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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 31]

भोपाल, शुक्रवार, दिनांक 2 अगस्त 2013—श्रावण 11, शक 1935

भाग ४

विषय-सूची

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| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश, | (2) मध्यप्रदेश अधिनियम, | (3) संसद् के अधिनियम. |
| (ग) (1) प्रारूप नियम, | (2) अन्तिम नियम. | |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

अन्तिम नियम

उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 19th July 2013

No. R-309-cc-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhinyam, 2007, the State Government hereby makes, the first Statute of the Jagran Lakecity University Grampanchayat, Mugaliya Chhap Tehsil Huzur, Bhopal (M. P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhinyam, 2007 under Section 35. The first Statute of the University shall come into force from the date of notification.

THE FIRST STATUTE

By order and in the name of the Governor of Madhya Pradesh,

C. B. PADWAR, Dy. Secy.

JAGRAN LAKECITY UNIVERSITY (JLU), BHOPAL

In exercise of the powers conferred by the subsection (1) of section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), the Governing Body of the Jagran Lakecity University (JLU), Bhopal, hereby makes the following First statute for the efficient functioning of the private University and matter connected with or incidental thereto.

These statutes shall come into force from their publication in the official Gazette of Madhya Pradesh Government. These statutes may be called Jagran Lakecity University (JLU), Bhopal First statutes, 2013. These statutes are made in conformity with the provision of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), and rules made there under. In case of any inconsistency, disparity or repugnancy occurs, the provision of Act and rules made under there shall prevail and apply.

JAGRAN LAKECITY UNIVERSITY (JLU), BHOPAL

STATUTE – 01

SHORT TITLE, SCOPE AND COMMENCEMENT

1. The “Statutes” means the Statutes of Jagran Lakecity University, (JLU), Bhopal, Madhya Pradesh hereinafter referred to as “The University”.
2. These Statutes shall come into force with effect from the date of the notification in the State Gazette by State Government of Madhya Pradesh.
3. The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the rules shall prevail.
4. Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended Statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

STATUTE - 02**DEFINITIONS**

In this Statute unless the context otherwise requires -

1. "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam 2007" (no.17 of 2007)
2. "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
3. All words and expressions used herein and defined in the Statute and the Rules shall have the meaning respectively as assigned to them in the Statute and Rules.
4. "Board of Studies" means the Board of Studies of the University Schools / Faculties.
5. "Board of Management" means the Board of Management of the University.
6. "Chancellor" means the Chancellor of the University.
7. "Chief Finance and Accounts Officer" means the chief finance and accounts officer of the University.
8. "Convocation" means the convocation of the University.
9. "Course(s)" means prescribed area(s) or course(s) or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
10. "College" means an institution situated as a constituent unit in the main campus and maintained by the University under the provisions of these Statutes.
11. "Decided by the University / University may decide / Decision of the University" means as decided by the Vice – Chancellor with the approval of the Chancellor.
12. "Employee" means any person appointed by the University and includes teachers and other staff of the University.
13. "Governing Body" means Governing Body of the University.
14. "Faculty" means Faculty of the University listed in relevant Statute.
15. "Head of University School" means the Director of any School or head of any department or constituent institutions situated in the main campus of the University.

16. "Principal" means the head of a constituent college and includes when there is no Principal, a person for the time being duly appointed to act as the Principal;
17. "Regular Education" means and includes delivering instructions, teaching, learning, education and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
18. "Regulation" means regulations of the University.
19. "Regulatory Commission" means regulatory commission notified by the State Government of Madhya Pradesh under section 36 of the Act.
20. "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Rules 2008.
21. "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
22. "Seal" means the common seal of the University.
23. "Subject" means the basic unit(s) of instruction, teaching, training research etc. by whatever name it may be called, as prescribed under the scheme and curriculum.
24. "Schedule Tribe(s)" means the Scheduled Tribe(s) specified in relation to this State under Article 342 of the Constitution of India;
25. "Schedule Caste(s)" means the Schedule Caste(s) specified in relation to this State under Article 341 of the Constitution of India;

26. 'Statutes', 'Ordinances' and 'Regulations' means the Statutes, Ordinances and Regulations of the University as the case may be, in force for the time being;
27. "School of Studies" means a constituent institution maintained by the Jagran Lakecity University as a place for higher learning and research.
28. "Teachers of the University" means Professors, Associate Professors, Assistant Professors and such other persons of the University or any constituent College or Institution/ Teaching Department in the campus maintained by the University as may be appointed for imparting instructions or conducting research, with the approval of the Vice-Chancellor.
29. "Vice-chancellor" means the Vice-Chancellor of the University.
30. "Visitor" means the Governor of the State of Madhya Pradesh.
31. Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.
32. All words and expressions used herein and defined in the Statute and the Rules shall have the meaning respectively as assigned to them in the Statutes and Rules.
33. The terms "he", "him" and "his" include feminine gender also.

STATUTE - 03

SEAL OF THE UNIVERSITY

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changes or amendment as deemed necessary from time to time by the University. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are permitted by the State or the Central Government. Changes (if any) in the above, shall be communicated to the Regulatory Commission for information and records. The University may opt to register these under relevant rules and laws of the Land.

EMBLEM OF THE UNIVERSITY

- (2) Emblem of the University would mean the graphic representation approved by the University wherein the name and style of the University appears and can be recognized by the public at large.

STATUTE - 04**OBJECTIVES OF THE UNIVERSITY**

Apart from the objectives of the University described in Section 3 of the Act, the University shall also have the following objectives;

1. To provide instructions, teaching and training in higher education and to make provisions for Research, Advancement and Dissemination of knowledge.
2. To create higher levels of intellectual abilities and to foster high quality research.
3. To collaborate with other Universities world over, Research Institutions, Government and Non- Government Organisations towards fulfillment of the University objectives.
4. To pursue any other objectives as may be approved by the State Government based on the recommendations of the Regulatory Commission or by the University from time to time.
5. To establish state of the art facilities for Education and Training.
6. To carry out teaching and research and offer continuing education programmes.
7. To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the respective regulatory body or regulatory council.

STATUTE - 05**APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

1. In accordance with the section no.16 of the Act, the Chancellor shall be appointed by the sponsoring body i.e. Jagran Social Welfare Society,(JSWS) Bhopal with the approval of the Visitor. The Executive Committee of the Sponsoring Body shall by simple majority finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall send the name, along with Bio-data of the proposed Chancellor, to the Visitor for approval. After Visitor's concurrence, Chancellor shall be appointed by the Sponsoring Body.
2. The Chancellor shall be the Head of the University.

3. The Chancellor/ Vice Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over the convocations of the University, for conferring Degrees, Diplomas or other Academic Distinctions.
4. The Chancellor shall hold office for five years' term and exercise powers as specified in Section 16(4) of the Act. The Chancellor shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clause (1) of this Statute. Provided that the Chancellor shall notwithstanding the expiry his term may, continue to hold his/her office until he / she is reappointed or his successor enters upon his office.
5. In case of an emergency like illness, absence or death of the Chancellor the Vice Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
6. The Chancellor shall exercise general control over the affairs of the University and decision of the Chancellor shall be final for the University for all the administrative, financial, academic matters and any other matters therewith.
7. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
8. The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring Body.
9. The Chancellor shall have the following powers, also:
 - (a) To appoint and remove the Vice-Chancellor;
 - (b) To call for any information or record of University;
 - (c) Such other powers as may be conferred by the Statutes & Ordinances of University.
10. The Chancellor may by writing under his hand addressed to the Sponsoring Body Chairman, resign his office. The Sponsoring Body shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause (1) of these Statutes.
11. In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "no confidence motion" against the Chancellor and if passed by two third majority, can recommend to the Visitor for removal of the Chancellor.

STATUTE - 06**APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE VICE-CHANCELLOR**

1. The Vice Chancellor shall be appointed by the Chancellor from the panel recommended by the Selection Committee constituted for the purpose, as per Section 17 of the Act.
2. The Selection Committee, referred to in sub-section (1), shall consist of the following members, as per section 17 clause 2 of the Act.
 - (i) Two eminent academicians nominated by the Sponsoring Body;
 - (ii) One eminent person nominated by State Government member.
3. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
4. The Selection Committee shall submit a panel of atleast three eminent persons for the appointment of Vice – Chancellor. Provided that if the Chancellor does not approve the recommendation of the Selection Committee, he may call for fresh recommendation from the Selection Committee or reconstituted Selection Committee.
5. Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice – Chancellor for a period of two years or till a regular Vice Chancellor is appointed to conduct the affairs of University.
6. The Vice – Chancellor appointed under section (1) shall hold office for a term of four years and shall not be eligible for appointment for more than two terms. Provided that, notwithstanding the expiry of his term, he shall continue to hold office until his successor is appointed or enters office but in any case this period shall not exceed six months.

Provided that he shall not hold the office after attaining the age of 70 years.

7. The Vice-Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other service conditions shall not be less than what has been approved by U.G.C.
8. If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice Chancellor:
 - (i) Has made default in performing any duty entrusted on him by or under the Statutes or Ordinances of University.
 - (ii) Has acted in manner prejudicial to the interests of University, or
 - (iii) Is incapable of managing the affairs of the University the Chancellor may, notwithstanding the fact that the terms of office of the Vice – Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice – Chancellor to relinquish his office as from such date as may be specified in the order.

Provided that no such order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice – Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
9. As from the date specified the Vice – Chancellor shall be deemed to have relinquished the office and office of the Vice – Chancellor shall fall vacant.
10. In the event of the occurrence of any vacancy including temporary vacancy in the office of the Vice – Chancellor by reason of his death, resignation, leave, illness or otherwise, Dean Faculty for that purpose shall act as the Vice – Chancellor as authorized by Chancellor until the date new Vice – Chancellor is appointed as per provision of the act to fill such vacancy and enters upon his office;
11. The Vice- Chancellor shall be the principal executive and academic officer of University, and shall exercise general superintendence and control over the affairs of University and shall execute the decision made by various authorities of University. Apart from exercising all such powers as described in Section 17 of the Act, the Vice Chancellor shall also exercise such other powers and perform such other function as given below:

- (i) He shall be ex-officio Chairman of Board of Management, The Academic Council and Finance Committee and All Bodies of the University. The Vice-Chancellor shall be entitled to be present in the meetings of all bodies of the University but shall not be entitled to vote unless he is a member of such body.
- (ii) It shall be the duty of the Vice - Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the University are duly complied with and he shall have all the powers necessary to ensure their compliance. The Vice - Chancellor may constitute such committees as he deems necessary to help him in the discharge of the duties entrusted upon him by or under the Statute and Ordinances.
- (iii) The Vice – Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or orders of all authorities of the University.
- (iv) The Vice – Chancellor shall have the necessary powers for the proper maintenance of discipline in the University and he may delegate any such powers to such persons, as may deem fit.
- (v) The Vice – Chancellor shall be competent to grant leave to any officer of the University in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
- (vi) The Vice – Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desire, delegate such powers to another Officer of University.
- (vii) The Vice – Chancellor shall have the power to convene the meetings of the different Bodies constituted by University.
- (viii) The Vice - Chancellor shall have the powers to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.

- (ix) The Vice – Chancellor shall have the power to appoint persons as may be considered necessary by the Academic Council for the functioning of the University with the concurrence of the Board of Management.
- (x) The Vice – Chancellor shall have the power to make short term appointments for period not exceeding six months at a time of such number of persons as may be considered necessary for functioning of the University with the prior approval of Chancellor.
12. In the absence of the Visitor and the Chancellor, the Vice Chancellor shall preside over at the convocation of the University, for conferring Degrees, Diplomas or other Academic destinations.
13. The Vice Chancellor may in writing addressed to the Chancellor, resign his office.

STATUTE - 07

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

1. The first Registrar shall be appointed by the Sponsoring Body as per Clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
- (i) Vice Chancellor (Chairman)
 - (ii) One Nominee of the Chancellor
 - (iii) Two Expert Members approved by the Governing Body
 - (iv) One observer to be nominated by the Chairman, Regulatory Commission
 - (v) One Nominee of the Sponsoring Body
2. Selection of Registrar :

The University will follow the following procedure for the selection of the Registrar:

- (a) The University would invite applications for the post through the process of an advertisement in important Newspapers having wider circulation as decided by Vice ___ Chancellor.
 - (b) A summary of the candidates applying for the post shall be prepared by the Selection Committee constituted for the purpose as Para 1 as above.
 - (c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
 - (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
 - (e) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
3. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
 4. When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose with the prior approval of Chancellor.
 5. The age of retirement of the Registrar shall be sixty five years.

TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES OF THE REGISTRAR

1. The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.

2. The Registrar will be a key officer of the University. All contracts shall be signed and all documents shall be authenticated by the Registrar on behalf of the University.
3. The Registrar shall be the Member – Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
4. The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinances of University.

If any time upon representation made or otherwise, and after making such enquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Provided that before such action the Registrar shall be given an opportunity of being heard.

DUTIES OF REGISTRAR

Duties of Registrar shall include:

1. To be the custodian of the records, the common property and such other property of the University as the Governing Body and Board of Management may decide.
2. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member – Secretary but he shall not have a right to vote.
3. To issue notices conveying the dates of meeting of the University authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time.
4. The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are

formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor / Chancellors / Vice Chancellor may desire.

5. He shall discharge all such functions as assigned to him by the Chancellor / Vice-Chancellor of the University.
6. The Registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending enquiry with the approval of the Vice Chancellor.
7. To conduct official proceedings and correspondence of the University, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.
8. To represent the University in suites and proceedings by or against the University, sign powers of attorney and affidavits, verify pleadings and depute his representative for the purpose.
9. To keep the minutes of the meetings of the Governing Body, Board of Management, the Academic Council and of the committees appointed by such authorities from time to time.
10. To arrange the examination of the University in case no controller of examination is appointed in the University.
11. To collect the income, disburse the payments of the University, in case no Chief Finance officer is appointed in the University.

12. To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice – Chancellor or various authorities of bodies of the University of which, acts as secretary.
13. To discharge such other functions as may be assigned to him from time to time by the Vice – Chancellor to whom he shall be responsible for the same.
14. To perform such other functions as may be specified in the Statutes, Ordinances or Regulations as may be required from time to time by the Governing Body, Board of Management or the Vice – Chancellor.
15. To order such assistance as may be desired by the Vice – Chancellor in the performance of his official duties.
16. Subject to the control of the Vice-Chancellor, the Registrar shall have power to appoint on the sanctioned post of the class III and class IV Ministerial & Academic Staff of the University and likewise shall exercise disciplinary control over them.
17. The Registrar shall have powers to enter into and sign agreements and authenticate records on behalf of the University.
18. The Vice – Chancellor shall have power to take disciplinary action against Registrar if required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice – Chancellor. The Vice – Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations if any. The decision of the Chancellor shall be final.
19. All appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an enquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice – Chancellor along with his recommendations for such action as the Vice – Chancellor may deem fit.

20. The Registrar shall be :

- (i) Member Secretary of the Governing Body
- (ii) The Member Secretary of the Board of Management, and
- (iii) The Member Secretary of the Academic Council

But he shall not have rights to vote

21. An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.

22. The Registrar may by writing in his hand addressed to the Chancellor, resign his office giving three month notice, provided that the notice period of three month can be condoned by the Chancellor if three month salary is deposited by the such officer.

STATUTE - 08

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO) OR CFO

The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/ Vice Chancellor .

THE APPOINTMENT OF CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

The appointment of the CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose.

Selection of CFAO:

The University will follow the following procedure for the selection of the CFAO:

1. The University would invite applications for the post through the process of an advertisement in any two important Newspapers having wider circulation as decided by Vice – Chancellor.

2. A summary of the candidates applying for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Vice Chancellor for the purpose.
3. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
4. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body. The committee shall consist of:
 - (i) Vice – Chancellor - Chairman
 - (ii) Nominee of the Chancellor
 - (iii) Nominee of the Sponsoring Body
 - (iv) Two expert members approved by Governing Body
 - (v) One observer nominated by Chairman Regulatory Commission
5. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
6. When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
7. If any time upon representation made or otherwise, and after making such enquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the CFAO. The Chancellor's decision shall be final.
8. The service of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him three months notice or three month's salary in lieu of notice.

Terms and Conditions of CFAO

1. The CFAO shall receive a salary in the pay scale and other allowance as decided by Chancellor.
2. Term of CFAO will be of four years.

Duties of CFAO

The duties of the CFAO shall include:

1. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, maintaining the related records properly, for regularly getting them audited at least annually.
2. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
3. Maintaining the financial records and any such other finance related records of the University as the Board of Management may decide.
4. He shall discharge all such functions as assigned to him by the Chancellor / Vice-Chancellor of the University.
5. Exercise such duties, powers and perform other functions as may be prescribed by Chancellor / Vice – Chancellor and Board of Management.
6. Exercise general supervision of the fund of the University and advise it as regards its financial policies.
7. Perform such other function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-chancellor and the Board of Management and Governing Body.

Chief Finance & Accounts Officer shall also perform following duties as directed by Chancellor, Vice-Chancellor and Board of Management.

- (1) Collect the income, disburse the payments and maintain the accounts of the University.
- (2) Hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University.
- (3) Ensure to the limits fixed by the finance committees for recurring and non-recurring expenditure for a year are not exceeded and money is used or spent for the purposes for which it was granted or allotted.
- (4) CFAO will be responsible for the preparation of the annual accounts and the budget, Audit Report & Action Taken Report of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- (5) Keep a constant watch on cash and bank balances and investments.
- (6) Ensure that the registers of properties of the University are maintained properly and that the stock checking of materials and equipments and other materials in the offices of the University maintained by the University.
- (7) Watch the progress of collection of revenue and advice on the methods of collection of revenue.
- (8) Bring to the notice of the Vice – Chancellor any unauthorized expenditure or other financial irregularities, and suggest appropriate action against persons at fault.
- (9) Call from any office of the University, any information or reports that he may consider necessary for the performance of his functions.
- (10) The CFAO shall supervise, control and regulate the working of accounts & finance of the University and ensure the receipt of funds and its utilization as per section 12 & 13 of Act.

- (11) The CFAO may by writing under his hand addressed to the Chancellor, resign his office giving three month notice or three month salary in lieu of notice.

STATUTE - 09

GOVERNING BODY OF THE UNIVERSITY

Constitution of Governing Body

1. Constitution and functioning of the Governing Body shall be as laid down under section 22 of the Act.

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

- i) The Chancellor
 - ii) The Vice- Chancellor
 - iii) Three eminent persons Nominated by the sponsoring body out of which at least one shall be an eminent educationist;
 - iv) Three distinguished person nominated by the Visitor out of a panel of six names submitted by the State Government.
 - v) One representative of the State Government not below the rank of Deputy secretary.
2. The Chancellor shall be the Ex-Officio Chairman of the Governing Body.
 3. The Governing body shall be the principal authority of the University and all movable and immovable property of the University shall vest in the Governing Body.
 4. The quorum for meeting of the governing body shall be of five members as per the Act, with at least one member nominated by the State Government.

Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act. The Governing Body of the University shall have the following powers and duties:

- (a) To control functioning of the University, by using all such powers as are provided by the Act or the Statutes, Ordinance or Regulations made thereunder;

- (b) To review the decisions of other authorities of the University, from time to time.
- (c) To lay down the policies to be followed by the University.
- (d) Such other powers and duties as may be prescribed by the Sponsoring Body.
- (e) To approve the budget and annual report of the University.
- (f) The Governing Body shall meet at least three times in a calendar year.
- (g) To make, review and approve, from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.
- (h) To make recommendation on any matter referred to it by the Chancellor.
- (i) In the interest of University the Chancellor have power to approve any matter related to University and same shall be placed in next Governing Body meeting for approval.
- (j) All the matter to be placed for Governing Body meeting should be first approved by Chancellor.

STATUTE - 10

BOARD OF MANAGEMENT

Constitution of Board of Management

Constitution and Functioning of Board of Management shall be as laid down under Section 23 of the Act.

The Board of Management shall be constituted with the approval of Chancellor

1. The Board of Management shall consist of the following members, namely:-
 - (i) The Vice – Chancellor
 - (ii) Two representatives nominated by the Sponsoring Body.
 - (iii) Two representatives nominated by the State Government
 - (iv) Two senior most Professors of the University by rotation; and

- (v) Two senior most teachers of the University, other than the Clause (iv), by rotation.
2. The Vice- Chancellor shall be the ex-officio Chairperson of the Board of Management.
3. The Board of Management shall meet once in every two months.
4. The term of the nominated members of the Board of Management will be of three years.
5. No nominated member shall hold office for more than two consecutive years.
6. The quorum for meeting of the Board of Management shall be at least five members with at least one member appointed by the State Government.

Powers and Functions of the Board of Management shall be :-

- (a) Suggestion on Budget, Audit Report and Annual Report of the University and to place it before the Governing Body for its approval.
- (b) To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
- (c) To follow the Budget for Expenditure as approved by the Governing Body.
- (d) To perform any other functions which may be assigned by the Governing Body / Chairman of the Board of Management.
- (e) To recommend to Governing Body for creating the post of other officers of the University.
- (f) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.
- (g) To manage and administer the revenue and property of the University and to conduct all administrative affairs of the University.
- (h) To create teaching and other academic posts.
- (i) To prescribe qualification for teachers and other academic staff in time with the norms set by the University Grants Commission or any statutory body which may be applicable.
- (j) To approve the appointment of such Officers, Associate Professor, Assistant Professor, and other teachers and academic staff as may be necessary on the recommendation of selection committee constituted for the purpose.

- (k) To approve appointment of temporary contractual and daily honorarium basis vacancies of any Teaching, Administrative & Academic Staff.
- (l) To specify the manner of appointment to temporary vacancies of any staff.
- (m) To manage and regulate the finance, accounts, investments property of the University and all other affairs of the University and to appoint such other agents as may be considered fit.
- (n) To invest money belonging to the University including any unexpended income, in such stocks, funds, shares or securities as it thinks fit in the purchase of immovable properties in India with like power varying such investment from time to time. Provided that no action under this clause (n) shall be taken without consulting the Finance Committee and approval of Chancellor.
- (o) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment there to.
- (p) To regulate and enforce discipline amongst the employees in accordance with the Statutes and ordinance of University.
- (q) To transfer or accept transfers of any immovable or movable property on behalf of the University with provisions followed in Statute or ordinance after the approval of Chancellor.
- (r) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may for any reason feel aggrieved.
- (s) To fix the remunerations payable to counselors examiners and invigilators and fix the travelling and other allowances payable to them, after consulting the Finance Committee.
- (t) To delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellor, Chief Finance & Accounts Officers, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it.
- (u) To execute fellowship, scholarship, studentships, and other provisions in welfare of students.
- (v) The Board of Management shall exercise the powers of the University not otherwise provided by the Statute, Ordinance and the Regulations for the fulfillment of the objects of the University.

- (w) To exercise such powers and perform such other functions as may be conferred or imposed by the Act or the Statutes, Ordinance and also directives of Chancellor of the University.

STATUTE - 11

ACADEMIC COUNCIL - POWERS, DUTIES AND FUNCTIONS

CONSTITUTION, POWERS, DUTIES AND FUNCTION OF THE ACADEMIC COUNCIL

The Academic Council shall be Principal Academic Body of the University which shall consist of not more than fifteen members and shall, subject to the provisions of the Section 24 of Act, Statues, Ordinances and Regulations, coordinate and exercise general supervision over the academic policies of the University.

1. The Academic Council shall consist of the following members :-

- | | | |
|---|---|------------------|
| (a) Vice Chancellor | - | Chairman |
| (b) Registrar | - | Member Secretary |
| (c) Deans and Head of Departments as per their seniority | - | Member |
| (d) Three Senior most professors of the University , other than © above Teaching Departments nominated by Chancellor; | - | Member |
| (e) Two Professors from State/Central Govt. Universities nominated by the Chancellor | - | Member |
| (f) Two representatives from amongst the Scientist / Educationists/ Technologists / Industries nominated by the Chancellor. | - | Member |

2. The Vice Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, and other person nominated by the Chancellor shall preside over the meeting.

3. The Registrar shall be the Member Secretary of the Academic Council and in the absence of Registrar, any other person authorized by the Vice Chancellor shall act as the Member Secretary.
4. Eight members of the Academic Council including the Chairperson shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.
5. The term of the nominated members of the Academic Council shall be of three years.

POWERS, DUTIES & FUNCTIONS OF ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University Subject to the provisions of the Act; the Academic Council shall have the following powers, duties and functions, namely-

- (a) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- (b) To promote research and related activities in the University.
- (c) To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.

- (d) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- (e) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management to take appropriate action thereon.
- (f) To make proposals to the Governing Body for allocating departments to the faculties.
- (g) To make proposal to the Governing Body for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
- (h) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
- (i) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- (j) To recognize diplomas and degree of other universities and institutions and to determine their equivalence.
- (k) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (l) To consider academic related proposals submitted by the faculties / departments of the University.

- (m) To approve the syllabus of the different courses / subject, submitted by the Board of Studies of faculties / departments and to arrange for the conduct of examination according to Ordinances made for the purpose.
- (n) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
- (o) To recommend to the Governing Body the rates of remuneration and allowances for the examination work.
- (p) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- (q) To frame such regulations and rules consistent with the Statutes and the ordinances regarding the Academic functioning of the University, including discipline, admissions, awards of fellowships and studentships and other academic matters as mentioned in Act.
- (r) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time by the Chancellor.

STATUTE - 12

FINANCE COMMITTEE

1. No decision involving financial implications shall be taken by any authority of the University without prior concurrence of the Finance Committee.

2. The Finance Committee shall consist of the following persons, namely:-
 - i. The Chancellor or his Nominee : Chairman
 - ii. The Vice - Chancellor : Member
 - iii. The Registrar : Member
 - iv. Chief Finance & Accounts Officer : Member Secretary
 - v. One Member of the Governing Body : Member
To be nominated by the Chancellor
 - vi. One person to be nominated by the : Member
Sponsoring Body
3. The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
4. The Finance Committee shall meet at least twice in each academic year.
5. Four members of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.
6. The Finance Committee shall control all the financial matters of the University.
7. The Finance Committee shall execute powers under the rules mentioned in Statutes, Ordinance and Regulations of the University.
8. The Finance Committee shall review the income and expenditure of the University in every financial year.
9. The Finance Committee shall approve the annual budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of the different authorities or officers of the University after the approval of Chancellor.
10. Shall provide direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.

FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE

1. The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to Governing Body for its consideration and approval.

2. The Finance Committee shall consider the annual accounts of the University suggested by the Board of Management and its recommendation thereon along with the annual budget and shall put it to the Governing Body for its consideration and approval.
3. The Finance Committee may make its recommendations to the Governing Body to accept bequests and donation of property to University on such terms as it deems proper.
4. The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
5. The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
6. The Finance Committee shall advise the Governing Body on any question affecting University finances.
7. The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

STATUTE - 13

STANDING COMMITTEE - FUNCTIONS AND RESPONSIBILITIES

Standing Committee of the University shall be constituted as under:

- | | | |
|--|---|------------------|
| (i) Vice Chancellor | - | Chairman |
| (ii) Registrar | - | Member Secretary |
| (iii) CFAO | - | Member |
| (iv) Deans of all faculties of
the University | - | Member |
| (v) Three senior Heads of
Departments of the
University by rotation
(which will be for three years) | - | Member |

The Vice Chancellor can invite additional members to the standing committee as and when required.

- (a) The Registrar shall act as **Member Secretary** of the Standing Committee.
- (b) Meeting of the Standing Committee shall be convened, as and when required under the directions of the Vice Chancellor. One-half of the members of the Standing Committee and Chairman shall constitute the quorum.
- (c) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one hour notice.
- (d) To monitor functioning of the University as per the Act, the Statutes and the Ordinance from time to time.
- (e) To examine any matter referred to it by the Chancellor / Vice – Chancellor and to make suitable recommendations. The recommendations of the standing committee shall be put up before the Board of Management.

STATUTE - 14

EXAMINATION AND RESULT COMMITTEE

1. The Examination and result committee of each department shall consist of the following members:

i. Dean of Faculty by rotation	-	Chairman
ii. Head of the Department	-	Member
iii. Two senior most teachers of The Department (other than the Head of the Department)	-	Member
2. Examination committee shall recommend to the Controller of examination the names of Paper Setters, Moderator and Examiner of different subject/papers for the examinations of courses/ programmes run under that department. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list.

3. Examination and result committee shall approve the results of the concerned department before declaration.
4. If the committee is not satisfied with the result, it may recommend suitable correction measures to the Vice Chancellor and that shall be implemented after due approval of the Vice-Chancellor.

STATUTE - 15

FACULTIES -

1. The University may include the following faculty :-
 1. Faculty of Media , Journalism & Communication
 2. Faculty of Management
 3. Faculty of Finance & Economics
 4. Faculty of Arts & Humanities
 5. Faculty of Education
 6. Faculty of Engineering
 7. Faculty of Science & Technology
 8. Faculty of Architecture & Urban Planning
 9. Faculty of Law
 10. Faculty of Pharmaceutical Sciences
 11. Faculty of Sports Science & Physical Education
 12. Faculty of Medicine & Dental Science
 13. Faculty of Vocational Studies
 14. Faculty of Agriculture

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

Each faculty shall have such departments as may be assigned to it by the Academic Council.

STATUTE - 16**DEANS OF FACULTIES**

There shall be a Dean for each Faculty.

Appointment

- (a) The Deans shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor from amongst the Professors in the University for three years and they shall be eligible for re-appointment.
- (b) If there no Professor, an Associate Professor / Reader according to seniority may be appointed as Dean.
- (c) The Dean shall be the Chairman of the faculty and shall be responsible for the compliance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (d) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (e) The Dean shall exercise such other powers and perform such other function and duties as may be assigned to him by the Governing Body or the Vice - Chancellor.
- (f) Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in turn as Dean of the Faculty.

STATUTE - 17**CONSTITUTION OF FACULTIES**

Each faculty shall consist of the following members, namely:-

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|--|---|----------|
| (1) The Dean of the Faculty | - | Chairman |
| (2) The Heads of the Departments of Studies
in the Faculty | - | Member |
| (3) All Professors in the Faculty | - | Member |
| (4) One Associate Professor and one
Assistant Professor, by rotation according to
Seniority from each department in
Faculty (Nominated by Chancellor for a period of three years) | - | Member |

STATUTE - 18**POWERS OF THE FACULTIES**

1. The Faculty shall have powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
2. The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

STATUTE - 19**BOARD OF STUDIES**

1. There shall be a Board of Studies for each faculty/school comprising of :-
 - (a) All the teachers of the concerned department.
 - (b) Two members to be nominated and co-opted from outside the University, from academia / Industries, after approval of Vice Chancellor from a panel of five persons.
2. The Head of the School shall be the Chairman of the Board of Studies.
3. The term of the Co-opted members of the board of studies shall be three years.
4. The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
5. Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies from time to time and be submitted to the Academic Council for its approval.

6. Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
7. Board of Studies meeting shall be arranged atleast once in a year.

STATUTE - 20

STUDENTS COUNCIL

1. The students shall mainly function as a forum for getting feedback on the students' issues and their welfare.
2. The Vice-Chancellor shall appoint the Students' Council, one student from each Department / Faculty who shall be a regular student of the University and had secured first position in order of merit in the preceding examination.
3. The Vice-Chancellor can also decide to involve other categories of students in the students' council depending upon the need of students' participation for the benefit of the University. Schedule Caste and Schedule Tribe and girl students will be given adequate representation in the Students' Council.

STATUTE - 21

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

1. For the teaching staff in the University namely the Professors, Readers and Lecturers the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments of the University.
2. The Governing Body shall assess the recommendations of the Board of Management and approve the vacancies and filling up of teaching vacancies through an open advertisement and selection process from time to time.

3. Teaching positions shall be advertised in the national daily/ News papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other Regulatory Body.
4. A Screening Committee consisting of three members, appointed by the Vice- Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.

Also a list of candidates rejected and not be called for the interview shall be made separately giving reasons for the rejection.

5. Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
6. The Selection Committee shall consist of the following members:
 - (i) The Vice Chancellor : Chairman
 - (ii) One observer, not connected : Member
with the University in any manner,
to be nominated by the Chairman,
M.P. University Regulatory Commission
 - (iii) Three subject experts nominated by the : Member
Vice Chancellor from a panel of experts
approved by the Governing Body.
 - (iv) Dean of concerned faculty : Member
 - (v) Director / Head of the School : Member

The Selection Committee shall recommend to the Governing Body the names arranged in order of merit, if any, of the persons whom it considers suitable for the posts.

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Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.

7. After the approval of appointments, as recommended by the Selection Committee, by the Governing Body, appointment letters will be issued by the Registrar.
8. In addition to full-time teachers, the Board of Management / Chancellor may also decide to engage for a fixed period, part-time, contractual and / or assignment based positions, either through direct recruitment. The terms and engagements will be decided by the Governing Body of the University, from time to time.
9. Teachers and Staff who are already working and who are appointed on regular basis before its notification as the University shall be absorbed as the regular Teacher / staff of the University after approval of Governing Body, provided that they duly qualify the norms laid down by various regulatory bodies viz. UGC/AICTE etc. and subject to the recommendation of the Screening Committee appointed for the purpose.
10.
 - i. For the purpose of official work, the seniority of various categories of teachers shall be maintained by the University in accordance with length of continuous service in a cadre.
 - ii. It shall be the duty of the Registrar to prepare and maintain in respect of different categories and update seniority lists in accordance with procedure laid down in the clauses hereafter appearing provided that if:
 - a. If the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority inter se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any
 - b. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter se shall be determined in accordance with the length of continuous service in the cadre, if any, immediate below the cadre considered under above.

- c. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter se of two or more teacher in any cadre is equal; their seniority inter se shall be determined by the total period of continuous service as a teacher in any cadre.
 - d. If after applying the foregoing provision to the extent possible, the seniority of two or more teachers is equal, their seniority inter se shall be determined in accordance with seniority in age.
11. The retirement age of a teacher shall be as per Regulatory Bodies, UGC, AICTE, MCI, BCI etc. norms and no one shall withhold official position after retirement. However, they can continue for teaching purpose, as per UGC guidelines.

STATUTE - 22

CATEGORIES OF NON-TEACHING EMPLOYEES

1. The following types of non-teaching employees will be employed by the University :-
 - (a) Permanent / Probationary employees
 - (b) Contractual employees
 - (c) Casual employees
2. Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of one year.
3. Contractual employee means an employee who is appointed on contract for a specified period.
4. Casual employee means an employee which is engaged on the basis of a Muster Roll.
5. The terms of service conditions of the above types of employees and arbitration procedures shall be as prescribed by the Vice-Chancellor.

STATUTE - 23**OTHER OFFICERS OF THE UNIVERSITY**

1. The following shall be the other Officers of the University:

i) Controller of Examination :

- (a) Controller of Examination shall be an officer of the University and shall be appointed by the Vice – Chancellor from amongst the Teachers of the University.
- (b) When the office of the controller of examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (c) The Controller of Examination shall control the conduct of examination and all other arrangements necessary therefore and execution of all processes connected therewith and ancillary thereto.

ii) Librarian

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by Board of Management.

2. The powers and responsibilities of the Controller of Examination and Librarian shall be as decided by the Board of Management of the University.

STATUTE - 24**CONFERMENT OF HONORARY DEGREES [HONORIS CAUSA] AND ACADEMIC DISTINCTIONS**

- (a) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Members and Head of the Department will forward it to the Vice Chancellor.

- (b) On receipt of the proposal the Vice Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
- (c) At such special meeting of the Board of Management the Vice Chancellor shall call upon the members to indicate their opinion by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (d) The Vice Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- (e) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (f) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing Body present and voting at the meeting.
- (g) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (h) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
- (i) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support, the proposal shall be declared to be dropped.

STATUTE - 25**PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

1. All the courses in the University will be run on self-finance mode i.e. based on the cost of education. The following types of fees may be charged from the students under the Heads specified below;

1. Fees

(a) Caution money	-	Once in the whole study (Refundable)
(b) Prospectus /Registration form fee	-	On purchase
(c) Admission fees	-	Where applicable
(d) Tuition fees	-	Semester wise
(e) Examination fees	-	Semester wise
(f) Library fees	-	Annual
(g) Laboratory fees		
2) Development fees		Once in year
3) Hostel Charges		Semester wise
4) Transport Charges		Annual

The University can introduce other head of fees from time to time.

2. In addition, fees for duplicate mark sheets, revaluation, issuance of degree, migration, student welfare, alumni fund and such other examinations or result related fee may be charged from the students, as prescribed by the Ordinance.
3. The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
4. The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.

5. The tuition fees for the various courses will be defined in their respective ordinances.
6. It shall determine the admission procedure and fixation of fees in accordance with the norms and guidelines of the regulatory bodies.

STATUTE - 26

ENDOWMENTS: STUDENTS AWARDS

1. The Board of Management may accept donations from any person, body, institution and NGO for the creation of an endowment for the award of fellowships, scholarships, studentship, exhibitions, medals and other awards of a recurring character.
2. Each endowment shall be secured by investment decided by Board of Management in fixed deposits in a scheduled bank.
3. The Board of Management shall be the administrator of all endowments.
4. The award shall be made out of the accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
5. The Academic Council shall prescribe the condition of award after consulting the donor and effect shall be given to his/her wishes as far as possible.

In case of each endowment accepted by the Board of Management the Board of Management shall make a regulation giving the name of donor, the name, initial value and purpose of the endowment.

STATUTE - 27

CONVOCATION

1. Convocation for the award of Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
2. The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.

3. The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

STATUTE - 28

ADMISSION OF STUDENTS

1. Admission process and intakes to various courses shall be as approved by the Governing Body. The number of seat in each course shall be in conformity of relevant Regulatory Body such as AICTE, UGC, MCI, BCI, NCTE etc.
2. The admission in Medical, Dental and other courses related to Health Sciences shall be made according to the directions issued by Medical Education Department, Govt. of MP, MCI /DCI and other regulatory bodies from time to time.
3. The University may conduct its own entrance test for all the programs, if necessary, or may utilize the list of results of such examination/ test conducted by different State / National / Professional Bodies. The selection would be made on merit basis.
4. Policies and directives of Central / State / Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC/ students below poverty line family / physically handicapped and other categories shall be applicable to the University.
5. All research scholars and students who are on rolls of the Institute before it became a University will stand transferred to the University based on a resolution passed to this effect by the Governing Body with effect from Academic Session 2012-13.

STATUTE - 29**ANNUAL REPORT AND THE BALANCE SHEET**

1. The Annual Report of the University and the balance Sheet along with Income and Expenditure Accounts of the University, duly audited by the Chartered Accountant appointed by the University shall be prepared by the Board of Management.
2. The Report shall be placed before the Governing Body for approval.
3. A copy of the Annual Report and the annual accounts prepared under Sub-section(1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

STATUTE - 30**RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Statutes, Regulations prescribed for the purpose.

STATUTE - 31**ACTION AGAINST TEACHERS**

Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact, finding Committee recommendations, may institute an enquiry committee for the purpose.

1. Based on the enquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, however. For taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to **Governing Body** within 30 days from the date of receiving of the communication of such order.

2. An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

STATUTE - 32

ACTION AGAINST NON-TEACHING EMPLOYEES

Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact, finding Committee recommendations, may institute an enquiry committee for the purpose.

1. Based on the enquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to **Governing Body** within 30 days from the date of receiving of the communication of such order.
2. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

STATUTE - 33

APPOINTMENT OF EXAMINERS

1. In this Statute:
 - i. "Internal Examiner" means:
 - (a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department / School of Studies / Department of the University.
 - (b) In case of practical and viva – voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.
 - ii. "External Examiner" means an examiner other than "internal examiner" from outside the University.
 - iii. "Co-examiner" means an examiner in a written paper other than the paper-setter.

2. The office of the Registrar / Controller of Examination shall prepare for every subject an institution wise list of name of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments / School of Studies / Department of the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose name shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely :
 - i. The academic qualification and teaching experience at degree and post graduate levels.
 - ii. The field of specialization
 - iii. The examination of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the examination concerned constituted with names of persons appointed as examiners in the University during the two preceding years. The committee may add to the list the names and experience of persons qualified for appointments as examiners but not included therein.
5. The Registrar's / Controller of examination's office shall also give the Examination committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical / Viva – Voce Examination together with estimated number of candidates therein.
6. The Examination Committee shall, in the light of the provision of the following paragraph recommend:-
 - i. A panel of three names for the appointment of the paper setter of each written paper.

- ii. A list of names of persons of appointment as co-examiners where necessary, the number of names including in the list being at least fifty percent in excess of the number to the appointment.
- iii. A list of names of person for appointment as examiners in each practical / viva-voce examination, the number of names included in the list being sufficient for the conduct of Practical / Viva – Voce examination at different centers.
7. The Vice – Chancellor shall appoint paper setter, co-examiners, practical / Viva-voce examiners ordinarily from amongst persons recommended by the examination committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee, if he is satisfied that the person in question possess the minimum required qualification.
8. The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendation of Board of Examination.
9. The qualification of the paper setter and Co-examiners shall be as per the norms laid down by the regulatory bodies viz. UGC, MCI, DCI, BCI, NCI, PCI etc.

STATUTE - 34

PROCTORAL BOARD

1. There shall be a Proctoral Board to maintain the discipline amongst the students of the University. It shall consist of the following members:
 - i. A Professor nominated by Vice-Chancellor (Chairman)
 - ii. The chief proctor (Convenor)
 - iii. Dean Student Affairs
 - iv. All Proctor(s)
 - v. All wardens of the Hostels
 - vi. One of the two students nominated by the Vice-Chancellor from amongst the student members of the Board of Studies.)

2. The Proctoral Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the code of conduct or breach of any rule or regulation of the University by any students shall be records as indiscipline and shall make the students liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice-Chancellor from amongst the teacher of the University. The number of Proctors shall be determined by the Vice – Chancellor depending upon the enrollment of the students in the University.
5. The Chief Proctors so appointed by the Vice Chancellor for a period not exceeding three years.

Provided that Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure of he/she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.

6. The Power and duties of Chief Proctor:

- i. The Chief proctor shall get a Proctoral form filled by students and keep it for the record in his / her office.
- ii. He/she will issue identity card to each students under his/her seal and signature.
- iii. He/she shall be authorized by the University to issue rail and air travel concession orders to the bonafide students of the University.
- iv. He/she will place all the matter brought to his/her notice before the Proctoral Board on being approved by the Vice Chancellor.

STATUTE - 35**DEAN STUDENT WELFARE**

1. The first Dean Student Welfare Affairs Officer of the University may be appointed by the chancellor for a period of two years.
2. The subsequent Dean Student Welfare shall be appointed for a term of three years by the Board of Management on the recommendation of Vice-Chancellor.
3. The Dean Student Affairs shall be a full time salaried officer.
4. The qualification, salary and mode of appointment shall be prescribed by the Board of Management of the University.
5. The Dean Students Welfare Affairs shall be governed by the service rules prescribed by the University for the employees of the University.
6. The Dean Student Welfare Affairs shall be advisor of the University Student Association and the Head of the Information and Employment Bureau of the University.
7. The Dean Student Welfare shall if required by the Board of Management and Academic Council be present at any meeting of the authority as directed from time to time.
8. Subject to the control of Vice – Chancellor and Board of Management, the Dean Student Welfare Affairs shall –
 - i. Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - ii. Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management.

- iii. Assist the students in obtaining scholarship, by furnishing them the information in relation to these.
- iv. Communicate with the guardians of the students concerning the welfare of the students.
- v. Perform such other duties as may be assigned to him for the time to time by the Vice Chancellor and the Board of Management.

STATUTE - 36

MISCELLANEOUS

1. Creation of new Department and abolition of restructuring of Existing Department:-

On receipt of proposal for creation of new Department / abolition / restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor approval. After the approval of proposal by the Chancellor the Vice Chancellor will issue the order & will implement accordingly, provided that no new course shall be started without prior approval of the Regulatory Commission and also that while decision of abolition of a department /course is taken, the interests of the students already enrolled in the course should be taken care of and it can only be closed gradually allowing the admitted student to complete the course.

2. Alteration of the number of seats in different courses of University:-

The number of seats in different course of University will be decided by academic Council & proposal shall be send to Chancellor for its approval. The similar procedure will be followed for alteration of member seats in different course. It would, however, be in conformity of the Regulatory Bodies such as AICTE, NCTE etc.

3. Creation of post & procedure for its abolition:-

In the initial stage the Governing Body will propose the number of post to be created as per Statute. The Chancellor will approve the number of post required for the establishment of University as per Statute. After creation of Board of Management the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent top Chancellor for final approval.