the Board regarding all other academic matters.

28. Colleges.-(1) The University shall have the following Colleges, namely:-

- (i) College of Arts, Science and Humanities;
- (ii) College of Architecture and Design;
- (iii) College of Business Management, Economics and Commerce;
- (iv) College of Engineering and Technology;
- (v) College of Fashion Design and Merchandising;
- (vi) College of Law and Governance;

and other Colleges which may be introduced or renamed or re-arranged in future in the disciplines as mentioned in the Schedule II of the Act.

(2) The Dean of the College or in his absence, a member elected by the members from amongst those present at the meeting shall preside at the meeting of the College. The Chairman at the meeting, in the case of equality of votes shall have a second or a casting vote.

(3) The College shall consist of the following, namely:-

- (i) The Dean of the College concerned;
- (ii) Conveners of the Board of Studies assigned to the College;

- (iii) five members from amongst the Professors of the University nominated by the President;
- (iv) three persons co-opted by the president who possess special achievement in particular studies in the subjects concerned and who are not teachers in the University;

Provided that the president may invite any person as a special invitee at a meeting of the College. Such special invitees shall participate in the discussions but shall not have any voting right:

Provided further that the Assistant Registrar shall be the member-Secretary of the College but he shall have no voting right:

(4) The term of the office of the members of the College shall be three years. They may be re-nominated also.

(5) The membership of the College shall be declared vacant by death or resignation of a member:

Provided that, if any member remains absent at the three consecutive meetings of the College without proper leave of absence, his membership shall be automatically terminated and it shall be declared vacant.

(6) The quorum for meetings of the College shall be one third of the members of the College. If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of a half an hour take notice whether there are one third of total number of members "excluding vacancies", present, and if there are not, the meeting shall forthwith be adjourned to such a date as the Chairman may decide. Such adjournment shall be recorded by the Member-Secretary under the signature of the Chairman:

Provided that in the case of an adjourned meeting, no quorum will be required.

29. Powers and functions of Colleges.- The powers and functions of a College shall be as follows, namely:-

- (i) to consider and report on any matter referred to it by the Board or Academics Council;
- (ii) to refer any matter to a Board of Studies comprised within the College: for consideration and report;
- (iii) to consider any report or recommendation referred to it by a Board of Studies;
- (iv) to appoint a Sub-Committee of the College for any purpose lying within its functions;

(v) to hold meetings of the College or its Sub-Committee of the College jointly with any other College or a Sub-Committee thereof, for the discussion of any matter of common interest; and

(vi) to make any recommendations to the Academic Council.

30. Board of Studies.- (1) There shall be a Board of Studies in each subject or group of subjects. The number of the Boards of studies in a College as also the number of members of each Board shall be determined by the Board on the recommendation of the Academic Council and the College concerned.

(2) The Board of Studies shall be constituted by the College concerned for a period of three years.

(3) The Convener of each Board of Studies shall be appointed by the President in consultation with Dean of the College concerned.

(4) The Convener of the Board of Studies or in his absence, a Member elected by the Members from amongst those present at the meeting shall preside at the meetings of the Board of Studies.

(5) The Chairman at the meetings, in the case of equality of votes shall have a second or a casting vote

31. Composition of the Board of Studies.- (1) The Board of Studies shall consist of the following, namely:-

- (i) The Dean of Colleges in the College concerned;
- (ii) Conveners of the Board of Studies comprised in the College;
- (iii) five members from amongst the Professors of the University nominated by the President;
- (iv) three persons co-opted by the President who possess special achievements in particular studies in the subjects concerned and who are not teachers in the University;

Provided that the Convener or the Chairman may invite any person as a special invitee at a meeting of the Board of Studies. Such special invitees shall participate in the discussions but shall not have any voting right.

- (v) The nominee of the Registrar not below the rank of Assistant Registrar shall be the Member-Secretary of the Board of Studies but he shall have no voting right.

(2) The term of the office of the Members of the Board of Studies shall be three years. They may be re-nominated also.

(3) The membership of the Board of Studies shall be declared vacant by death or resignation of a member:

Provided that if any member remains absent at three consecutive meetings of the Board of Studies without proper leave of absence, his membership shall be automatically terminated and it shall be declared vacant.

(4) The quorum for meetings of the Board of Studies shall be one third of the members of the Board of Studies. If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of a half an hour take notice whether there are one third of total number of members present excluding vacancies, if any and if there are not, the meeting shall forthwith be adjourned to such a date as the Chairman may decide. Such adjournment shall be recorded by the nominee of the Registrar under the signature of the Chairman:

Provided that in the case of an adjourned meeting, no quorum will be required.

32. Constitution of the Board of Studies.- (1) The Board of Studies in the various Colleges would be as under:-

(i) College of Arts, Science and Humanities:

- (a) Board of Studies in Arts;
- (b) Board of Studies in Science;
- (c) Board of Studies in Humanities;

(ii) College of Architecture and Design:

- (a) Board of Studies in Architecture
- (b) Board of Studies in Interior Design

(iii) College of Business Management, Economics and Commerce:

- (a) Board of Studies in Management
- (b) Board of Studies in Commerce
- (c) Board of Studies in Economics

(iv) College of Engineering and Technology:

- (a) Board of Studies in Computer Science & Engineering;
- (b) Board of Studies in Electronics & Communication Engineering;
- (c) Board of Studies in Information Technology;
- (d) Board of Studies in Mechanical Engineering;
- (e) Board of Studies in MCA;
- (f) Board of Studies in Nano Science & Technology;
- (g) Board of Studies in Nuclear Science & Technology;

(v) **College of Fashion Design and Merchandising:**

(a) Board of Studies in Fashion Design

(vi) **College of Law and Governances:**

(a) Board of Studies in Law

and other Board of Studies in other Colleges which may be introduced or deleted or re-arranged in future in the disciplines as mentioned in the Schedule II of the Act.

(2) The duties of the Board of Studies shall be to recommend text-books, courses of study in their respective departments and to advise on all matters relating to their respective departments, referred to them by the Board or the Academic Council or the College to which they belong or other Authorities of the University.

33. Board of Research.-(1) The Chairman of the Board of Research shall be the President or any other eminent person appointed by the President.

(2) The Chairman of the board of Research or in his absence, a member elected by the members from amongst those present at the meeting shall preside at meetings of the Board of Research.

(3) The Chairman at the meeting, in the case of equality of votes shall have a second or a casting vote.

34. Composition of the Board of Research.- The Board of Research shall consist of the following, namely:-

- (i) President as Chairman;
- (ii) All the Deans of Colleges;
- (iii) Three Conveners of the Board of Studies nominated by the President;
- (iv) Five members from amongst the Professors of the University nominated by the President;
- (v) Three persons co-opted by the President who possess special achievement in particular studies in the subjects concerned and who are not teachers in the University;

Provided that the President under the approval of the Chairman may invite any person as a special invitee at a meeting of the Board of Research. Such special

invitees shall participate in the discussions but shall not have any voting right; and

- (vi) The nominee of the Registrar not below the rank of Assistant Registrar shall be the Member-Secretary of the Board of Research but he shall have no voting right.

35. Term of Office and Vacancy of Members of Board of Research.- (1) The term of the office of the members of the Board of Research shall be three years. They may also be re-nominated.

(2) The membership of the Board of Research shall be declared vacant by death or resignation of a member:

Provided that if any member remains absent at the three consecutive meetings of the Board of Research without proper leave of absence, his membership shall be automatically terminated and it shall be declared vacant.

36. Quorum of Meeting of Board of Research.- The Quorum for meetings of the Board of Research shall be one third of the members of the Board of Research. If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of a half an hour take notice whether there are one third of total number of members excluding "vacancies", present, and if there are not, the meeting shall forthwith be adjourned to such a date as the Chairman may decide. Such adjournment shall be recorded by the nominee of the Registrar under the signature of the Chairman:

Provided that in case of an adjourned meeting, no quorum will be required.

37. Composition of the Finance Committee.- The Finance Committee shall be consist of the following, namely:-

- (i) The Chairperson or his nominee as Chairman;
- (ii) two members nominated by the Board of Management; and
- (iii) two members nominated by the sponsoring body;

Provided that the Chairman may invite any person as a special invitee at a meeting of the Finance Committee. Such special invitees shall participate in the discussion but shall not have any voting right:

Provided further that the Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance Committee but he shall have no voting right.

38. Chairman of the Meetings of the Finance Committee.- (1) The Chairperson shall be the Chairman of the Finance Committee or in his absence, a member nominated by the Chairperson or in the absence of both, a member elected by the members from amongst those present at the meeting shall preside at the meetings of the Board of Account.

(2) The Chairman at the meeting, in the case of equality of votes shall have a second or a casting vote.

(3) The financial year of the University shall be from 1st April to 31st March.

(4) The Board shall conduct an audit and make an annual report to the Board on the accounts of the University for each financial year.

(5) The Finance Committee shall make recommendations and advise the Board on all matters relating to the finances of the University.

39. Term of Office and Vacancy of Members of Finance Committee.- (1) The term of the office of the members of the Finance Committee shall be three years. They may also be re-nominated

(2) The membership of the Finance Committee shall be declared vacant by death or resignation of a member.

Provided that if any member remains absent at the three consecutive meetings of the Finance Committee without proper leave of absence, his membership shall be automatically terminated and it shall be declared vacant.

(3) The quorum for meetings of the Finance Committee shall be one third of the members of the Finance Committee. If there is no quorum at the commencement of the meeting the Chairman shall at the expiration of a half an hour take notice whether there are one third of total number of members excluding "vacancies", present and if there are not, the meeting shall forthwith be adjourned to such a date as the Chairman may decide. Such adjournment shall be recorded by the Chief Finance and Accounts Officer under the signature of the Chairman:

Provided that in the case of an adjourned meeting, no quorum will be required.

40. Powers and Functions of the Finance Committee.- The functions of the Finance Committee shall be as follows, namely:-

- (i) to examine the Annual Budget Estimates and advise the Board thereon;
- (ii) to review the accounts of the University and the audit objections and the replies thereto;
- (iii) to authorize the President of the University to sanction re-appropriation from one Budget head to another amongst the various heads, other than the heads relating to pay, allowances and statutory liabilities including Provident Fund contribution;

- (iv) The advice tendered by the Finance Committee on all issues relating to finances to the Board shall be *recommendatory* in nature and if the Board has any objections or reservation relating to the said advice it can refer the matter back to the Finance Committee for re-examination of the same.
- (v) All the Bank accounts of University shall be operated by *any two of the Joint Signatories amongst the list as given in the Board of Governors' Resolution, of the Sponsoring Body.*

CHAPTER- IV

Appointment, Service Conditions of Teaching and Non-teaching posts

41. Teachers of the University.- The teaching post in the University shall be designated and instituted as may be prescribed by the respective Regulatory authorities, viz. Medical Council of India, Dental Council of India, Pharmacy Council of India, India Nursing Council, All India Council for Technical Education, University Grants Commission etc. The terms and service conditions of these posts shall be determined by the Board on the recommendation of the Academic Council in accordance with the provisions laid down by the respective Regulatory authority and general terms and conditions prescribed by the University. The duties, emoluments and conditions of service of University teachers shall be prescribed as per the norms of University Grants Commission and other Regulatory Bodies.

42. Selection Committee for Appointment of Teachers.- (1) For every selection of a teacher in the University, there be a selection committee comprising of the following, namely:-

- (i) President of the University who shall be the Chairman of the committee;
- (ii) An eminent educationist or *other person* to be nominated by the Chairperson;
- (iii) The dean of the College concerned;
- (iv) The head of the concerned department.

(2) The member of a selection committee nominated under clauses (ii) shall continue to be the member of every selection committee until a fresh nomination is made by the Chairperson.

(3) Notwithstanding anything contained herein above, no recommendations of the selection committee shall be held to be invalid on account of absence of anyone, aforementioned members.

(4) A person shall be disqualified from sitting as member in any selection committee and from taking part in any selection if he is personally interested in a candidate applying for the respective post. In such an eventuality, the President shall make alternative arrangements for appointment of a member of the Selection Committee as applicable.

(5) Subject to the provisions as to the requirement of quorum, no act, proceedings or selection made by a selection committee shall be questioned on the ground of the existence of any vacancy or defect in the nomination of a member of such committee.

43. Procedure to be followed by the Selection Committee.- (1) The selection committee shall ensure that the eligibility criteria for the respective College position as laid down by the University in conformity with the Regulatory Authority (where applicable) are fulfilled by the candidate.

(2) After evaluation of the candidature of the candidate at the interview and / or also by other modalities as considered fit by the President, a list of selected candidate / candidates for recommendation to the Board shall be prepared. In addition, the selection committee shall also submit a list of waiting candidates not more than 3 in numbers for one post in order of merit who shall stand-by for appointment in case the selected candidate does not join in time or the post false vacant due to any reason. The lists so prepared and duly signed by each member shall be closed under seal in separate envelopes and handed over to the Registrar.

(3) Mere recommendations of name of a candidate by the selection committee shall not accrue in right in favor of any persons.

(4) The reserve list will be in force for a period of six months from the date of selection after which it will automatically lapse.

44. Temporary Appointments of teachers.- Notwithstanding anything contained in the above Statutes, the President after due consultation with the Chairperson shall be empowered to appoint temporarily a teacher in any Department of the University for a period not exceeding one year to meet any exigency of situation:

Provided that the President, after due consultation with the chairperson, shall have a further right to continue appointment of such temporary teacher for any such further period as he may decide to meet any exigency of the situation:

Provided further that after completion of one-year of such an appointment, the appointment shall cease to exist and such an appointee shall have no right to continue or hold the post. Such a person shall have a right of participation in the regular selection process.

45. Non-teaching Employees.- The Board shall also lay down criteria and method of selection of the non-teaching staff including officers, ministerial and non-teaching staff of the University as per the norms prescribed by University grants Commission or any other Regulatory Body.

CHAPTER – V

Admission and Fee Structure

46. Admission.- (1) Admission in any course of the University shall be made as per the provisions of Section 32 of the Act and law prevailing at the time of admission.

(2) Admission in the University shall be made strictly on the basis of merit.

(3) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks grade obtained in the entrance test conducted at the state / *national* level either by an association of the universities conducting similar courses or by any agency of the State / *Central Government*:

Provided that admission in professional and technical courses shall be made only through entrance test.

(4) The University shall adhere to the criteria of reservation in admission as per the policy of the State Government, from time to time. (*Already in Act*)

47. Fee Structure.- (1) The University shall charge fee for various programmes of study in accordance with provisions of Section 33 of the Act.

(2) The University may revise its fee-structure from time to time in accordance with the provisions of the Act.

CHAPTER - VI Miscellaneous

48. Conferment of Honorary Degrees.- (1) The University may confer the honour of Doctor of Science (D.Sc.), Doctor of Literature (D.Lit.), Doctor of Philosophy (Ph.D.) etc. on the distinguished persons for their contribution and high attainments. The President shall submit his / her recommendation for such conferment on the identified person / persons to the Chairperson for his approval.

(2) Such honorary degrees shall be conferred at the annual convocation.

(3) In the case of persons recommended under the provisions of clause (1) above, the procedure for the conferment of such honorary degrees or awards at Convocation shall be the same as followed in the case of those who eligible for the award of degrees after passing respective examinations.

49. Withdrawal of Degrees/Diplomas.- The Board may, on the recommendation of Chairman of the Academic Council, by a resolution passed with the concurrence of not less than two-third of the members voting, withdraw any degree, diploma or any other distinction conferred by the University:

Provided that before taking action contemplated in this Statue, it shall be incumbent upon the Board to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within fifteen clear days from

the date of issue of such notice, such defence as he may wish to put up. The Board after taking into consideration the defence so set up, shall take decision to withdraw or not to withdraw the degree / diploma etc.

50. Prizes and Medals.- The Board at its sole discretion may institute fellowships, scholarships, prizes, medals and other awards for outstanding and brilliant achievements by top ranking students, teachers and non-teaching staff for excellence in their subjects including research, curricular and extracurricular activities:

Provided that the University may provide to deserving students exemption from payment of tuition fees and for awarding scholarships and fellowships by placing the same before the Board. The sponsoring body may also provide for such exemption as it may so deem fit.

51. Acceptance of Endowments for Fellowships, Scholarships, Prizes, Medals and other Awards.- All offers of bequests, donations and endowments for fellowships, scholarships, prizes, medals and other awards, the management whereof to be vested in the University and shall be accepted on condition that the deduction of 10 per cent thereof shall be made towards administrative expenditure and the amounts realized by such deductions shall be credited to the General Fund of the University at the commencement of every financial year:

Provided that the University shall not accept an endowment, the benefits whereof are sought to be restricted to any caste, creed, religion or community or the net annual income of which is less than Rs. 12000/- in the case of a scholarship or Rs. 6,000/- a medal or a prize.

52. Increase of Seats.- In case of professional courses wherein the annual intake of students in any course is regulated by the regulatory bodies, the University shall apply to the respective regulatory authority or to any authority prescribed under its Regulations in the format and manner prescribed under the respective Regulations in accordance with the time schedule prescribed under the respective Regulations for increase of seats.

53. Arbitration in case of indiscipline amongst University employees.- If any dispute arises between the officers, teachers, employees or students of the University, it shall be placed before the Pro-President of the University who shall act as an arbitrator and decide the same. If any party is not satisfied for award passed by the Pro-president, he/she may appeal against the same to the President of the University who shall decide the matter:

Provided that the Board shall have power to review, rescind, alter, amend, reverse or modify the decision of the President of the University.

54. Convocation.- (1) The convocation of the University shall be held in every academic year for conferring degrees, diplomas and awards.

(2) The Chairperson or in his absence the President or in the absence of both the Pro-President shall preside over at the convocation.

(3) Every person who passes an examination for a degree or diploma of the University in a particular year shall be eligible, on payment of a prescribed fee, to be conferred the respective degree or diploma in person at the convocation to be held for that particular year.

(4) A convocation for conferring Degrees and Post-graduate diplomas shall be held on a day as may be fixed by the President in consultation with the Chairperson. The Dean of each College, or in his absence, the senior member of each College shall request the Academic Council to pass a grace in the first instance and then shall present the list of candidates to be conferred with respective degrees/diplomas to the President. The sequence of events and other procedures at the convocation shall be as fixed by the President.

By order of Board of Management of the
Mody University of Technology and Science, Lakshmangarh

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By order of the Governor.

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Principal Secretary, Higher Education