

STAREX
UNIVERSITY
(Enacted vide
Haryana Private University Act 2006)

FIRST STATUTES

**(Approved by the Governing
Body of the University)**

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Statute No. 1

Short Title, Extent & Commencement Haryana Private University Act, 2006 (16th Amendment 2016)

1. These Statutes shall, here-in after called, **“THE FIRST STATUTES OF STAREX UNIVERSITY, 2016”**.
2. The First Statutes are applicable to **STAREX UNIVERSITY** and any matter relating to or an incidental thereto.
3. The First Statutes shall come into force on the date of publication of the First Statutes by the Government of Haryana in the Official Gazette.
4. The Registered office of the **STAREX UNIVERSITY** shall be situated at **GURUGRAM, HARYANA**.

Statute No. 2

Definitions

In these Statutes, Ordinances and Regulations made hereunder, unless the context otherwise requires:

1. **“Act”** means, the Haryana Private University Act 2006 as amended from time to time;
2. **“All India Council for Technical Education”** means, All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (Central Act 52 of 1987);
3. **“Academic Year”** means, the period from January 1st of any year to 31st December of the following year and July 1st of any year to June 30 of the following year;
4. **“Academic Council”** means the Academic Council of the University shall be principal academic body of the University as provided under Section – 24(3) of the Act and its composition, constitution, power and function of other authorities or bodies of the University under the provisions of Section 25 of the Act ;
5. **“Academic Staff”** means a Teacher or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University or in any Institution or School maintained by the University;
6. **“Administrative Staff”** means any person who is an employee of the University, other than a Teacher, who is primarily responsible for dealing with the administrative matters of the University;
7. **“Authorities”** mean the authorities of the University within the meaning of Section - 21 of the Act;
8. **“Bar Council of India”**, means the Bar Council of India constituted under the Advocates Act, 1961 (Central Act 25 of 1961).
9. **“Board of Management”** means the Board of Management of the University constituted under the provisions of Section 23(1) of the Act, the power and function of the Board of Management shall be as such as may be prescribed in this Statutes;
10. **“Board of Studies”** means the Board of Studies of each School;
11. **“Central Government”** means the Government of India;

12. **“Chancellor”**, means, the Chancellor of the University under Section – 16(1) of the Act;
13. **“Chief Finance Officer”** means the Head of the Finance Department of the University appointed by the Vice-Chancellor under the provisions of this Statute on the recommendation of the Selection Committee and approved by the Governing Body to control and look after the Finance of the University as per this Statutes, Ordinances and Regulations of the University;
14. **“Council of Scientific and Industrial Research”**, means the Council of Scientific and Industrial Research, New Delhi, an agency of the Central Government.
15. **“Controller of Examination”** means the Controller of Examination appointed by the Vice-Chancellor under the provisions of Section – 18A(1) of this Statutes for the smooth Conduct of Examination and declaration of the Result as per the Statutes, Ordinances and Regulations of the University;
16. **“Department”** means an Academic Department of a School of studies of the University
17. **“Department of Science & Technology”**, means the Department of Science & Technology of the Central Government.
18. **“Dean”** means the Head of a School of the University;
19. **“Finance Committee”** means the Finance Committee of the University;
20. **“Fee”**, means collection made by the university from the students by whatever name it may be called, which is not refundable.
21. **“Government”** means “the Government of the State of Haryana”.
22. **“Governing Body”** means the Governing Body of the University constituted under the provisions of Section – 22 of the Act and Governing Body shall be the Supreme Authority of the Institute;
23. **“Haryana Act”** means the Haryana Private Universities Act, 2006; amended from time to time by the Government of Haryana.
24. **“Higher Education”**, means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level.
25. **“Hostel”**, means a place of residence of the students of the university.

26. **“Indian Council of Agriculture Research”** means the Indian Council of Agriculture Research, a society registered under the Societies Registration Act, 1860 (Central 21 of 1860).
27. **“Indian Nursing Council”**, means an autonomous body constituted under section 3 of the Indian Nursing Council Act, 1947 (48 of 1947).
28. **“Institution”** means “Institute constituted as part of the University to deal in different disciplines, located within or outside the campus of University with the territory of Haryana or an amended from time in according with the Regulation of UGC;
29. **“International Board of Advisors”** means the International Board of Advisors of the University;
30. **“Medical Council of India”**, means Medical Council of India, Delhi.
31. **“National Assessment and Accreditation Council”**, means National Assessment and Accreditation Council, Bangalore an autonomous institution of the University Grants Commission.
32. **“National Board of Accreditation”**, means National Board of Accreditation, New Delhi, an autonomous body of All India Council for Technical Education.
33. **“National Council for Teacher Education”**, means the National Council for Teacher Education, Delhi.
34. **“Non-Academic and Non-Administrative Staff”** means an employee of the University Staff”;
35. **“Officer”** means an Officer of the University;
36. **“Off campus centre”** means a centre of the University established by it outside the main campus, operated and maintained as its constituent unit, having the University’s complement of facilities, faculty and staff;
37. **“Pharmacy Council of India”**, means Pharmacy Council of India, Delhi.
38. **“Postgraduate Certificate”** means any postgraduate course of study leading to a certificate or diploma other than a postgraduate degree;
39. **“Postgraduate Degree”** means any Doctor of Philosophy, Master of Philosophy, Masters Degree and any Honorary Degrees thereof;
40. **“Prescribed”** means prescribed by rules made under this Act;

- a) **“regulating body”** means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Council of Agriculture Research, National Board of Accreditation, Indian Nursing Council , Council of Scientific and Industrial Research etc. And includes the Government or any such body constituted by Government of India or the Government.
- b) **“Section”** means the section under the provision of the Act.
41. **“Pro-Vice Chancellor”** means a Pro – Vice Chancellor appointed by the Chancellor on the recommendation of the Governing Body of the University to assist the Vice – Chancellor under the provisions of this Statute;
42. **“Registrar”** means the Registrar of the University under the provisions of Section – 18(1) of the Act to discharge the functions and powers as prescribed in the Act;
43. **“Regulations”** means the Regulations made by any authority of the University for the time being in force;
44. **“Schedule”**, means Schedule appended to this Act.
45. **“School”** means a school of the University, which may consist of one or more academic departments;
46. **“Sponsoring body”** in relation to the University means “STAREX FOUNDATION” A Company registered under section - 8 of the Company Act 2013 (Amended Central Act 1 of 1956).
47. **“State”** means the State of India formulated under the relevant legislation of the Parliament;
48. **“Statutes,” “Ordinances”, “Regulations”** means, respectively, the Statutes, Ordinances, Regulations of the University made under this Act.
49. **“Student of the University”** means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction duly instituted by the University, including a research degree;
50. **“Teacher”** means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or guide research or render guidance in any other form to the students for pursuing a course or programme of study of the university.

51. **“University”** means the **STAREX UNIVERSITY, GURUGRAM** established under the provisions of Haryana Private University Act – 2006 (16 Amendment section 2016) and will have the same meaning as stated in the University Grants Commission Act, 1956.
52. **“University Grants Commission”** means the University Grant Commission, established under the University Grants Commission Act, 1956 (Central Act 3 of 1956)
53. **“Undergraduate Degree”** means any Bachelor’s Degree;
54. **“Vice Chancellor”** means the Vice-Chancellor of the University appointed by the Chancellor under Section – 17(1) of the Act and shall be the Principal Executive Officer of the University;
55. **“Visiting Teacher”** means a visiting Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University or in any Institution or School maintained by the University;
56. **“Visitor”** means the Visitor of the University under section 15 (1) of the Act;
57. **Manual of Regulations & Rules of University** includes all procedures, instructions and systems lay down by various committees, Board, authorities. Officers of the University and adopted by the Board of Management for the purposes of smooth functioning of the University.
58. Any reference to **“any Officer, authority, body, committee or board”** in this Statute, where the context allows, may include the following:
- a. Any Officer of the University within the meaning of Section 14 of the Haryana Act and Statutes No. 8 of these Statutes.
 - b. Any authority of the University within the meaning of Statute no. 7 of these Statutes;
 - c. Any Schools of the University;
 - d. The Library of the University;
 - e. Bodies managing Students Residences;
 - f. The Internal Audit Unit;
 - g. Academic Records Office; or
 - h. Any Officer, authority, body, committee or board to be appointed or established.

Statute No. 3

Objects of the University

The main objects of the University are as follows:

- 1.** To gain and disseminate the knowledge, understanding, communications skills and confidence by teaching, training, seminar, conferences, publications and research in the urban, rural and tribal part of the country.
- 2.** To impart knowledge to the various sections of the society thus providing the empowerment to the women and development of the tribal for the betterment of the coming generations of India through the usage of the advanced/modern technologies and experience of the highly qualified and experienced academician, industrialists and technical professionals:
- 3.** To render the comprehensive service to the making and thus preparing the future generation to face, tackle and solve complex challenges of the contemporary life;
- 4.** To train students by exposing them to live problems, situations and circumstances through teaching, discussions, assignments, examination, experiments, research and enabling the students to make their own observations, analysis, evaluation and recommendations;
- 5.** To reckon the relevance and applicability of investigative studies as per the requirements of the program and area of research covering the full spectrum of the education:
- 6.** To provide the fundamental right of education and health awareness to the people from all walks of life to canalize youth potential into the right direction;
- 7.** To assure high quality professionals of the future through improvement of education and training and integration of appropriate technology;
- 8.** To promote and sustain the cultivation of science and scientific research in all aspects with a focus on human resource and infrastructure development;
- 9.** To exchange the knowledge and experience of the intellectuals through traditional academic methodology, distance education and Computer Based Training Web based training.

- 10.** To provide instruction, teaching and training in the field of higher education; and make provisions for research, advancement and dissemination of knowledge.
- 11.** To establish a campus in the State of Haryana,
- 12.** To create higher levels of intellectual abilities.
 - a.** To establish state of the art facilities for education, training and research.
 - b.** To offer programs through multi modal inter disciplinary and innovative studies and dual degree form of education.
 - c.** To institute degree, diplomas, certificates and other academic distinctions on the basis of examination, or any other method of evaluation.
 - d.** To maintain the academic standard of degrees, diplomas, certificates and other academic distinctions as per bye-laws and to ensure that the same are not lower than those laid down by the regulating body..
 - e.** To encourage and promote research activities and set up independent research institutions for pure and applied research, and institute awards and fellowships at institutions other than the University of undertaking research and emphasis on pilot projects.
 - f.** To affiliate or collaborate with any other college or university, research institutions, industry association, professional association or an any other organization, in India or overseas, to conceptualize, design and develop specific educational and research programs, training programs and exchange programs for students; faculty members and others.
 - g.** To recognize and/or approve the various courses and programs offered by the individuals, institutions, and organizations in the various streams of education offered in the multimode methodology of teaching.
 - h.** To undertake surveys, studies and consultancy for any organization in India or overseas for the development of human resource, bilateral trade, infrastructure and other factors.
 - i.** To undertake programs of the training and development of faculty members of the University and executives of the other institutions and industry in India and overseas.

- j.** To invite and send delegations to undertake programs of training and development in India and overseas.
- k.** To undertake collaborative research/consultancy with any organization in India or overseas, and undertake commercialization of technologies and extending the service to the industries.
- l.** To develop, register and license all forms of intellectual property rights, including, inter-alia, trademarks, copyrights, know-how and patents etc.
- m.** To conceptualize, design, develop and commercialize various products, equipment and machinery as part of the research and development activity.
- n.** To encourage sports, cultural, NCC and extracurricular and co-curricular activities for national/international students and staff so that hidden potential can be exposed and encouraged.
- o.** To undertake all things necessary of expedient to promote the above objectives.
- p.** To pursue any other objectives as may be approved by the Board.
- q.** To carry out teaching and research and offer continuing education programmes.
- r.** To create centers of excellence for research and development and for sharing knowledge and its application.
- s.** To pursue any other objectives as may be approved by the Government.

Statute No. 4

Functions & Powers of the University

The University shall have the following functions to be exercised and performed by or through its various officers and authorities, namely;-

1. To make provisions for instruction, teaching, education, research & training in all branches of education including professional, medical, technical and general education, integrated education, continuing education and such others in and outside the country;
2. To create higher levels of intellectual abilities in all spheres of life;
3. To innovate and experiment in new instruction methods and instruction in all branches of education as the University may deem appropriate for the advancement of education and dissemination of knowledge.
4. To prescribe curricula for various courses of study and provide for flexibility in the education system for grant of degrees, diplomas certificates and other distinctions & certificates by whatever name it may be called;
5. To generate and maintain resources through fees, consultancy services, testing, continuing education programmes, national & international collaborations, transfer of intellectual property rights etc.;
6. To institute and confer degrees, diplomas and other academic distinctions & certifications on the basis of examination or any other method of evaluation;
7. To confer honorary course Doctorate degrees in the manner laid down by the Statutes and Regulations;
8. To institute and award fellowships, scholarships, studentships, exhibitions, visitor ships, medals and prizes in accordance with Statutes and Ordinances;
9. To develop and maintain relationship with centers of excellence in educational stream, corporate & industrial sector and other organizations for education, training and research including distance education programmes;
10. To institute Professorship, Assistant Professorship & Associate Professorship and other posts required by the University or its institutions and to appoint persons to such posts;

- 11.** To receive and give funds, grants, advances, loans from and to banks, institutions, corporate sector, international organizations or any other institution or sources;
- 12.** To do promotions for the different courses of and for the University to promote the University education in the country and outside the country.
- 13.** To receive gifts, donations, benefactions, bequests and transfers of properties both movable and immovable from donors, benefactors, testators or transferors, as the case may be;
- 14.** To deal with property belonging to or vested in the University in any manner which is considered necessary for promoting the objects of the University;
- 15.** To purchase, acquire and take on lease or mortgage and sell, lease, mortgage, alienate and transfer any immovable or movable property of and/ or for the University;
- 16.** To fix, demand and receive fees, funds, security and other charges from the students and others as per the regulations laid down by University;
- 17.** To tie-up with foreign countries, embassies, missions, organizations, universities, institutions etc. for education, examination, admissions, research, training and for the pursuance of the objects of the University;
- 18.** To cooperate and collaborate with other national and international institutions in the conduct of research, education and training;
- 19.** To take decisions on questions of policy relating to the administration of the affairs and working of the University;
- 20.** To take decisions regarding the admission of students to the courses offered by the University and other related matters;
- 21.** To issue no objection certificate to start any new institution or for additional intake in the existing capacity for the study programmes to be introduced directly by the University.
- 22.** To create administrative, teaching and other posts and to make appointments there to, as it may think fit, for carrying out the functions of the University;

23. To confer the designation of Professor, Associate Professor, Assistant Professor, Lecturer and other equivalent or any other designation upon any person who is engaged in teaching, research and consultancy work of the University in conformity with the regulations of the University;
24. To develop linkages with the industry for fulfillment of the objectives of the University and to make agreements and memorandum of understanding with other organizations, institutions, associations, state bodies and others within the country and outside the country;
25. To recognize the institutions and/ or courses offered by the institutions run by the Sponsoring Body, affiliated to other University(s) and / or Board and / or any other competent authority(s) in any state within and outside the country and admit them to the privileges of the University, in a way that students of such institution(s) affiliated to other University(s) and / or Board and/ or any other competent authority(s), who were studying in any course of such institution(s) shall be permitted to complete their course(s) in the University and duration of the period for which he was studying for a particular course, may be adjusted against the full duration of the course, as if he was the student of the University.

In preparation thereof, the University may hold examinations for such students in accordance with the curricula of study in force in other University(s) or Board(s) or the University, as decided by the Governing Body for the course already completed in other University(s) or Board(s) and/ or balance course as may be prescribed by the regulations of the University; and may award and confer degree, diploma and/ or other distinctions or any other privileges of the University for which the students may qualify based on the result of the examination or any other mode of evaluation as per the regulations of the university;

26. To recognize the course(s) offered by other University(s) and/ or Board and/ or any other competent authority and / or institutions affiliated to other university(s) and/ or Board and/ or any other competent authority in any state, within and outside the country and admit them to the privileges of the University, in a way that students of other Universities and / or Board and/ or any other competent authority and / or institutions, who were studying in an courses of the other University(s) and / or Board and/ or any other competent authority and/ or institutions shall be permitted to compete their courses in the University and duration of the period for which he was studying for a particular course in other University(s) and/ or Board and/ or any other competent authority and/ or institution(s) may be adjusted against the full duration of the course, as if he was the student of the University.

In preparation thereof, the University may hold examinations for such students in accordance with the curricula of study in force in other University(s) or Board(s) or the University, as decided by the Governing Body for the course already completed in other University(s) or Board(s) , and/ or balance course as may be prescribed by the regulations of the University; any may ward and confer degree, diploma and/ or other distinctions or any other privileges of the University for which the students may qualify based on the result of the examination or any other mode of evaluation as per the regulations of the University.

- 27.** To collaborate with, accredit and recognize the courses of other centers, institutions and organizations in India and other countries, in the area of education, research and training;
- 28.** To approve, associate and affiliate colleges and institutions all over India and abroad for the furtherance of the cause of education.
- 29.** To get accreditation, recognition, affiliation and association from various organizations in India or abroad;
- 30.** To develop and maintain twinning arrangements with centers of excellence in educational streams including institutions, organizations, universities and others within and outside the country for education, training and research including distance education;
- 31.** To conduct entrance tests on its own and/ or with the help of other bodies and/ or to recognize the tests conducted by any other body for the admissions to its study programmes and/ or for other institutions and bodies for their programmes;
- 32.** To make provisions for instruction, training, education and research and to confer and grant degree, diploma, certificate and other distinctions for integrated education programmes to provide opportunities to the students to take an early decision in the choice of their career and enable them to join and study a particular course of their interest at the earliest;
- 33.** To prescribe fines, punishments, etc. for the misconduct and disobedience, violation and irregularity of the rules and regulations and other such act as prescribed by the Statutes, Ordinances or Regulations of the University pertaining to the students and employees of the University and the institutes & centers recognized, associated with and admitted to the privileges of the University;

- 34.** To conduct and hold examination and to grant and confer degrees, diplomas, awards, credits, certificates and other academic distinctions & certifications at all levels to an on persons who-
 - a. Shall have pursued a course of study in the University or in one of its institutions, centers, colleges (by whatever name by called), in the manner prescribed by the Statutes, Ordinances or Regulations and shall have passed the examination prescribed by the University; or
 - b. Shall have carried on research under conditions prescribed by the Ordinance or Regulations
- 35.** To hold and manage trusts and endowments which may be created in favour of the University;
- 36.** To Collaborate with, establish and recognize any other center, institution and organization established for the purpose of education, research and training on the fulfillment of the requirements as prescribed by the University;
- 37.** To frame Statutes, Ordinances or Regulations for all or any of the aforesaid purposes and to alter, modify or rescind the same; and
- 38.** To do all such other acts whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University.

Statute No. 5

University Open To All Classes, Castes and Creed

The University shall be open to all persons irrespective of sex, race, creed caste or class; and no test or condition shall be imposed as to religion, belief or profession in admitting or appointing members, students, teachers, workers, or in any other connection whatsoever and no benefaction shall be accepted which in the opinion of the authorities of the University involves conditions or obligations opposed to the spirit and objects of this provision.

Provided that nothing contained in this section shall be deemed to prevent the University from making any special provisions in respect of weaker sections of the society and in particular Scheduled Castes and Scheduled Tribes.

Statute No. 6

Jurisdiction of the University

Save as otherwise provided by or under this Act, the powers conferred on the University shall be exercisable in the area, as it may deem fit as per the emerging needs of the society for creating, providing and upgrading education, training and research facilities at various levels to promote quality education yielding employable skills in Haryana, in India as well as broad at global level subject to the approval of the UGC.

Statute No. 7

Constitution, Powers and Functions of the Authorities and Bodies of the University

Authorities and Bodies of the University

The following shall be the authorities of the University

- (i) The Governing Body;
- (ii) The Board of Management;
- (iii) The Academic Council;
- (iv) The Finance Committee;
- (v) The Planning Board;
- (vi) The Admissions Committee;
- (vii) The Examination Committee;
- (viii) Sports Committee;
- (ix) Students Welfare Committee;
- (x) Such other authorities as may be declared by the Statutes to be authorities of the University.

(i) The Governing Body

The Governing Body shall be the supreme authority of the university. All the movable and immovable property of the university shall vest in the Governing Body. It shall have the following powers, namely:-

1. to provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by this Act, Statutes, Ordinances,
2. Regulations or Rules;
3. to review the decisions of other authorities of the university in case they are not in conformity with the provisions of this Act, Statutes, Ordinances, Regulations or Rules;
4. to approve the budget and annual report of the university;
5. to lay down the extensive policies to be followed by the university;
6. to recommend to the sponsoring body for the dissolution of the university if a situation arises when there is no smooth functioning of the university in spite of best efforts; and

7. such other powers as may be specified by the Statutes : Provided that the Secretary to Government, Haryana, Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.
 8. The Governing Body shall meet at least three times each calendar year. The quorum of the meetings of the Governing Body shall be four, provided that the Secretary to Government, Haryana, and Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving government policies/instructions are to be taken.
- (3) The Governing Body shall meet at least three times in a calendar year.
 - (4) The quorum for meetings of the Governing Body shall be four. No meeting of Governing body shall be convened without the presence of the chancellor at any time or without a written consent of the chancellor.

The Constitution- the Governing body shall consist of following members.

- (a) the Chancellor;
- (b) the Vice-Chancellor;
- (c) the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;
- (d) five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
- (e) one expert of management or technology from outside the university, nominated by the Chancellor; and
- (f) one expert of finance, nominated by the Chancellor.

The Terms of Office of Nominated Members-The nominated members shall be appointed for two years. In case of resignation, removal or the office of nominated member getting vacant for any other reason shall be filled as soon as may be convenient by the nominating authority. The members of the Governing Body shall, subject to the maximum term mentioned in the nomination letter, hold office to the pleasure of the nominating authority.

Powers and functions:

- (a) The Chancellor, as the Chairman, shall preside over the meetings of the Governing body and in his absence; any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Governing Body shall be empowered to make review and approve from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.

- (c) The Governing Body shall consider Annual Report prepared by the Board of Management and shall recommend action on the points mentioned in the Annual Report to the Chancellor.
- (d) The Governing Body shall review the Annual Accounts along with the Audit Report submitted by the Board of Management along with the comments.
- (e) The Governing Body shall approve the budget and financial estimates of the University prepared by Finance Committee.
- (f) The Governing Body shall supervise and oversee the management of the following funds:
 - (a) Permanent Endowment Fund
 - (b) General Fund
 - (c) Development Fund
- (g) The Governing Body may delegate to the Chancellor such of its powers, as it may deem fit.
- (h) The Governing Body shall make recommendations on any matter referred to it by the Chancellor.
- (i) The Governing Body shall exercise such other powers and perform such other duties as may be prescribed.
- (j) The Chancellor shall be the final authority to take decisions on all matters under the jurisdiction of the Governing Body which shall be binding to all concerned.

In addition to the powers vested in the Governing Body by virtue of the Haryana Act, the Governing Body shall also have the following powers and functions:

- a. To review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
- b. To advise the Chancellor in respect of any matter that the Chancellor refers to it for advice;
- c. To maintain and fulfil the basic aims and objectives of the University as set out in Section 3 of the Haryana Act, and to determine and regulate the educational, research, financial and other policies of the University;
- d. To consider and adopt resolutions on the annual report and annual accounts of the University, annual audits and the financial estimates;

- e. To promote overall administration of the University and to appoint, discipline or dismiss the Officers of the University in accordance with the procedure laid down under the Haryana Act, this Statute, Ordinances, Regulations or Rules;
- f. To manage the revenues of the University;
- g. To provide for the raising, receiving, spending and borrowing of funds, placing investments and money of the University, for the keeping of a true and correct account and for annual audit of the same;
- h. To provide for the custody and expenditure of special funds and investments, including provident funds;
- i. To hold, buy, sell, hypothecate or otherwise acquire or dispose of property, movable, immovable or intellectual;
- j. To receive grants, donations, contributions, gifts, prizes, scholarships, and other monies, to disburse grants and donations and to award prizes and scholarships;
- k. To appoint representatives of the University to other institutions or organisations as may be desirable;
- l. To appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
- m. To establish residences for the students of the University;
- n. To purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property;
- o. To transfer or accept transfers of any movable, immovable and intellectual property as needed to fulfil the aims and objectives of the University;
- p. To make or authorize the making of Ordinances, Regulations and Rules;
- q. To appoint committees and to delegate any of the above mentioned powers and duties to any Officer, authority and committee or employee of the University;
- r. To make provisions for regulating its own business and procedures or those of the other Authorities;
- s. To make provisions for the purpose of carrying out the objectives of the above sub-sections (1) to (18), and to carry out the work of University; and

- t. To perform such other functions as may be prescribed from time to time.
- u. To authorise the Chief Finance and Accounts Officer to receive payment of fees and other charges;

Meetings:-

- (i) **Convening of Meeting.** The meeting of the Governing Body shall be called by an order the Chancellor and will be convened by the Registrar and in case of his absence any other person authorized to act as the Secretary under the direction of the Chancellor.
- (ii) **Notices & Agenda.** Minimum 15 days prior notice shall be given for the meeting of the Governing Body Indicating time and place either by post, courier, fax or e-mail as well as putting on the University website. The agenda of the meeting, duly approved by the Chancellor shall also be attached with the notice. The notice period may be reduced by the Chancellor in case of any special or urgent meeting convened. Non receipt of the notice shall not make the proceedings of the meeting invalid.

Conduct of the Meeting.

- a) **Annual Meeting.** In the Annual Meeting of the Governing Body, the Annual Report prepared under the direction of the Board of Management giving the overall functioning of the University shall be deliberated upon. The Governing Body shall review status of the Permanent Endowment Fund, General Fund and Development Fund in its meeting. The Annual Accounts and the Audit Report shall be discussed and commented upon by the Governing Body in the Annual meeting and shall be forwarded to the Chancellor with recommendations.
- b) **Special/Urgent Meeting.** These types of meetings shall be convened by the Chancellor to discuss some special and urgent issues.
- c) **Decision at the Meeting.** All decisions shall be taken based on simple majority. The Chairman shall cast the vote in the event of equal numbers of votes. The Chancellor shall be the final authority to cancel or adjourn the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- d) **Preparation of Minutes & Circulation.** The Registrar shall prepare the minutes and get it approved from the Chairman. Thereafter, the minutes shall be circulated to all members by post or courier or e-mail. The minutes shall be approved automatically after a week after signing of the minutes by the Chairman for circulation. No amendments proposed by any member shall be admissible once the minutes are confirmed and signed by the Chairman. After this, the minutes shall be recorded in the Minutes Book which shall be open for review by the members of the Governing Body during the office hours.

(ii) Board of Management

The Constitutions. The Board of Management shall consist of the following members:

- (i) The Vice Chancellor as Chair;
- (ii) The Secretary of the Education Department of the Government of Haryana, or in his or her absence, Director of Higher Education of the Government of Haryana;
- (iii) Two members of the Governing Body, nominated by the Sponsoring Body;
- (iv) Three eminent educationists who are not the members of the Governing Body, nominated by the Sponsoring Body;
- (v) Three persons from amongst the teachers, nominated by the Sponsoring Body; and
- (vi) Two teachers, nominated by the Vice Chancellor.

1. The Vice Chancellor shall be the Chairperson of the Board of Management.
2. The Registrar or the Joint Registrar shall be the Secretary of the Board of Management but not a member of the Board.
3. The term of office for members of the Board of Management shall be three years.
4. The Board of Management shall meet at least once in every two months.
5. The quorum of the meetings of the Board of Management shall be five, provided that the Secretary of the Education Department of the Government of Haryana, or in his absence, Director of Higher Education of the Government of Haryana, shall be present in each meeting where decisions on issues involving Government policies or instructions are to be made.

Powers and Functions of the Board of Management

Subject to the Haryana Act, the Board of Management shall have the following powers and functions:

1. To approve creation of teaching and academic posts, the numbers, qualifications, and cadres thereof and the emoluments to be paid to the holders of such posts in consultation with the Finance Committee;
2. To lay down in consultation with the Academic Council, the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University;
3. To define, on the advice of the Academic Council and Schools of the University, functions of the Departments and to allocate areas of study, teaching and research to them;
4. To provide for research and for the advancement and dissemination of knowledge;

5. To add, modify, curtail, cancel or withdraw any of the formal and non-formal educational programmes;
6. To create administrative, ministerial and other necessary posts in terms of the cadres and to make appointment thereto in consultation with the Finance Committee;
7. To regulate and enforce discipline among the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff of the University other than the Officers of the University whenever necessary;
8. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff and students of the University;
9. To review and approve, reject or alter recommendations made by any or all committees connected with the University;
10. To approve provision of buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University, with consultation of the Finance Committee.
11. To examine and approve the maintenance of proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-Sheet for every previous financial year, in such form as may be prescribed by Sponsoring Body;
12. To examine and prepare the Annual Budget approved by Finance Committee;
13. To refer all matters of policy and important financial decisions to the Governing Body and ensure that all the minutes are regularly presented in the meetings of the Governing Body for perusal and approval;
14. To manage and regulate the finances, accounts, investments, moveable, immovable and intellectual properties, business and all other administrative affairs of the University of the Sponsoring Body;
15. To fix emoluments and travelling and other allowances of internal and external examiners, moderators and such other personnel appointed for examinations, on approval of the Academic Council and the Finance Committee;
16. To approve conferment of degrees, awards and fellowships;
17. To delegate all or any of its powers to any committee or subcommittee constituted by it or the Chancellor of the University;

18. To authorize the Registrar or any other Officer, authority, body, committee or board to institute, conduct, defend, compound or abandon legal proceedings by or against the organisation or its officers;
19. To approve the establishment of a Facilities Management Office;
20. To do all such things and acts as may be directed by the Governing Body or Chancellor in fulfilment of the objectives of the University.

(iii)The Academic Council

The Academic Council shall be the Supreme Academic Body of the University. The Academic Council shall, subject to the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University, co-ordinate and exercise general supervision over the academic policy of the University exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Statutes.

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

1. The Vice Chancellor as Chair;
 2. The Pro-Vice Chancellors;
 3. The Controller of Examinations;
 4. The Deans of Schools of the University;
 5. Two Professors or Associate Professors and one Assistant Professor from each School to be elected by the faculty of the respective School;
The director of library
 6. Three educationists of repute or distinguished persons from any other field related to the activities of the University who are not in the service of the University, nominated by the Chancellor; and
 7. Three persons who are not in the service of the University and who are appointed by the Academic Council for their specialized knowledge.
- A. The Registrar or the Joint Registrar shall be the Secretary of the Academic Council but not a member of the Council.
- B. The term of office of members shall be two years.

The Terms of Office of Nominated Members- The nominated members shall be appointed for two years. In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

Powers and Functions:

Subject to the Haryana Act, the Academic Council shall be the principal academic body of the University and have the following additional powers and duties:

- (vii) To exercise general supervision over the academic work of the University and to give directions regarding methods of instruction, evaluation, research or improvements in academic standards;
- (viii) To prescribe courses of study leading to degrees and diplomas of the University;
- (ix) To approve the recommendations of the Boards of Studies on curricula for various courses and courses of studies;
- (x) To promote research within the University and acquire reports on such research from time to time;
- (xi) To consider matters of academic interest either on its own initiative or at the initiative of the Board of Management and to take proper action thereon;
- (xii) To arrange for the conduct of examinations in conformity with the Statutes and Regulations;
- (xiii) To maintain proper admissions and examinations standards;
- (xiv) To recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;
- (xv) To suggest measures for departmental co-ordination;
- (xvi) To make recommendations to the Board of Management on:
 - (a) Measures for improvement of standards of teaching, training and research;
 - (b) Institution of Fellowships, Scholarships, Medals and Prizes;
 - (c) Establishment or abolition of Departments, study centres and off campus centres;

- (d) To provide for any matter relating to the academic functions of the University, discipline, residence, admissions and examinations;
- (e) Award of fellowships, scholarships, studentships, and fee concessions; and requirements for attendance;
- (xvii) To appoint subcommittees to advise on such specific matters as referred to it by the Board of Management;
- (xviii) To appoint a Standing Committee to deal with day to day matters if necessary;
- (xix) To consider the recommendations of the subcommittees and to take such action, including the making of recommendations to the Board of Management, as the circumstances of each case may require;
- (xx) To review periodically the activities of the Departments, study centres and off-campus centres and to take appropriate action, including making recommendations to the Board of Management with a view to maintaining and improving the standards of instruction; and
- (xxi) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

Meetings

- (a) **Convening of Meeting.** The meeting of the Academic Council shall be convened by the Registrar or in his absence any person authorized to act as Secretary by the Vice Chancellor.
- (b) **Notices & Agenda.** Minimum one week prior notice shall be given to the members to attend the meeting which shall be communicated by post or fax, e-mail and also shall be uploaded on the official University Website. The agenda of the meeting after approval from the Chairman shall also be attached with the notice of meeting. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.
- (c) **Frequency of the Meeting, Date, Time & Place.** The Council shall meet not less than once in each quarter (three months) at a place, date and time fixed by the Chairman. Any special/ urgent meeting shall be convened under the direction of the Chancellor.
- (d) **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for

half an hour. Even after half an hour the quorum is not complete the Patron shall take decision either to go ahead with the meeting of the council or adjourn it.

Conduct of the Meeting.

- (a) **Quarterly Meeting.** In this meeting, all academic issues of the University shall be discussed and decision shall be taken. The council shall also deliberate any matter referred to it either by the Chancellor. The Vice Chancellor or any other authorities of the University.
- (b) **Special/Urgent Meeting.** The Chancellor may convene any special/ urgent meeting to discuss any issue of importance at a date, time and place fixed by him.
- (c) **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Patron shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- (d) **Preparation of Minutes & Circulation.** The Secretary of the Council shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall be approved automatically after a week after the signing of the minutes by the Secretary. No amendments shall be permitted once the minutes are confirmed and signed by the Chairman. Thereafter, the minutes shall be recorded in the minute Book which shall be open for review by the members of the Council during working hours on all working days.

(iv) The Finance Committee

The Finance Committee shall be the Principal Financial Body of the University to take care of financial matters.

The Constitutions. The Finance Committee shall consist of the following members:-

- 1. Chancellor - on Chair
- 2. Vice Chancellor
- 3. Pro-Vice Chancellor(s), if any;
- 4. Registrar;
- 5. A Professor nominated by the Governing Body;
- 6. A financial expert nominated by the Governing Body;
- 7. One nominee of the Board of Management; and
- 8. The Chief Finance and Accounts Officer as Secretary.

- A. The Finance Committee shall meet at least twice each year to examine the accounts and to scrutinize proposals for expenditure.
- B. All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

The Terms of Office of Nominated Members- The nominated members shall be appointed for two years. In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

Powers and Functions

The annual accounts and financial estimates of the University shall be placed before the Finance Committee for consideration and thereafter submitted to the Governing Body after its consideration by the Board of Management together with the comments of the Finance Committee for approval.

- a. The Finance Committee shall with the approval of the Board of Management fix limits of the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- b. No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Governing Body on the recommendation of the Finance Committee and the Board of Management.
- c. The Finance Committee shall advise the Board of Management on all matters related to the administration of property and funds of the University.
- d. The Finance Committee shall scrutinize all financial proposals and recommend to the Board of Management for approval. The committee shall also recommend the annual budget after scrutiny for approval of the Governing Body.
- e. The Finance Committee shall make arrangements for administration of all funds of the University i.e. permanent Endowment Fund, General Fund and Development Fund of the University by issuing written instructions and approval of the Governing Body.
- f. The Finance Committee shall also advise the Board of Management for investment of the permanent Endowment Fund and transfer of amounts from one fund to another fund on the approval of Governing Body.

- g. The Finance Committee shall scrutinize the annual accounts and balance sheet and shall forward to the Board of Management with its comments and recommendations.
- h. The Committee shall get the accounts audited by an experienced qualified firm of Chartered Accountant of repute at least once in a year but the interval of audit should not exceed more than fifteen months.
- i. The Committee shall make sure that the copy of the annual accounts with the Audit Report duly verified by the Board of Management is submitted to the Governing Body.
- j. The Chancellor shall take final decisions on all matters under the jurisdiction of the Finance Committee which shall be binding to all above matters.
- k. To examine and accord final approval of building plans and award building contracts or authorize construction;
- l. To administer the revenues and properties of the University and to conduct all administrative affairs of the University;
- m. To issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys;
- n. The Finance Committees shall also appoint an Internal Auditor for all the expenditures and finances incurred by the University by a qualified auditor.

Meetings

- (i) **Convening of Meeting.** The meeting of the Finance Committee shall be convened by the Finance Officer or in his absence any person authorized to act a Secretary by the Chancellor, who shall be the Chairman and shall preside over the meetings.
- (ii) **Notices & Agenda.** Minimum 15 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or e-mail and also shall be uploaded on the official University Website. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.
- (iii) **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet not less than once in every six months at a place, date and time fixed by the Chairman. Any special/ urgent meeting shall be convened under the direction of the Chancellor.

- (iv) **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Chairman shall take decision either to go ahead with the meeting of the Committee or adjourn it.

Conduct of the Meeting.

- (a) **Bi-Annual Meeting.** In this meeting, all financial proposals or transaction made so far shall be discussed and forward it to the Chancellor for approval.
- (b) **Annual Meeting.** In this meeting, apart from points discussed in bi-annual meeting. All financial matters i.e. administration of funds, scrutiny of budgets, investment and rising of development funds for the University shall be discussed and decision shall be taken. The committee shall also deliberate any matter referred to it either by the Chancellor, the Vice Chancellor or any other authorities of the University. All recommendations made by the Committee shall be forwarded to the Board of Management for approval. The annual accounts, balance sheet and the audit report shall also be deliberated in the meeting and shall forwarded to the Board of Management for approval.
- (c) **Special/Urgent Meeting.** The Chancellor may convene any special/urgent meeting to discuss any issue of importance at a date, time and place fixed by him.
- (d) **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Chairman shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- (e) **Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall be approved automatically after a week after the signing of the minutes by the Secretary. No amendments shall be permitted once the minutes are confirmed and signed by the Chairman. Thereafter, the minutes shall be recorded in the minute Book which shall be open for review by the members of the Committee during working hours on all working days.

(v) **The Planning Board**

The Planning Board shall be the Principal Planning Body of the University.

The Constitutions. It shall consist of the following members:-

1. The Chancellor – on chair
2. The Vice Chancellor
3. One Dean or Director to be nominated by the University as Member
4. One Professor from each Faculty to be nominated by the Vice Chancellor as Members
5. Two members to be nominated by the Chancellor, one from the Industry & other from the academia as Members.
6. The Registrar as Member-Secretary

The Terms of Office of Nominated Members- The terms of office of nominated members shall be two years. In case of any position getting vacant due to resignation, removal or any other reason, it shall be filled at the earliest by the nominating authority.

Powers and Functions

- (a) The Board shall ensure that the infrastructure and academic support meets the norms of the University Grants Commission and the respective councils and committees.
- (b) The Board shall draw a three years roll out plan to meet the infrastructure and academic support needed in the future.
- (c) The Board shall review the various recommendations made by the councils and committees and shall forward to the Board of Management with its comments for consideration.
- (d) The Board shall generate new ideas and programmes and help the university in periodical evaluation of its work.
- (e) The decision of the Chairman shall be final on all matters falling under the jurisdiction of the Planning Board which shall be binding to all concerned.

Meetings

- (b) **Convening of Meeting.** The meeting of the Planning Board shall be convened by the Registrar and any other person authorized to act a Secretary under the instructions of the Chancellor.

- (c) **Notices & Agenda.** Minimum 15 days prior notice shall be given to the members to attend the meeting which shall be communicated by post or e-mail and also shall be uploaded on the official University Website. The notice to convene shall also include the agenda finalized by the Chairman. However the non receipt of the notice and the agenda shall not invalidate the proceedings of the meetings.
- (d) **Frequency of the Meeting, Date, Time & Place.** The Board shall meet not less than once in every six months at a place, date and time fixed by the Chairman. Any special/ urgent meeting shall be convened under the direction of the Chancellor.
- (e) **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Patron shall take decision either to go ahead with the meeting of the Committee or adjourn it.

Conduct of the Meeting.

- (a) **Bi-Annual Meeting.** In this meeting, the review of academic and other infrastructure required in the future shall take place. The Board shall also take decision on the issues forwarded by respective councils and committees. It shall also deliberate any matter referred to it either by the Chancellor, the Vice Chancellor or any other authorities of the University. All recommendations made by the Board shall be forwarded to the Board of Management for approval.
- (b) **Special/Urgent Meeting.** The Chancellor may convene any special/ urgent meeting to discuss any issue of importance at a date, time and place fixed by him.
- (c) **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Patron shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- (d) **Preparation of Minutes & Circulation.** The Secretary of the Board shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall be approved automatically after a week after the signing of the minutes by the Secretary. No amendments shall be permitted once the minutes are confirmed and signed by the Chairman. Thereafter, the minutes shall be recorded in the minute Book which shall be open for review by the members of the Committee during working hours on all working days.

(vi) **The Admission Committee**

The University shall constitute an Admission Committee under the direction of the Chancellor.

The Constitutions. The Committee shall consist of the following members:-

1. The Chancellor as Chairman;
2. The Vice Chancellor as Member;
3. The Pro Vice Chancellor as Member;
4. The Registrar as Member-Secretary
5. Principal(s)/ Director(s) as Member(s)
6. Respective Faculty Deans as Members

The Terms of Office of Nominated Members- The nominated members shall be appointed for two years. In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority.

Powers and Functions

- (a) The Admission Committee shall lay down the principles and norms governing the policy of admission to various courses of studies being run at the University subject to the superintendence of the Academic Council.
- (b) The Admission Committee shall also review the admission procedures from time to time and suggest changes if any to the Academic Council.
- (c) The Admission Committee may constitute the Sub Committees to decide about the admission to various courses of studies in the University.
- (d) The Chancellor shall be the final authority to take decisions on all matters related to admission to various courses of studies.

Meetings

- (a) **Convening of Meeting.** The meeting of the Admission Committee shall be convened by the Registrar or in his absence any person authorized to act as Secretary by the Chancellor, who shall be the Chairman and shall preside over the meeting.
- (b) **Notices.** Minimum three days prior notice shall be given to the members to attend the meeting which shall be communicated by courier, telephone & e-mail.

(c) **Frequency of the Meeting, Date, Time & Place.** The Committee shall meet as on required basis during the admission to various courses of studies at the appointed date, time and place decided by the Chairman.

(d) **Proceeding of the Meeting.** At the meeting of the Admission Committee, the list of students approved by admission shall be finalized including waiting students against the vacancy arising due to cancellations. The list of the students approved for admission shall be pasted on the Notice Board of the University and shall also be uploaded on the University website. The Chancellor shall be the final authority to cancel, adjourn or postpone the meeting. In all cases of difference of opinion, the decision of the Chancellor shall be final and binding on all admission related matters.

(vii) **The Examination Committee**

There shall be an Examination Committee under the Chairmanship of Vice Chancellor.

The Constitutions. The Finance Committee shall consist of the following members:-

1. Vice Chancellor as Chairman- Ex-officio;
2. Pro-Vice Chancellor(s) as Vice Chairman;
3. The Controller of Examination as Member Secretary;- Ex- Officio
4. One Professor from each Faculty as Members
5. Asst. COE as Member- Ex- Officio

The Terms of Office of Nominated Members- The members shall be appointed for two years, except ex-officio member. In case of any position getting vacant due to resignation, removal or for any other reason shall be filled as soon as possible by the nominating authority who shall be Chancellor (Chairman).

Powers and Functions

- (e) The Examination Committee shall workout schedule of internal and external examinations of various faculties.
- (f) The Examination Committee shall conduct the examination in various faculties in consultation with various Faculty Deans and head of the institute.
- (g) The Committee shall select and nominate the Examiners from the approved panel by the Academic Council.
- (h) The Committee shall compile the results of the University examination and shall submit to Academic Council for approval.

- (i) The Examination Committee shall review the results of the University Examinations and shall submit to Academic Council with its comments and recommendations.
- (j) The Examination Committee shall also make recommendation for improvement in the examination system to the Academic Council.
- (k) The Chancellor/ The Pro Chancellor shall be the final authority to take decisions on all matters under the jurisdiction of the Examination Committee which shall be binding to all concerned.

Meetings

- (e) **Convening of Meeting.** The meeting of the Committee shall be convened by the Secretary or in his absence any person authorized to act as Secretary by the Chairman.
- (f) **Notices.** Minimum three days prior notice shall be given to the members to attend the meeting which shall be communicated by courier, e-mail.
- (g) **Quorum.** Minimum half of the members should be present to complete the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. Even after half an hour the quorum is not complete the Chairman shall take decision either to go ahead with the meeting of the Committee or adjourn it.

Conduct of the Meeting.

- (i) **Decision at the Meeting.** All decisions shall be taken based on simple majority of votes. The Chairman shall exercise his voting right in case of equal votes on any issue. The Chairman shall be the final authority to cancel, adjourn or postpone the meeting and shall take final decision on all questions of procedure which shall be final and binding.
- (ii) **Preparation of Minutes & Circulation.** The Secretary of the Committee shall prepare the minutes, get it approved by the Chairman and shall circulate to all members through post, e-mail or by courier. The minutes shall also be uploaded on the official University Website. The minutes shall be approved automatically after 24 hours after the signing of the minutes by the Secretary.

Statute No. 8

Officers of the University

The following shall be the Officers of the University:

1. The Visitor
2. The Chancellor
3. The Vice Chancellor
4. The Pro Vice Chancellor
5. The Registrar
6. The Chief Finance & Accounts Officer
7. The Controller of Examination
8. Such other officers of the University who are included as such from time to time by the Haryana Act, any Act of the Government of India or any Statutes, Ordinances, Regulations or Rules.

(i) Visitor

The Governor of Haryana shall be the Visitor of the University.

The Visitor shall have the following powers, namely:-

- a. When present, he shall preside over the convocation of the University for conferring degrees and diplomas.
- b. To call for any paper or information relating to the affairs of the university; and
- c. On the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the university is not in conformity with the provisions of this Act, Statutes, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the university and the directions so issued shall be complied with by the university.

(ii) Chancellor

The Chancellor of the University shall be appointed for a period of three years with the approval of the Visitor by following such procedures and on such terms and conditions as may be prescribed by the Rules made by the Government of Section 16 (1) of the Haryana Act.

- a. If the office of Chancellor becomes vacant due to death, resignation or otherwise, or if the Chancellor is unable to perform his or her duties due to illness or any other cause, the Governing Body shall appoint a new Chancellor as per the Rules mentioned under sub-section (1) above
- b. The Chancellor shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
 - a) To call for any information or record;
 - b) To appoint the Vice-Chancellor under the provision of Section 17 (1) of the Haryana Act.
 - c) To remove the Vice-Chancellor in accordance with the provisions of sub-Section (7) of section 17 of the Haryana Private Universities Act, 2006.
 - d) Such other powers as may be specified by the Statutes.
 - e) No meeting of any authority where chancellor is chairperson be convened without his presence or written approval in case of his absence.

Subject to the provisions of the Haryana Act, the Chancellor shall have the following additional powers:

- a. If in any case it appears to the Chancellor that any decision or order of any officer, authority, committee or board should be modified, annulled, reversed or remitted for reconsideration by such officer, authority, committee or board, the Chancellor may pass orders accordingly.
- b. The Chancellor may delegate any of the Chancellor's powers to the Vice Chancellor or a designee in writing with approval of the Governing Body.

(iii) Vice-Chancellor

- a. The Vice Chancellor shall be appointed by the Chancellor as per qualification prescribed by the University Grant Commission, subject to the provisions contained in sub-section 17 (1) and shall hold office for a term of three years.

Powers and functions

- 1) The Vice Chancellor shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
 - a. The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities to the university.
 - b. In the absence of both the Visitor and the Chancellor, the Vice-Chancellor shall preside over the convocation of the university.
- 2) Subject to provisions of the Haryana Act, the Vice Chancellor shall have the following additional powers and functions:
 - a. The Vice Chancellor shall ensure compliance with the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules of the University.
 - b. All powers relating to the proper maintenance and discipline of the University shall be vested in the Vice Chancellor.
 - c. The Vice Chancellor may provide for appointment of Visiting Fellows, Emeritus and Emeriti Professors and Visiting Professors and for Fellowships, Scholarships, Studentships, Medals and Prizes with the approval of the Governing Body on the recommendation of the Academic Council.
 - d. The Vice Chancellor shall exercise all other powers as may be delegated by the Chancellor.
 - e. The Vice Chancellor shall have the power to re-delegate some of his or her powers to any of his or her subordinate officers as prescribed by the Statutes.
 - f. The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various authorities, bodies, Committees and Boards of the University for which he or she is the Chair.

- g. The Vice Chancellor shall have the power to appoint the Pro-Vice Chancellors on the approval of the Sponsoring Body.
 - h. The Vice Chancellor shall have the power to fix emoluments and other terms and conditions of service of all academic and administrative staff in accordance with the budget approved by Governing Body.
 - i. During the tenure of office the Vice-Chancellor shall be entitled to have a rent free furnished accommodation maintained by the University.
 - j. The Vice-Chancellor shall be entitled to other benefits such as medical allowance and leave travel concessions as admissible to other University employees.
 - k. The Vice-Chancellor shall have power to constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under these Statutes on the approval of the Governing Body.
- 3) If, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he may deem necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:
- Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor whose decision thereon shall be final:
- Provided further that where any such action taken by the Vice-Chancellor. Affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Governing Body and the Governing Body may confirm or modify or reverse the action taken by the Vice-Chancellor.
- 4) If, in the opinion of the Vice - Chancellor, any decision of any authority of the university is beyond the scope of the powers conferred by this Act, Statutes, Ordinances, Regulations or Rules or is likely to be prejudicial to the interests of the university, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days , then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- 5) The Vice-Chancellor shall exercise such powers and perform such duties as may be specified by the Statutes or the Ordinances.

- 6) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interest of the university, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.

If any ragging untoward happening or any authority or University grant Commission or Department of Higher Education, Government of Haryana take any action against the University, the Vice Chancellor shall only be the sole responsible for that Act.

(iv) Pro Vice Chancellor

1. There may be two Pro-Vice Chancellors of the University.
 - a. Pro-Vice Chancellor (Academic)
 - b. Pro-Vice Chancellor (Institution Development)
2. The Pro-Vice Chancellor (Institution Development) must be a person with relevant experience in human resources and management.
3. The Pro-Vice Chancellors shall appointed by the Sponsoring Body in consultation with the Governing Body. The appointment of the Pro-Vice Chancellor shall be co-terminus with the appointment of the Vice-Chancellor for a period of three years renewable for another period of three years.
4. The Pro-Vice Chancellors shall perform such duties and exercise such functions and powers as the Vice Chancellor may specify generally or in individual cases and shall assist the Vice Chancellor on all matters academic and administrative.
5. When the Vice Chancellor is on leave or is otherwise unable to exercise his or her powers and perform his or her duties and in the absence of any acting Vice Chancellor, the Pro-Vice Chancellor (Academic) or the senior most Professor in the University shall exercise such powers and perform such duties of the Vice Chancellor.

(v) ***Registrar***

- a. The appointment of Registrar shall be made by the Chairperson of the sponsoring body in such manner, as may be specified by the Statutes. The Registrar shall possess the qualifications prescribed by the University Grants Commission.
- b. The Registrar shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
 - ❖ The registrar shall sign all contracts and authenticate all documents and records on behalf of the university;
 - ❖ The registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.
- c. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Chairman of the Sponsoring Body may appoint for the purpose.
- d. The Registrar shall be the member Secretary of the Governing Body, Board of Management and the Academic Council, but shall not have any voting rights in the Governing Body, Board of Management and the Academic Council.
- e. The Registrar shall be directly responsible to the Vice Chancellor or his or her delegate.

Duties & Power

In addition to the powers and duties mentioned under section 18 of the Haryana Act, the duties of the Registrar shall be as follows:

a. **Duties – It shall be the duty of the Registrar**

- a. The Registrar shall be the custodian of the records and other documents as the Governing Body shall commit to his charge.
- b. To issue all notices for convening the meetings of the Governing Body, the Board of Management, the Academic Council and other Authorities, Bodies and Committees declared by the Statutes and Authority of the University. He shall act as Secretary of all these Authorities, Bodies and Committees.

- c. To keep minutes of all the meetings of all the Authorities, Bodies and Committees and shall execute the decision taken by them.
- d. To conduct all official correspondence of the University.
- e. To send the Visitor and Chancellor.
 - (a) Copies of the agenda of the meeting of Governing Body, Board of Management and Academic Council as soon as such agenda is issued.
 - (b) The minutes of the meeting of the authorities.
 - (c) Such other papers and information's as the Visitor and Chancellor may direct him to supply.
- f. To discharge such other functions as may be assigned to him from time to time by the Chancellor, the Governing Body and Vice-Chancellor.
- g. To perform such other duties as may from time to time, be entrusted to him by the Statutes, Ordinance, Regulations and Resolutions of Authorities; and
- h. To render such assistance as may be desired by the Chancellor and Vice Chancellor in the performance of his official duties.

b. Powers of the Registrar

- 1. Subject to control of Governing Body the Registrar shall have powers to appoint class III and IV employees of the University and shall exercise disciplinary control over them.
- 2. The registrar shall explain the agenda if desired by the Chairman of any Authority, body or Committee, speak at its meeting.

(vi) ***Chief Finance and Account Officer***

- a. The Chief Finance and Account Office shall be appointed by the Chancellor under Section 19(1) of the act and receive salary in the pay scale of prescribed by the State Government for University Finance officer/ Deputy Registrar plus allowances admitted by the Governing Body from time to time.
- b. No person shall be eligible for appointment as Chief Finance and Account Officer unless he/she possesses the qualification lay down by the Chancellor
- c. The Chief Finance and Account Officer shall be appointed for the period of 3 years and entitled to leave, leave salary, allowances and other benefits as may be prescribed by the University for its employees.

Duties and Powers

- a. Subject to the control of Vice-Chancellor or Registrar as the Governing Body may decide it shall be the duty of the Chief Finance and Account Officer.
 1. To exercise general supervision over the funds of the University and shall advise the Vice Chancellor as regard its financial policy;
 2. To see that the limit fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 3. To receive all moneys for the use and benefit of the University within the mandate and objectives of the University;
 4. To watch the progress of collection of revenue and advise on the methods of collection employed;
 5. To make payments sanctioned under each head of budget as approved by the Governing Body or Board of Management or as authorized by a competent authority designated by the Vice Chancellor;
 6. To prepare interim reports for the Vice Chancellor and Finance Committee;
 7. To prepare in consultation with the Vice Chancellor and subject to amendments and approval of the Finance Committee an annual budget of current and capital income and expenditure of the University including both formal and non-formal education and auxiliary units, for submission to the Board of Management;
 8. To see that the registers of buildings, land, furniture and equipment are maintained up to date and that the stock-checking is conducted of equipment

and other consumable materials in all offices, centres, laboratories, libraries, schools and institutions maintained by the University;

9. To call for explanation from the concerned officer or authority, body, committee or board for unauthorised expenditure and for other financial irregularity that comes or brought to its notice and to suggest disciplinary action against the persons at fault;
 10. To represent the University in all legal matters pertaining to finance and taxation;
 11. To provide for at least one annual audit of all the accounts of the University;
 12. To make recommendations to the Governing Body on the appointment of auditors and oversee the financial audit of the University audit accounts
 13. To perform such other duties as may be required by the Statutes, Ordinances, Regulations and Rules.
 14. To call for from any office or school or institution under the University any information or returns that he or she may consider necessary to discharge his or her financial responsibilities.
- b. When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is absent by reason of illness or any other reason, the duties and functions of the Chief Finance and Accounts Officer shall be performed by such other person as the Chancellor may appoint for this purpose.

(vii) *Controller of Examination*

- a. There may be a Controller of Examinations who must have requisite qualifications and relevant experience to be appointed as a Controller of Examination of an academic institution as specified by the Regulations.
- b. The Controller of Examinations shall be appointed by the Chancellor on rotation from among the Dean of the faculty and the Professor of the university.
- c. The Controller of Examinations shall report to the Registrar and shall be responsible for conducting examinations, assessments, tests or other forms of evaluation for courses taught in the University for granting Degrees, Diplomas, Certificates and other academic titles and distinctions, including those for the purpose of evaluation of candidates for admission to such courses, and declaring the results of such examinations, assessments, tests or other forms of evaluation.

d. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor or his or her delegate.

e. To arrange for and superintend the examinations of the University.

Other authorities subsequently created under this Statute, Ordinances, Regulations or Rules.

Statute No. 9

Other Officers of the University

- a. The manner of appointment of other officers of the University and their powers and functions shall be such as may be specified by the Statutes.
- b. The University may have one or more posts of any category mentioned above as per needs and approval by the Governing Body.
- c. The qualification/ eligibility for each officer shall be determined by the Governing Body and according with the UGC & Haryana Government.
- d. The Governing Body shall prescribe the qualification and eligibility condition for each category of officers and shall appoint committees for selection.
- e. No person shall be appointed to these posts unless they possess the qualification laid down for the post by the State Government UGC and approved by Governing Body.

Statute No. 10

Terms and conditions of Appointment of Other Officers

- a. The Governing Body shall appoint a Committee of Selection which shall interview the candidates and prepare a panel of suitable candidates in order of merit.
- b. The Governing Body shall make the appointment from the panel given by Committee of Selection.
- c. The officer appointed shall execute an agreement and follow the rules and regulations of the University.
- d. The officers shall be entitled to the leave, allowances and other benefits prescribed by the University for its employees from time to time.
- e. The powers and duties of the Officers shall be such as the Governing Body may determine from time to time.

Statute No. 11

Conditions of Service of University Employees

1. Definition and Applicability.

Save as otherwise provided in the Act and Statutes the provisions of these Statutes shall apply to all the Employees of the University appointed and paid by the University except for those whose services are taken on deputation from Centre/State Government/Body Corporate.

2. In this Statute

- a. Pay means the amount of monthly basic salary of the employees and shall not include any special or additional pay granted to him and any other emoluments which he draws as allowances and largesse's.
- b. "Average Pay" means the average monthly pay earned during the ten complete months immediately preceding the months in which the employee proceeds on leave or is suspended.
- c. "Vacation post" means a post involving teaching duties when employees are entitled to winter and summer vacations.

Classification of post, appointment, term and conditions.

3. The post in the University shall belong to the class and shall carry the scales of pay decided by the Governing Body.
 - a. The Governing Body shall have the power to appoint the teachers and the officers of the University paid by the University.
 - b. Subject to the control of Vice-Chancellor the Registrar shall have the power to appoint class III, class IV work charge and contingency paid staff of the University.
 - c. Save as otherwise provided in Statutes and the Ordinances the qualifications of the post in various categories shall be determined by the Governing Body from time to time.
 - d. The channel of promotion and percentages of the post to be filled by promotion shall be prescribed by the Governing Body from time to time. All promotions shall be made on the basis of seniority cum merit and performance appraisals.

Temporary appointment may be made to temporary post or in leave vacancy in respect of permanent post.

The whole time University employee shall be at the disposal of University and he may be assigned duties in any manner required by the proper authority without claim of Additional remuneration.

The Head of the Branch, Department, Institute under whom the employee is working shall send to Registrar in form prescribed by the University, a confidential report, every year not later than 30th April, on the work and conduct of the employee during the preceding year ending on 31st March.

The confidential report and the opinion stating the employee fitness or otherwise for confirmation in service must be sent to the Registrar by the Head of Branch or Department of Institute, where the probationer is working at least one month before the date of expiry of the probation.

A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary in lieu thereof. No such notice of payment of salary shall be necessary in case of termination of service or work charge or contingency paid employee.

If the appointing authority is not satisfied that with and/or conduct of the employee on probation his services may be terminated. In case of termination of the service of the employee on probation, one month's notice shall be given to him or in lieu of notice; he will be paid one month's salary. The probationer may also terminate the engagement by giving one month's notice or one month's salary.

If the probationer was appointed by promotion and his work and conduct is not satisfactory the appointing authority may revert him to the post held by him before such promotion and such reversion shall not be deemed to be a penalty.

Every person appointed to permanent post under University by promotion or direct recruitment shall on satisfactory completion of his period of probation shall be eligible for confirmation in the post.

On confirmation on a permanent post, a University employee acquires a lien on the post. A University employee holding a permanent post substantively, if appointed to another post acquires a lien on second post and ceases to hold any lien on the first one.

A permanent employee shall be required to give 3 months notice in case he wishes to resign or he shall pay to University 3 month's salary in lieu of such notice. If the University terminates the services of a permanent employee a notice to that effect shall be served on him, 3 months before the date on which he is to be relieved. In the absence of such notice the University shall pay him 3 months' salary. Such notice shall not be necessary if the employee is removed from the service, dismissed or compulsorily retired.

Before leaving the University service and employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorized to receive charge and shall return to the university all articles entrusted to him for his use and clear all dues outstanding against him.

University employee shall be entitled to leave as per the leave rules framed by Board of Management and approved by the Governing Body.

Suspension, Penalty and Disciplinary Authority:

The appointing authority may by an order place an employee, under Suspension

When disciplinary proceeding against him is contemplated or is pending

OR

On confirmation of a prime facie case against an employee on the charges of financial irregularities and/ or unethical activities detrimental to the interest of the University.

OR

Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

An employee shall be deemed to have been placed under suspension by an order to the appointing authority.

With effect from the date of his detention, if in the detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 hours.

With effect from the date of his conviction, if he is event of a conviction for an offence, he is sentenced to imprisonment and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.

The services of a University employee may be terminated on any of the following grounds:

- (a) Willful neglect of duty
- (b) Misconduct/ Indiscipline
- (c) Physical and mental unfitness
- (d) On the abolition of post held by him
- (e) Conviction by a Court of law for an offence involving moral turpitude.
- (f) Sexual Harassment to Women Employee

The appointing authority may for good and sufficient reasons, impose on an employee the following penalties.

- (a) Censure
- (b) Recovery from his pay, whole or part of any pecuniary loss caused to the University by negligence or breach of order by the employee.
- (c) With holding the increments of pay
- (d) Reduction to lower time scale of pay, grade or post.
- (e) Compulsory retirement.
- (f) Removal from service
- (g) Dismissal from service.

Besides the above penalties, reasonable fine may be imposed on class IV employee for petty carelessness, unpunctuality, theft etc. **(Ishvien Sir to incorporate as per Ramada)**

The appointing authority may institute the disciplinary proceeding against the employee in accordance with the procedure laid down by the Governing body. Where the penalty is imposed by the Registrar the employee may prefer an appeal to Vice-Chancellor within thirty days from the date on which order is served on the time.

Miscellaneous

Every employee shall at all times;

- (a) Maintain absolute integrity
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.

No employees shall join or continue to be member of such association the objects and activities of which are prejudicial to the interest of the University or public order, decency or morality.

No employee shall-

- (a) Participate in Public protests/Dharana/Hartal/Demonstration prejudicial to the interest of University
- (b) Resort to any violence.
- (c) Participate in editing, management of any prejudicial to the interest of University.
- (d) Divulge in any matter of the University anywhere other than the competent authority.
- (e) Take any employment elsewhere either full time or part time or part time without prior sanction from the University.

Any infringement of this Statute shall be regard as subversive of good discipline and misconduct and will justify the initiation of disciplinary action against such employee.

The employees shall have a contributory provident fund as prescribed in the contributory provident fund act as amended from time to time.

Statute No. 12

Honorary Degree/Convocation

1. A proposal for conferment of Honorary Degree shall be made by Academic Council.
2. The Proposal shall be placed before a Committee consisting of the Vice-Chancellor, one eminent educationist not connected with the University and one educationist nominated by the Visitor.
3. If the Committee unanimously recommends that an honorary degree be conferred on the person on the ground that he is in its opinion a fit and a proper to receive such degree, its recommendation shall be placed before Governing Body and the report of which shall be sent to the Visitor.
4. The honorary degree shall be conferred on the person either at a regular convocation as prescribed in the regulations to be made by the Board of Management or at a special convocation to be held for the purpose as may be decided by the governing body.

Convocation of the University

The convocation of the University shall be held in every academic year in the manner as may be specified by these Statutes for conferring of degrees, certificates and other academic distinctions or for any other purpose.

Manner of the Convocation of the University

- a. The Vice Chancellor shall provide for the conferring of awards for degrees,
- b. diplomas, certificates and other academic distinctions at the Convocation. The Vice Chancellor shall establish a Standing Committee on Convocation, the purpose of which shall be to advise the Registrar on the discharge of the latter's duties in connection with matters pertaining to the Convocation and ceremonies related thereto.
- c. The University shall normally hold one Convocation per year. However, it may hold special Convocations for the award of Honorary degrees where considered necessary by the Vice Chancellor.
- d. Students participating in the convocation ceremony shall be required to wear Academic dress. All graduates will wear the academic dress for the degree they are receiving at that convocation ceremony.

- e. Academic staff and other University officials shall be invited to attend convocation and sit on the stage as part of the ceremony. These individuals shall be able to request their apparel from the Academic Regulations and Records Office, or may wear their own formal academic apparel.
- f. The Governing Body provides the Academic Regulations and Records Office with the particulars of each Honorary Degree recipient so that the proper Honorary Degree apparel and citation will be available on the day they are to receive their degree.
- g. All graduates who indicate that they will attend the Convocation shall be provided with a predetermined number of reserved guest tickets, subject to availability. Extra tickets may be available only on the day of the ceremony if practicable.
- h. Students who are unable to attend the Convocation ceremony may provide a written request to the Academic Regulations and Records Office requesting their degrees to be awarded *in absentia*.
- i. At the Convocation ceremony, prizes and medals designated for outstanding academic and non-academic achievements may also be awarded.
- j. The Registrar shall produce the official program for convocation ceremonies. Convocation Programs will list the name, degree and specialization, if applicable, of each graduate, according to the information available to the Registrar at the time the program is printed.
- k. Further details may be provided by subsequent Statutes, Ordinances, Rules and Regulations of the University.

Statute No. 13

Exemption from Tuition-fee and Award of Scholarship

Scholarships and Fellowships

The University will also make provisions for the award of fellowships, scholarships and stipends from its own source. The terms and conditions of the award shall be laid down in the Ordinance.

Statute No. 14

Policy of Admission including Reservation of seats

Admissions Policy (Section- 35)

- a. Admission in the university shall be made strictly on the basis of merit: Provided that for the purpose of filling minority quota in the university established and administered by a minority community, the zone of consideration for determination of merit shall be limited only to the students belonging to that minority community.
- b. Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses or by any agency of the State: Provided that admission in professional and technical courses shall be made only through an entrance test.
- c. A minimum of 25% seats for admissions in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana. Provided that in case of the universities having collaboration with reputed foreign or international universities or other institutions of other similar nature, the Government may relax the percentage of this reservation.~planation: 'collaboration with reputed foreign or international universities' means and includes an agreement for collaboration in the areas like course structure, curriculum and faculty development, joint research programmes, student exchange programmes and admission through internationally or nationally recognized processes

Statute No. 15

Provisions Regarding Number of Seats in Each Course

The number of seats available in each programme for an academic year shall be determined by the Board of Management in consultation with the Academic Council, Academic Policy Committees, the relevant Schools and such other Officers, Authorities, Bodies, Committees or Boards as the Board of Management considers appropriate to consult, in accordance with the seats in each course defined by the concern Statutory Regulatory Bodies.

General Principles for the Interpretation of the Statutes

- 1) This Statute shall receive such fair, large and liberal construction and interpretation as will best ensure the attainment of the object of the Statute according to its true intent, meaning and spirit
- 2) In this Statute, unless the context otherwise requires:
 - i) Where any word or expression is defined in this Statute, such definition shall extend to the grammatical variations and cognate expressions of such word or expression.
 - ii) Words and expressions importing the masculine gender include the feminine and neuter genders.
 - iii) Words and expressions in the singular include the plural and words and expressions in the plural include the singular.
 - iv) References to any Officer, authority, body, committee or board include his, her or its nominee.
 - v) Where any part of this Statute confers power to make any subsidiary legislation, expressions used in the subsidiary legislation shall have the same meaning as in the Statute conferring the power, and any reference in such subsidiary legislation to "the Statute" shall be construed as a reference to the Statute conferring the power to make such subsidiary legislation.
 - vi) Where in subsidiary legislation there is a reference to a section or other provision by number, letter or combination of number and letter, and not in conjunction with the title or short title of other subsidiary legislation or a Statute, the reference shall be construed as a reference to the section or other provision of that number, letter or combination in the subsidiary legislation in which the reference occurs.
 - vii) Where in subsidiary legislation there is a reference to a subsection or other subdivision of a provision by number, letter or combination of number and letter, and not in conjunction with the number of any other section or provision of that subsidiary legislation or any other subsidiary legislation, the reference shall be construed as a reference to the subsection or other subdivision of a provision of that number, letter or combination in the section or other provision in which the reference occurs.
- 3) Where any part of this Statute confers any power or imposes any duty, then the power may be exercised and the duty shall be performed from time to time as occasion requires.
- 4) Where any part of this Statute confers any power or imposes any duty on the holder of any office as such, then the power may be exercised and the duty shall be performed by the holder for the time being of that office.

The Overriding Effect of the Haryana Act

Any powers or functions of any Officer, Authority, Body, Committee or Board conferred by this Statute are subject to the provisions of the Haryana Act.

Presumption of Lawful Exercise of Power

Subject to Section 3 of this Statute, where this Statute confers authority upon any person to:

- i) Make any subsidiary legislation;
- ii) Make any instrument; or
- iii) Exercise any power or function,

and the Statute conferring the power prescribes conditions, subject to the observance, performance or existence of which any such power may be exercised, such conditions shall be presumed to have been duly fulfilled if in the document evidencing the exercise of the authority there is a statement that such authority had been conferred by such Statute.

Presumption of Validity of Appointments and Constitution of University Authorities and Bodies

- 1) Subject to this Statute, the appointment made to any post in the University and constitution of any authorities, bodies, boards or committees in the University in accordance with the Statutes and Regulations shall be deemed to be valid and in accordance with the law.
- 2) If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.

Presumption of Validity of Act or Proceedings and Indemnity against General Proceedings

- 1) Subject to this Statute, no act or proceeding of the Governing Body, Management Board or any other Officer, authority, body, committee or board of the University shall be invalidated or questioned on the ground merely of the existence of any vacancy or defect in the constitution thereof.
- 2) No suit, prosecution or any other legal proceedings shall lie against the University or for any act or omission of any Officer, authority, body, committee or board or employee of the University in the performance of their powers and functions under the provisions of this Statute or any Ordinances, Regulations or Rule made there under, provided such act or omission was actuated by good faith.

Delegation of Powers

Subject to the provisions of the Haryana Act and the Statutes, any officer or authority of the University may delegate powers to any other officer or authority or person under his, her or its control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.