

**प्रथम परिनियम
उच्च शिक्षा विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 28 मई 2016

क्र. आर-103-सीसी-2016.—अड़तीस.मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में पी. के. निजी विश्वविद्यालय, शिवपुरी के प्रथम परिनियम क्र. 01-36 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01-36

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
ए. एस. यादव, उपसचिव.

**P. K. UNIVERSITY, SHIVPURI, MADHYA PRADESH
FIRST STATUTES 2016**

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007. (No.17 of 2007), the Governing Body of the P.K.University, Shivpuri, Madhya Pradesh hereby, makes the following First Statutes for the efficient functioning of the private university and matter connected with or incidental thereto.

The statutes shall come into force from their publication in the official Gazette of Madhya Pradesh Government. These statutes may be called P.K.University, Shivpuri, Madhya Pradesh First Statute, 2016. These statutes are made in conformity with the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007. (No.17 of 2007), and rules made there under. In case of any inconsistency, disparity or repugnancy occurs, the provisions of Act and rules made there under shall prevail and apply.

The University is bound to follow the norms & policy of state govt.

STATUTE -01

SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statutes" means the Statutes of **P.K. UNIVERSITY, Shivpuri, Madhya Pradesh.**
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 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 these Statutes unless the context otherwise requires;

- (1) **"Act"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) **'Academic Council'** means the Academic Council of P.K. University
- (4) **"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.
- (5) **'Administrative Officer'** means an officer looking after the day-to-day administrative work of P.K. University;
- (6) **'Below Poverty Line family'** means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (7) **'Board'** means, the Board of Management of the P.K. University;
- (8) **"Board of Studies"** Means the Board of Studies of the University departments / faculties.
- (9) **'Chancellor'** means Chancellor of P.K. University;
- (10) **'Chief Finance and Accounts Officer'** means the Chief Finance and Accounts Officer of P.K. University;
- (11) **"Convocation"** means the convocation of the University;
- (12) **"Course(s)"** means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction as prescribed by UGC norms.
- (13) **"Dean"** means, Head of an academic Institution;

- (14) **"Decided by the University / University may decide / Decision of the University"** means as decided by the Vice-Chancellor with the approval of the Chancellor.
- (15) **'Department'** means, Department of Studies and includes a Centre of Studies of P.K. University in the main campus;
- (16) **"Employee"** means any person working on the payroll of the University.
- (17) **'Endowment Fund'** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the *Adhiniyam 2007*) of P.K. University;
- (18) **"Executive Committee"** means Executive Committee of the Sponsoring Body.
- (19) **"Faculty"** means Faculty of the University listed in Statute No. – 15
- (20) **'Fee'** means the collection made by P.K. University from the students by whatever means it may be called;
- (21) **'Governing Body'** means the Governing Body of the P.K. University.
- (22) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level;
- (23) **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- (24) **'Main Campus'** means the main campus of P.K. University situated in school of studies as prescribed in *Adhiniyam 2007* and where the main office of the University is located;
- (25) **'National Council of Assessment and Accreditation'** means statutory bodies of autonomous institution of the University Grants Commission, situated at New Delhi;
- (26) **'Ordinances'** means Ordinance of P.K. University;
- (27) **'Other Backward Classes'** means, the communities, castes and tribes notified by the State Government from time to time;

- (28) **'Pro Vice- Chancellor'** means, Pro Vice-Chancellor of P.K. University listed in Statute No. – 35.
- (29) **'Qualification'** means Degree or Diploma or any other qualification awarded by P.K. University;
- (30) **'Registrar'** means the Registrar of P.K. University as listed in Statute No.– 07;
- (31) **'Regulatory Commission'** –means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) **'Regulatory Council'** - As defined in Section 2(1)(V) of Act 2007 & as amended in 2013;
- (32) **"Regular Education"** means and includes delivering instruction, 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 and advanced technology from the campus to the regular students of the University.
- (32) **"Regulation"** means regulation of the University.
- (33) **"Rules"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008" as amended time to time.
- (34) **"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.
- (35) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India.
- (36) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) **'School of Studies'** means an institution maintained by P.K. University as a place of higher learning and research' in the campus.
- (38) **'Sponsoring Body'** in relation to P.K. University means SONAL EDUCATIONAL SOCIETY, MATHURA, and a Registered Society under Uttar Pradesh society Act 21, 1860.

- (39) **'State Government'** shall mean, the Government of the State of Madhya Pradesh;
- (40) **'Teacher'** means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at P.K. University .
- (41) 'The Adhinyam' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
- (42) **'The University'** means a University established or incorporated by or under Sate Act;
- (43) The terms "**he**", "**him**" and "**his**" include the feminine gender also.
- (44) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) **'Vice- Chancellor'** means the Vice- Chancellor of P.K. University;
- (46) **'Visitor's prescribed in the Act 2007'**, means the Visitor of P.K. University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam , 2007.
- (48) all words and expressions used herein and defined in the statute and the riles shall have the meaning respectively as assigned to them in the statute and rules made under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam , 2007.

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 changed or amendment as deemed necessary for time to time.

- (2) 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 for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

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 collaborate with other universities, Research Institutions, Government and Non-Government Organization towards fulfillment of the University objectives.
- (2) To provide instructions, teaching and training in higher education, vocational and professional education and make provisions for research, innovation advancement and dissemination of knowledge.
- (3) To create higher levels of intellectual and innovative abilities.
- (4) To establish state of the art facilities for education, training and research.
- (5) To carry out training and research and offer continuing education programmers.
- (6) To create centers of excellence for research and development and for sharing knowledge and its application.
- (7) To provide consultancy to the industry and public organizations.
- (8) To establish main campus in Madhya Pradesh and to have study centers at different places in India and foreign countries
- (9) To establish new institutions and courses as per the need of the community.
- (10) To award degrees, diplomas, certificates and other academic distinctions on the basis of examinations or any other method of evaluation.
- (11) To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- (12) To collaborate with other Universities, Research Institutions Government and Non-Government organizations towards fulfillment of objectives of University.
- (13) To provide meaningful learning opportunities to students of India and overseas.
- (14) To set up collaborative provisions with foreign/international Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.

- (15) To pursue any other objectives as may be approved by the **Sponsoring Body (SONAL EDUCATIONAL SOCIETY, MATHURA)**.
- (16) To ensure that academic distinctions are not lower than those laid down by the All India Statutory Bodies.
- (17) Other objectives as mentioned in the original Daft.

STATUTE -05

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

- (1) In accordance with the section no.16 of the Act 2007, the Chancellor shall be appointed by the sponsoring body for a period of five years 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 submit the resolution of Governing Body the name, along with Bio data of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Department will obtain verifications from concerned Collector and Superintendent of Police regarding good moral conduct of the person to be appointed as Chancellor. Once verification is received, the department will take administrative approval of the Minister and thereafter sent to coordination for approval from Chief Minister and finally to the Visitor for approval. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act 2007.
- (3) The Chancellor shall hold office for a period of five years and 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 expiring his term, continue to hold his office until either he is reappointed or his successor enter upon his office.
- (4) 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.
- (5) 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.
- (6) The Chancellor shall exercise general control over the affairs of the University.
- (7) The Chancellor shall be entitled to receive honorarium, expenses and allowances may be decided by the Sponsoring Body.

- (8) 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 majorities can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may be writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman 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 this statute.

STATUTE -06

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR

1. CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the The Adhiniyam; It shall consist of the following:

- (a) The Vice- Chancellor, as ex officio Chairperson;
- (b) Two representatives nominated by the Sponsoring Body;
- (c) Two representatives nominated by the State Government;
- (d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- (e) Two senior most Teachers of University by rotation.
- (f) Registrar: Ex-Officio Member Secretary.

4. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

5. **POWERS AND FUNCTIONS:**

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies lay down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhinyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhinyam or the Statutes and Ordinances.

- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.

- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by The Adhinyam, Statutes, Ordinances or the Regulations.

6. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (a) In making the Ordinances, the Board of Management shall consult.

- i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
 - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
 - (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
 - (d) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
 - (e) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
 - (f) The Board of Management may make Rules consistent with The Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
 - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:
 - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
 - (iii) All matters solely concerning such Authority or Board and not provided for by The Adhinyam, the Statutes, the Ordinances or the Regulations
 - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

MEETINGS AND QUORUM:

- (a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.

- (b) The meeting shall be convened under the direction of the Vice- Chancellor.
- (c) Five members shall constitute the quorum.

VACANCIES:

- (a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- (c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

STATUTE -07

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- (1) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice- Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, 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) Nominee of the Chancellor
 - (III) Two expert members approved by the Governing Body.
 - (IV) One observer nominated by the chairman, Regulatory Commission.

TENURE:

The appointment of the Registrar shall be as per the provisions of the section 18(1) of the Act where the first Registrar shall be appointed by the sponsoring body for a period of two years, thereafter, the subsequent Registrars shall be appointed by the Governing Body on the recommendations of the Expert Committee constituted for the purpose. Term of Registrar will be of four years.

Selection of Registrar:

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

- i. The University would invite applications for the post through the process of an advertisement in important (minimum two) National level News papers having wider circulation and on the web portal of the University.
 - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
 - iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
 - v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (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 office shall be performed by such person as the Chancellor may appoint for the purpose.
 - (5) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
 - (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
 - (7) The age of retirement of Registrar shall be as per norms of UGC.

- (8) Duties of the Registrar shall include :
- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
 - (ii) 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.
 - (iii) 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 He will render desired assistance.
 - (iv) 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.
 - (v) He shall discharge all such functions as assigned to him by the Chancellor/Vice -Chancellor of the University.
 - (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, even if inquiry pending , with the approval of the Vice -Chancellor.
 - (vii) 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.
10. The Registrar may be writing under his hand addressed to the Chancellor, resign his office.

STATUTE -08

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

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice -Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.
The committee shall consist of:-

- (i) Vice- Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Two expert member approved by the Governing Body
- (iv) One observer nominated by the Chairman, Regulatory Commission.

4- TENURE

The appointment of CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose. However, the first CFAO shall be appointed by the Chancellor for a period of two years. The subsequent CFAO, other than the first CFAO, shall be appointed by the Chancellor on the recommendation of the Selection Committee constituted for the purpose.

Term of CFAO will be of four years.

5- Selection of CAFO

The University will follow the following procedure for the selection of the CAFO.

- i. The University would invite applications for the post through the process of an advertisement in important (minimum two) National level News papers having wider circulation and on the web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.

- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
 - v. 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 at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the 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
- (8) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (9) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (10) The age of retirement of CFAO shall be sixty five years.
- (11) Duties of the CFAO shall include :
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
 - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
 - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
 - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.

STATUTE -09

GOVERNING BODY OF THE UNIVERSITY

1. CONSTITUTION OF GOVERNING BODY

Constitution and functioning of the Governing Body shall be as laid down under Section 22 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam , 2007.

- (a) The Governing Body of the P.K. 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 whom at least one shall be an eminent educationist;
 - (iv) Three distinguished persons 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.
- (b) The Chancellor shall be the Ex-officio chairman of the Governing Body.
- (c) The Registrar will be the Member Secretary of Governing Body.

2. TENURE:

The term of a nominated member of the Governing Body shall be three years and nominated members shall hold office for more than two consecutive terms.

3. POWERS

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such powers as are provided by Act, the Adhiniyam and the Statutes Ordinances or Regulations made thereunder;

- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, Ordinances or Regulations made thereunder;
- (d) To approve the budget and annual report of the University;
- (e) To lay down the policies to be followed by the University;
- (f) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended time to time.

4. FUNCTIONS:

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.

- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) May receive complaints and decide on the matter and their disposal.
- (h) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhinyam.
- (j) Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- (k) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhinyam, or the Statutes, Ordinances or Regulations:
- (m) Shall frame rules/regulations for the conduct of its business.

5. MEETINGS AND QUORUM:

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.

- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

6. VACANCIES:

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

STATUTE -10

BOARD OF MANAGEMENT

1. CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhinyam, 2007. It shall consist of the following:

- a) The Vice -Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- e) Two senior most Teachers of University by rotation.
- f) Registrar: Ex-Officio Member Secretary.

2. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.

- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

3. **POWERS AND FUNCTIONS:**

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.

- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.

- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhinyam, Statutes, Ordinances or the Regulations.

4. **POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.

- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (c) In making the Ordinances, the Board of Management shall consult,
- i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
 - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (d) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (e) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (f) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (g) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.

- (h) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
- (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:
- (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
- (iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.
- (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

5. MEETINGS AND QUORUM:

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice- Chancellor.
- c) Five members shall constitute the quorum.

6. VACANCIES:

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term

STATUTE -11

FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL

1. FORMATION OF ACADEMIC COUNCIL:

The Academic Council shall be the principal academic body of the University which shall consist of not more than fifteen members and shall, subject to the provision of the section 24 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

The Academic Council shall consist of the following members:

- (a) Chairperson – Vice-Chancellor
- (b) Members –All Deans of Faculty and all Chairpersons of Board of Studies.
- (c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institution and to be nominated by the Vice-Chancellor for a term of Two years.
 - (i) Teacher can be re-nominated for second term continuously.
 - (ii) Teacher cannot be re-nominated for continuous third term; however he/she will become eligible for nomination again after break of one term.
- (d) Controller of Examinations.
- (e) Member Secretary-Registrar.
- (f) One representative nominated by Chairman, Regulatory Commission.
- (g) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
- (h) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
- (i) Student Members: One Under-Graduate and one Post-Graduate Student from amongst the regular students of constituent institutions to be nominated by Vice-Chancellor.
- (j) Chancellor's Nominee: Two members to be nominated by the Chancellor. Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.

Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council.

Casual vacancies shall be filled for the remainder period of the term of Member.

Removal/Disqualification:

- (i) The person resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

4. **CONDUCT:**

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

5. **GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:**

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice-Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice-Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.

- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice- Chancellor is authorized to invite experts as and when required. However such invitee members shall neither is counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated.
 - (i) Due to vacancies in Academic Council.
 - (ii) Due to non-receipt of meeting notice by any member or members.
 - (iii) Due to defective nomination of any member.

6. **POWERS, DUTIES AND FUNCTIONS:**

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the The Adhinyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) 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.
- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees,

- honorary degrees or any such other distinction (like Diplomas or Certificates) or honors of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
 - (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
 - (h) Approve the launching/commencing of new courses of studies.
 - (i) Frame the Calendar of Events for the academic year for the various courses.
 - (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
 - (k) Discuss and decide on the matters put up by the respective Boards of Studies.
 - (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
 - (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
 - (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
 - (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
 - (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
 - (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
 - (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after Completing the task assigned.

- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centers.
- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.
- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

STATUTE -12

1. Short title and commencement:

- (a) This statute may be called the P.K. University, Shivpuri, Madhya Pradesh **Finance Committee**, statute 2016.
- (b) This shall come into force with effect from the date of publication in the official gazette.

2. FINANCE COMMITTEE:

(i) CONSTITUTION:

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice -Chancellor – Chairperson
- b. The Director Finance – Vice Chairperson
- c. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- d. One member to be nominated by Governing Body
- e. One Member to be nominated by board of Management from amongst its members.
- f. One Member to be nominated by the Academic Council from among its Members;
- g. The Registrar;
- h. Chief Finance & Accounts Officer, as Member Secretary;
- i. As per the provision of Act 2007 and as amended time to time.

(ii) TENURE:

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner **as the original constitution**. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

(iii) POWERS AND FUNCTIONS:

The Finance Committee shall perform the following functions namely :—

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.

- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation thereon along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice-chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

Provided that, such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

Provided further that, if the incurring of expenditure by the Vice- Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.
- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
- (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice- Chancellor shall have the casting vote.

- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.

(iv) **MEETINGS & QUORUM:**

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.

STATUTE -13

1. **Short title and commencement:**

- (a) This statute may be called the P.K. University, Shivpuri, Madhya Pradesh **Standing Committee of University**, statute 2016.
- (b) This shall come into force with effect from the date of publication in the official gazette.

2. **CONSTITUTION OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS**

— The Standing Committee on Academic Affairs of the University shall, in addition to the Vice-Chancellor consist of the following persons, namely

Class I Ex-Officio Members:—

- (1) The Director of Collegiate Education.
- (2) The Director of Technical Education.
- (3) The Director of Medical Education.
- (4) The Chairman of all Boards for Under-graduate and Post-Graduate courses of studies; and
- (5) The Deans of all faculties.

Class II-Other Members:-

- Two Members elected by different departmental Heads from among themselves in accordance with the system of proportional representation by means of the single transferable vote.
- (b) The Vice-Chancellor shall be the ex-officio Chairman of the Standing committee on Academic Affairs.
- (c) The Members of the Standing Committee on Academic Affairs, other than *ex-officio* members, shall hold office for a period of three years and such members shall be eligible for election for not more than another period of three years:

Provided that where a member is elected to the Standing Committee on Academic Affairs to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as full period of three years for purpose of this clause:

Provided further that where an elected member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment choose whether he will continue to be a member of the Standing Committee on Academic Affairs by virtue of his election or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected member.

- (d) The members of the Standing Committee on Academic Affairs shall not be Entitled to receive any remuneration from the University except such Daily and travelling allowances as may be prescribed:

Provided that nothing contained in this clause shall preclude any member from drawing the normal emoluments to which he is entitled by virtue of the office he holds.

- (e) A member of the Standing Committee on Academic Affairs, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

POWERS AND DUTIES

- (A) Powers of the Standing Committee on Academic Affairs — Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:-

- (a) To advise the Governing Body on all academic matters;
 - (b) To propose regulations regarding special courses of study or division of Subjects in University or Departments of University;
 - (c) To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
 - (d) To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
 - (e) To advise the Governing Body on the promotion of research in University,
 - (f) To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.
- (B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;

Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.

- (C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and

the Governing Body may either pass with or without amendment or reject the draft.

- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it there under.

All such Statutes shall have effect from such date as the Standing Committee on Academic Affairs may direct, but every Statue so made shall be submitted as soon as may be to the Senate for its consideration at its next succeeding meeting.

4. **MEETINGS AND PROCEEDINGS**

— There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.

— The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

Special Meeting of the Standing Committee on Academic Affairs — The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

Chairman of the meeting — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

Quorum — One-third of the members of the Standing Committee on Academic Affairs, whichever is less, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

STATUTE -14

EXAMINATION AND RESULT COMMITTEE

- (1) The Examination and result committee, which will be valid for three years for 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 Examination, Paper Setters, Moderator and Examiner of different subject. 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 corrective measures to the Vice -Chancellor and shall implement after due approval from the Vice -Chancellor.

STATUTE -15

FACULTIES

- (1) The University shall include the following faculties :
- (i) Faculty of Dental Science
 - (ii) Faculty of Medical Science
 - (iii) Faculty of Nursing Science
 - (iv) Faculty of Science
 - (v) Faculty of Education
 - (vi) Faculty of Commerce & Finance
 - (vii) Faculty of Management
 - (viii) Faculty of Engineering and Technology
 - (ix) Faculty of Computer Sciences & Application
 - (x) Faculty of Arts
 - (xi) Faculty of Law
 - (xii) Faculty of Ayush
 - (xiii) Faculty of Pharmacy
 - (xiv) Faculty of Vocational Studies

- (xv) Faculty of Architecture & Planning
- (xvi) Faculty of Paramedical Science
- (xvii) Faculty of Library Science & Information Technology
- (xviii) Faculty of Bio-medical Science & Technology
- (xix) Faculty of Hotel Management & Catering Technology & Hospital Management
- (xx) Faculty of Homoeopathy Medical Science
- (xxi) Faculty of Sports Science
- (xxii) Faculty of Agriculture Science & Technology
- (xxiii) Faculty of Veterinary Science
- (xxiv) Faculty of Aerospace Science
- (xxv) Faculty of Linguistic
- (xxvi) Faculty of Mass Media & Journalism.

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.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.
- (3) The faculties will organize under graduate and post graduate degree, Diploma and Vocational courses.

STATUTE -16

DEANS OF FACULTIES

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that:-

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) 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.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

STATUTE -17

CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

STATUTE -18

POWER OF THE FACULTIES

- (1) The Faculty shall have such 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 and Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (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

1. BOARD OF STUDIES:

There shall be a Board of Studies for each Faculty. In each faculty, the Board of Studies will be constituted on the basis of number of university examinations or semesters. The Board of Studies will be comprising of:-

- (i) HOD and one representative each from the concerned subjects;
- (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries, after approval of Vice-Chancellor from a panel of five persons.
- (iii) One of the members of the Board of Studies as decided by the member of the Board of Studies shall be the Chairman of the Board of Studies.
- (iv) The term of the Chairman shall be three years. The next Chairman shall be elected by the members of Board of Studies.

- (v) The term of the Co-opted members of the board of studies shall be three years.
- (vi) The Vice- Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (vii) Detailed syllabus of the different courses of the department shall be prepared by the board of studies and be submitted to the Academic Council for its approval and publication.
- (viii) 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.
- (ix) Board of Studies shall be arranged at least once a year.

STATUTE -20

STUDENTS COUNCIL

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the 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. SC/ST and girls students will be given adequate representation in the Students' Council.

STATUTE -21

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions 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 of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) 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 Grant 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 to 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 with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
 - (iii) Three subject expert nominated by the Vice-Chancellor from a panel of five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.

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.

- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Vice-Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

- (10) Teachers already working (appointed by the sponsoring Body / Institute)
 - (i) Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute and the Act. 2007.

- (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i)above, shall observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body .
- (iii) The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

STATUTE -22

CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

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 will 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 the office, the duties of the office shall be performed by such person as the Vice- Chancellor may appoint for the purpose.

(c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

(ii) **Librarian:**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

(iii) **Dean Student Welfare (DSW):**

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

STATUTE- 24**CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice-Chancellor.
 - (ii) 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.
 - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
 - (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that 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.
 - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) 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.
 - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
 - (iii) The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
 - (iv) 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

All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

- I. Prospectus / Registration form
- II. Admission fees (Where applicable)
- III. Tuition fees for the course
- IV. Examination fees
- V. Library fees
- VI. Development/amalgamated fund
- VII. Laboratory fees
- VIII. Caution money

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

- 2) In addition, fees for duplicate mark sheets, revaluation, and exam admit card, issuance of degree/migration and such others 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 fees for the courses which need approval of the regulatory bodies like AICTE/ NCTE/ MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) 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.
- 6) The tuition fees for the various courses will be defined in their respective ordinances.
- 7) All fee subject to approval of the regulatory commission as per provision of 36(10)(b) of the act 2007.

STATUTE-26

ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

STATUTE -27

CONVOCATION

- (1) A Convocation for the award of the 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. Admissions:-

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined—
- (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities
- (ii) On the basis of marks or grade obtained in entrance test conducted
- (a) By constituent institutions/University or
- (b) By any competent/designated agency or
- (c) By different State/National/Professional bodies.
- (d) By an association of colleges/university conducting similar courses or
- (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE/NCTE or AICTE and/or
- (iii) on the basis of group discussion/counseling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State/National/Professional bodies, recognized by Govt. of India / UGC/ State Govt.

3. Admission Committee

The admission in the constituent institutions/school of studies/depts. Will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable statutory bodies and Authorities and as amended from time to time.

1. Reservation of seats:-

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.

STATUTE -29

1. ANNUAL REPORT AND THE BALANCE SHEET

- (a) The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
 - (b) The annual report of the University shall cover the period from the 1st of July to the 30th of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
 - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also investing in building a highly technical and capable resource pool of skilled and professional talent.
2. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
 3. The Board of management shall, there after send a copy of the annual report to the member secretary and shall ensure that the same is placed before the meeting of Governing Body for approval.
 4. The annual report after the approval by governing Body will be submitted to the sponsoring body.
 5. A copy of Annual report will also be presented to visitor and regulatory commission. As per the provisions of 37(2) of the Act, 2007.
 6. The balance sheet of the university along with the income and expenditure accounts, Duly audited by the Chartered Accountant.
 8. A copy of the annual report and the annual accounts prepared under Sub -section 38(3) Of the Act 2007 are presented to the visitor and the M.P. state university Regulatory Commission after its approval by the governing body.

STATUTE -30

RESIGNATION

Any resignation rendered by any employee shall be processed as per the 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 inquiry committee for the purpose.

- (1) Based on the inquiry 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 whose decision will be final.
- (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

- (1) 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 inquiry committee for the purpose.
- (2) Based on the inquiry 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 the Vice- Chancellor whose decision will be final.
- (3) 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 an internal examiner.**

(iii) **“Co-examiner” means an examiner in a written paper other than the paper- setter.**

2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names 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 the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names 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: -

(a) The academic qualifications and teaching experience at degree and post graduate levels.

(b) The field of specialization.

(c) 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 Committee concerned constituted together 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 appointment 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 the estimated number of Candidates thereat.
6. The Examination Committee shall, in the light of the provisions 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 for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
 - (iii) A list of names of persons 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 center.
7. The Vice-Chancellor shall appoint paper setters, 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 possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as per norms laid down by the related regulatory bodies viz. UGC,AICTE,NCTE,MCI,DCI,PCI & BCI , etc.

(B) **CO-EXAMINERS**

The qualifications shall be same as for paper setters but the minimum teaching/ professional experience required shall be less by two years than that prescribed in case of the paper setter.

- Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies /Department the University with at least three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.
- 9(1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.
- (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
- (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
- 10.(i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.
- (ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
- 11.(i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examinership) In case the Examination committee considers it necessary to recommend more than one examinership (one for the first degree examination and

one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice- Chancellor.

- (ii) Ordinarily not more than one paper setter shall be appointed from any one University Teaching Department, School of Studies of College in the same subject at any one examination.
- (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
- (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
- (v) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
- (vi) While recommending names for examiner ship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
- (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.

12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
 - (i) Mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
 - (ii) He or she is found by the governing body to have delayed the work without good cause or
 - (iii) There is an adverse report from the head Examiner; or

(iv) In the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and

(v) If there is serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In paper for which there is only one examiner, he shall set the paper and Value the answer books received by him.
- (2) In a paper for which more than one examiner has been appointed, the head examiner shall:-
- (i) Set the paper ;
 - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
 - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
 - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
 - (v) Assign duties to the Deputy Head Examiners, if there be any.
 - (vi) Value such number of answer books as may be allotted to him.
 - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
 - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.

- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4). (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not receive the memorandum of instructions from the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examinations. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examinations.
- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation

committee shall be sent by the university to all examiners in the paper .All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.

- (14) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.
- (15) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (16) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (17) (1) in any subject, if Viva-voce examination is prescribed, it shall be
Conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M.Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
- (3) In the Case of M. Sc. (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be internal examine and two shall be external examiner. The board shall be so constituted as to represent

all the three branches of Chemistry, namely Inorganic, Organic and Physical.

Note: In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiner.

- (18) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
- (19) Notwithstanding anything contained in the foregoing paragraph:-
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
 - (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D. /M.S. examinations for written papers, and the practical oral and clinical tests.
 - (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's of master's Degree of a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)
 - (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.

- (20). ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis shall be submitted by external examiner of each board under his signature only.
- (21). In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who:
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
- (b) Are scholars of repute in the subject.
- 22.(i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.

STATUTE- 34

THE PROCTORIAL BOARD

(Refer Section 25)

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
 - (i) A Professor nominated by Vice-Chancellor (Chairman)
 - (ii) The Chief Proctor (Convenor)
 - (iii) Additional Chief Proctor – 3 Gentleman and 2 Lady Professors
 - (iv) Dean Students Affairs.
 - (v) All Proctor (s)
 - (vi) All Wardens of the Hostels
 - (viii) One of the two students nominated by the Vice- Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial 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 student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice -Chancellor from amongst the teachers of the University; the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice- Chancellor for the period not exceeding three years.
Provided than Vice- Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fail 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 Proctorial Form filled By students and Keep it for the record in his/her office.
 - (ii) He/she will issue Identity Card to each student 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 student of the university
 - (iv) He/ she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

STATUTE -35

PRO. VICE- CHANCELLOR

(Refer Section 20(2))

- (1) Every, Pro. Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor on such terms and conditions as may be laid down in the Ordinances;
- (2) Provided that where the recommendation of the Vice- Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice- Chancellor to recommend another person to the Executive Council;
- (3) Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint the senior most Professors to discharge the duties of a Pro Vice Chancellor in addition to his own duties as a Professor.
- (4) The term of office of a Pro Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice- Chancellor whichever is earlier and shall be eligible for reappointment:
- (5) Provided that a Pro Vice -Chancellor shall retire on attaining the age as per UGC norms.
- (6) The emoluments and other terms and conditions of service of a Pro. Vice -Chancellor shall be such as may be prescribe by the Ordinances.
- (7) A Pro Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (8) Where the Vice-Chancellor is the Chairman of any body or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice-Chancellor, and if there are two or more Pro Vice-Chancellors, the senior-most Pro Vice- Chancellor shall preside over such meeting.
- (9) A Pro Vice-Chancellor shall, on being authorized by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat:
- (4) Provided that if the Pro Vice-Chancellor is a member of such authority, body or committee, such Pro Vice-Chancellor shall have all the rights and privileges of a member thereof.

STATUTE -36

DEAN STUDENT WELFARE

1. The Dean Student Affairs officer of the university may be appointed for a period of two years by the Board of Management on the recommendation of Vice-Chancellor.
2. The Dean Student Affairs shall be a full time salaried officer.
3. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
4. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
5. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
6. The Dean Student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
7. Subject to the control of Vice -Chancellor and Board of management, the Dean Student 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 scholarships, studentships, etc. by furnishing them the information 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 time to time by the Vice- Chancellor and the Board of management.