

# MSRUAS STATUTES



**M. S. Ramaiah University of Applied Sciences**

University House, New BEL Road, MSR Nagar, Bangalore – 560 054

[www.msruas.ac.in](http://www.msruas.ac.in)

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# Chapter 1: General Provisions

## Statute 1.1: Preliminary

### 1. General:

These Statutes may be cited as the MSRUAS Statutes (hereinafter the "Statutes").

### 2. Definitions:

2.1 In these Statutes the following terms shall have the meanings given below:

1. "Act" means the ***M.S. Ramaiah University of Applied Sciences Act, 2012***;
2. "Academic year" means the period of 12 consecutive months normally commencing in the month of August each year or any other period determined by the Board of Governors;
3. "Academic Council" means the Academic Council constituted under ***Statute 3.1***;
4. "Academic staff" means any person or person imparting instructions or supervising research activities in the University and includes the Faculty members comprising Professors, Associate Professors, Assistant Professors and such Officers, Other officers and other posts of the University as may be treated at par with Academic staff by the Board of Management from time to time;
5. "Academic unit" means a Faculty, Department, Directorate, an Academic Centre, Agency or a Cell of the University designated as such by the Board of Management;
6. "Administrative unit" means a Department or other grouping of units and designated as such by the Board of Management;
7. "Acting Officer or Officer-in-charge" means a person duly appointed or elected to act in the place of an officeholder for the time being;
8. "Appointed Member" means a member appointed by the Government of Karnataka or the University Grants Commission to serve on the Board of Governors or a member appointed by the Chancellor, Vice Chancellor or Chairperson of any other body or authority to serve as a member on such body or authority;
9. "Authorities" mean the authorities appointed under ***Section 22*** of the Act;
10. "Board of Governors" mean the Board of Governors constituted under ***Statute 2.1***;
11. "Board of Management" means the Board of Management constituted under ***Statute 2.1***;
12. "Body" or "Body of the University" means a body of the University which is constituted as

- provided under the Act or any Statute or Regulation and includes the Authorities, Faculties, Departments, Boards or Committees;
13. "Chancellor" means the Chancellor of the University appointed under **Section 15** of the Act;
  14. "Centre", "Agency" or "Cell" is a facility or entity that provides leadership, best practices, research, support or training in a focus area or speciality;
  15. "Course" means an individual subject for which students may receive a grade, marks or credits after successful completion of their studies. A typical course includes lectures; assessment such as assignments, term tests, written examinations and presentations and either tutorials or laboratories. Some courses may be offered more than once in the same year, for example, in Semester 1 and in Summer Semester.
  16. "Dean" means the Dean of a Faculty appointed under **Statute 2.2**;
  17. "Department" in relation to-
    - (a) an academic department means a department established as provided under **Statute 3.2**;
    - (b) any other department means an administrative unit or group of units determined by the Board of Management or the Vice Chancellor to constitute an administrative department;
  18. "Director" means the head of a Directorate;
  19. "Directorate" means an academic or administrative unit or a unit that is a combination of academic and administrative units dedicated to a specific field of expertise or activity and established as provided under **Statute 3.2**;
  20. "Employee" means any person appointed by the University or other person or authority so authorised by the University;
  21. "Ex-Officio Member" means a person who is a member of an Authority or any other body of the University by virtue of his/her office in the University;
  22. "Faculty" means a faculty established as provided under **Statute 3.2**;
  23. "Finance Committee" means the Finance Committee constituted under **Statute 2.1**;
  24. "Financial Year" means the period commencing on 1st April each year and concluding at the end of 31st March the following year;
  25. "General Manager" means the head of a Centre;
  26. "Graduate" means a person who has been conferred any degree by the University;
  27. "Hostel" means a unit of residence for the students of the University maintained or

- recognised by the University in accordance with the provisions of these Statutes;
28. "Manager" means the head of an Agency or a Cell within a Centre or a particular activity in an Administrative or Academic unit;
  29. "Members" of the University means the members of any authority or body or committee of the University, the employees, the graduates, present and past students of the University and any persons upon whom the University has conferred an honorary appointment;
  30. "Nominated Member" means a member nominated by the Sponsoring Body or by the Chancellor, on behalf of the Sponsoring Body, to serve on any authority or body of the University;
  31. "Non-academic staff" means the Non-Academic employees of the University (other than Academic staff) and shall include the Officers and Other Officers listed in **Statute 2.2**, all technical, office and administrative support staff members and such other posts that are designated, as such, by the Board of Management from time to time;
  32. "Pro Vice Chancellor" means a Pro Vice Chancellor appointed pursuant to **Statute 2.2**;
  33. "Programme" means a collection of Courses, the completion of which will lead to the award of a degree, diploma, certificate or other academic award by the University;
  34. "Registrar" means the Registrar appointed under **Section 19** of the Act and **Statute 2.2**;
  35. "Regulation" means the regulations, rules and procedures made pursuant to the Statutes from time to time;
  36. "Regulatory Body or Bodies" means any one of, or collectively, the University Grants Commission, All India Council for Technical Education, Medical Council of India, Dental Council of India, the Pharmacy Council of India or such other similar Regulatory body;
  37. "Research and Innovation Council" means the Research and Innovation Council constituted under **Statute 2.1**;
  38. "Resolution" means a decision made by any of the bodies or authorities in accordance with the procedural requirements of that body;
  39. "Scholar" means a person registered and maintaining a valid registration at the University in a programme leading up to the award of a doctorate degree;
  40. "Semester" means a period of time determined by the relevant authority or the Academic Council;
  41. "Sponsoring Body" means the Gokula Education Foundation (Medical);
  42. "Staff" means any person employed by the University;

43. "State Government" means the Government of Karnataka;
  44. "Statute" means a Statute of the University made or revised by the Board of Governors, from time to time, in accordance with the provisions of **Section 32** of the Act;
  45. "Student" means a person, including a Scholar, who has registered, at any time, and continues to maintain a valid registration with the University in a part-time or full-time programme leading up to the award of a degree, diploma or other award or carrying on research in the University;
  46. "Teacher" or "Teaching Staff" means any person or persons imparting instructions or supervising research activities in the University.
  47. "UGC" means the University Grants Commission, New Delhi;
  48. "University" means the M. S. Ramaiah University of Applied Sciences;
  49. "Union Government" means the Government of India;
  50. "Vice Chancellor" means the Vice Chancellor appointed in accordance with **Section 16** of the Act and **Statute 2.2**.
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- 2.2 Unless expressly intended or provided otherwise words and expressions used in these Statutes shall carry the same meaning as in the Act.
  - 2.3 The Statutes of this chapter shall apply in the interpretation of all statutes and regulations.
  - 2.4 A Schedule appended to a Statute forms an integral part of the statute to which it is appended.
  - 2.5 In any statute or regulation a reference to an office holder is to be read as including a reference to an Acting Officer. An acting officer is to be regarded as a member of any body of which the office-holder is a member by virtue of the office and shall exercise the same powers as the office-holder may exercise.
  - 2.6 Words in the singular shall include the plural and words in the plural shall include the singular.
  - 2.7 Words denoting the masculine gender shall include the feminine gender and vice versa.
  - 2.8 In the event of any Statute being inconsistent with the provisions of the Act the provisions of the Act shall prevail and that Statute, to the extent of the inconsistency, shall be void. Provided

however that in the event of any doubt in the interpretation of any provision(s) in the Statutes the decision of the Board of Management of the University shall be final and binding.

- 2.9 In the event of any Regulation being inconsistent with the provisions of the Act or any Statute the provisions of the Statute or the Act, as the case may be, shall prevail and that Regulation shall, to the extent of the inconsistency, be void. Provided however that in the event of any doubt in the interpretation of any provision(s) in the Regulations the decision of the Board of Management of the University shall be final and binding.
- 2.10 Subject to the Act, the Board of Governors may from time to time make, revise or revoke such Statutes of the University as may be necessary or expedient for the proper administration of the affairs of the University.
- 2.11 Subject to the Act, the Board of Management may from time to time make, revise or revoke such Regulations of the University as may be necessary or expedient for the proper administration of the affairs of the University except those Regulations which provide for matters within the jurisdiction of the Board of Governors.
- 2.12 In matters of urgency the Vice Chancellor shall, in consultation with the Chancellor, have the power to make Statutes or Regulations as may be necessary or expedient for the proper administration of the affairs of the University. Provided, however, that if the Vice Chancellor makes a decision or acts under this paragraph in respect of an urgent matter, the Vice Chancellor must have the Statute or Regulation ratified by the Board of Governors or other body of the University as soon as practicable.

**3. Commencement:**

These Statutes shall come into force on such date as the Board of Governors may notify.

**4. Publication of Notifications:**

4.1 Notifications issued by the University shall be published on its official website and copies of the Notifications shall be placed in the University's **Register of Notifications**.

4.2 Notifications shall be deemed to take effect immediately after they are placed in the Register of



Notifications. **Provided** also that the placing of the Notification, in the Register of Notifications, shall be deemed to be publication of the said Notification.

**5. Registered Office:**

The registered office of the M S Ramaiah University of Applied Sciences shall be:

**“University House”,  
Gnanagangothri Campus, New BEL Road,  
MSR Nagar, Bangalore-560054,  
Karnataka State,  
INDIA.**

## Statute 1.2: University Constitution, Objectives & Logo

### 1. Vision

*“MSRUAS aspires to be the premier university of choice in Asia for student centric professional education and services with a strong focus on applied research whilst maintaining the highest academic and ethical standards in a creative and innovative environment”*

### 2. Mission

Our purpose is the creation and dissemination of knowledge. We are committed to creativity, innovation and excellence in our teaching and research. We value integrity, quality and teamwork in all our endeavours. We inspire critical thinking, personal development and a passion for lifelong learning. We serve the technical, scientific and economic needs of our Society.

### 3. Objectives

- 1) To disseminate knowledge and skills through instructions, teaching, training, seminars, workshops and symposia in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to equip students and scholars to meet the needs of industries, business and society.
- 2) To generate knowledge through research in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences to meet the challenges that arise in industry, business and society.
- 3) To promote health, human well-being and provide wholistic healthcare.
- 4) To provide technical and scientific solutions to real life problems posed by industry, business and society in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities and Social Sciences.
- 5) To instil the spirit of entrepreneurship in our youth to help create more career opportunities in the society by incubating and nurturing technology product ideas and supporting technology backed business.

- 6) To identify and nurture leadership skills in students and help in the development of our future leaders to enrich the society we live in.
- 7) To develop partnership with universities, industries, businesses, research establishments, NGOs, international organisations, governmental organisations in India and abroad to enrich the experiences of faculties and students through research and developmental programmes.

#### 4. Values of the University:

All members of the University should adhere to the values of the University in all dealings at or related to the University consistent with and as required, by virtue of their positions in the University, and in keeping with the principles of justice, equity, fairness and the pursuit of excellence. These values include:

1. maintaining the highest levels of integrity and ethics in teaching, administration and research activities of the University;
2. affording equal opportunity to all persons irrespective of caste, creed, gender or ethnicity;
3. supporting the technical, scientific, economic, cultural and social welfare of the citizens of the country;
4. sustaining a diverse student and academic community committed to merit and equity as the fundamental principles and extending support to students and staff to realize their full potential; and
5. maintaining a safe and harmonious learning and working environment within the University.

#### 6. University Logo& Philosophy:



The University's logo has two Swans, a Book and a Lamp as graphic elements with the words "*Jnanam Vignyanam Cha Bhaktisahitham*" written underneath. The Sanskrit word for Swan is hamsa or hansa, and is the vehicle of Goddess Saraswati, the Goddess of Wisdom. The Swan symbolizes purity par

excellence and fidelity. The two Swans represent symbols of life, fertility and beauty. The Book represents Knowledge and the Lamp with the rays represents devotion and fulfilment. The logo as a whole represents the objective of the University to generate and disseminate knowledge for the larger good of the society we live in.

***University Philosophy***

*Education with Devotion (Bhakthi) is a process of Perfection for larger good*

## Statute 1.3: University Seal

### 1. Interpretation:

In this statute "authorized officer" means the Chancellor, the Vice Chancellor, a Pro Vice Chancellor or the Registrar of the University.

### 2. Custody and use of the seal:

2.1 The seal of the University must be kept in a secure location approved by the Registrar and is to be used only as provided in this statute.

2.2 The Registrar is hereby authorized in that capacity to sign (whether or not also with an authorized officer), and to affix the seal to:

1. the certificates to be issued for a degree or diploma;
2. the copy of a statute or regulation or amendment thereof required to be submitted to the Visitor or any Government authority;
3. any document being a true copy of any statute or regulation or amendment thereof or any rules made there under; or
4. minutes or part of a minute of the Board of Governors or of any Body or Authority or Committee of the University; or
5. other official document of the University;

certified as such for submission as evidence of the making of such statute, regulation, rule, minute or other official document as the case may be.

2.3 If the Registrar is absent or unable to act a deputy, nominated for this purpose, by the Board of Management may affix the seal in accordance with this section.

# Chapter 2: University Governance

## Statute 2.1: Authorities of the University

### 1. Constitution:

The University is constituted in accordance with the terms of the Act, the Statutes and the Regulations of the University made thereunder.

### 2. Objects of the University:

The objects of the University shall be as set out in **Section 7** of the Act.

### 3. Authorities of the University:

The authorities of the University are those set out in **Section 22** of the Act.

### 4. The Board of Governors

4.1 In accordance with **Section 23** of the Act the Board of Governors is the principal governing and policy-making Body of the University.

#### 4.2 Composition:

1. The Board of Governors shall consist of **13 members** comprising the following:
  - a) The Chancellor;
  - b) The Vice Chancellor;
  - c) **Three** Members appointed by the State Government (being the following):
    - i. The Principal Secretary or Secretary to the State Government in Higher Education (or his nominee not below the rank of Deputy Secretary);
    - ii. The Principal Secretary or Secretary to the State Government in Medical Education (or his nominee not below the rank of Deputy Secretary); and
    - iii. One Expert (in the field of management, finance, administration or other specialisation)
  - d) **One** Eminent Educationist appointed by the University Grants Commission (“UGC”);
  - e) **Two** Members nominated by the Sponsoring Body (of whom one shall be a woman);
  - f) **Two** Eminent Academicians or similarly qualified persons appointed by the Chancellor;

and

g) **Three** Ex-Officio, Non-Voting Members (being the two Pro Vice Chancellors and the Registrar & CFO).

2. The Chancellor shall be the Chairperson of the Board of Governors and the Registrar & CFO shall be the Secretary of the Board of Governors.

3. The **First Board of Governors** shall be constituted by the Sponsoring Body in accordance with the provisions of the Act and shall consist of the following members:

<b>Sl. Member</b>	<b>Designation</b>	<b>Appointed by</b>
1. The Chancellor	Ex-Officio Member	Sponsoring Body
2. The Vice Chancellor	Ex-Officio Member	Chancellor
3. Member nominated by Sponsoring Body	Nominated Member	Sponsoring Body
4. Woman Member nominated by Sponsoring Body	Nominated Member	Sponsoring Body
5. Renowned Educationist	Appointed Member	Chancellor
6. Renowned Educationist	Appointed Member	Chancellor
7. Principal Secretary / Secretary to State Govt. in Higher Education or his nominee not below rank of Deputy Secretary.	Appointed Member	Govt. of Karnataka
8. Principal Secretary / Secretary to State Govt. in Medical Education or his nominee not below rank of Deputy Secretary.	Appointed Member	Govt. of Karnataka
9. One Expert from the field of Management, Finance or any other specialized Field, including administration - to be nominated by the State Government.	Appointed Member	Govt. of Karnataka
10. Eminent educationist	Appointed Member	UGC
11. Pro Vice Chancellor (HSG)	Ex-Officio, Non-Voting Member	Chancellor
12. Pro Vice Chancellor (SEG)	Ex-Officio, Non-Voting Member	Chancellor
13. Registrar & CFO	Ex-Officio, Non-Voting Member & Secretary	Chancellor

#### 4.3 Tenure:

1. **Nominated Members** shall remain members of the Board of Governors at the discretion of the Sponsoring Body. The Sponsoring Body may replace a **Nominated Member** at any time in its discretion.

2. **Appointed Members**, other than those appointed by the State Government and UGC, shall hold office **until 31<sup>st</sup> December** in the second year following the year in which he/she is appointed;

(Example:

*A's appointment to the Board of Governors takes effect on 1st June 2014. A shall continue*

*to hold office until 31st December, 2016.)*

3. An **Appointed Member**, other than those appointed by the State Government and UGC, may be removed at any time by the Chancellor if he is of the opinion that the member has failed to comply with the responsibilities of a member of the Board of Governors.

#### 4.4 Eligibility for reappointment:

1. Appointed Members:

An Appointed Member shall be eligible to be re-appointed and shall hold office until 31<sup>st</sup>December in the second year following the year in which he/she is re-appointed.

#### 4.5 Temporary Vacancy:

1. Nominated Members:

A Temporary vacancy, arising in the Board of Governors, from amongst the Nominated Members, may be filled by the Sponsoring Body.

2. Appointed Members:

A Temporary vacancy, arising in the Board of Governors, from amongst the Appointed Members, may only be filled by the authority that made the original appointment and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

#### 4.6 Powers and responsibilities of the Board of Governors:

1. The Board of Governors is the principal governing and policy making body of the University.
2. Without derogating from the generality of the provisions of the Act the powers of the Board of Governors shall be:
  - (a) ensuring that the University is managed lawfully, ethically and prudently;
  - (b) to approve the Budget and Annual Report of the University;
  - (c) to review the decisions of other Authorities of the University if they are not in conformity with the provisions of the Act, the Statutes or the Regulations;
  - (d) to make new or additional statutes, amend or repeal earlier statutes either of its own motion or of the Board of Management;
  - (e) to determine what degrees, diplomas and other academic distinctions shall be granted by the University;



- (f) to cancel any degree, diploma, title or other distinction granted to any person in accordance with the provisions of the statutes;
- (g) to approve the University's strategic and long-term plans and the strategic and financial objectives contained therein;
- (h) approving any significant changes to the organisational structure of the University;
- (i) approving matters that may have a material effect on the assets, investments, financial performance or operations of the University and decisions that involve making any strategic commitments that may materially change the nature of the University's activities;
- (j) to appoint the University's statutory auditors;
- (k) to nominate members to the Fee Regulation Committee;
- (l) to approve proposals for submission to the Government;
- (m) to appoint one or more committees comprising such members and on such terms and conditions and to delegate to them such functions as the Board of Governors may deem fit;
- (n) to exercise such other powers and perform such other functions as may be assigned to it by the Act and the Statutes.

- 3. The Board of Governors may delegate any of its powers, authorities, duties and functions to the Board of Management or the Vice Chancellor as it deems fit.

#### 4.7 Meetings:

##### 1. Ordinary Meetings:

The Board of Governors shall meet at least 3 times in each financial year on dates that the Board of Governors determines from time to time.

##### 2. Special Meetings:

The Chancellor or Vice Chancellor may call a special meeting of the Board of Governors whenever either of them considers such a meeting to be necessary.

##### 3. Notice and Agenda for Meetings of Board of Governors or any of its Committees:

- a) Not less than **seven days'** notice, in writing, of the date of each meeting of the Board

of Governors must be given to each member.

- b) Not less than **three days'** notice, in writing, of the business to be considered at each meeting of the Board of Governors must be given to each member.
- c) No agenda matter shall either be included in the Agenda for or taken up for discussion and decided in the meeting of the Board of Governors or of its Committees without obtaining the prior written approval of the Chancellor.

4. Quorum:

The quorum for meetings of the Board of Governors shall be at least three members attending and voting at such meeting.

**Provided** that the presence of either the Chancellor or one nominee of the Sponsoring Body and in the absence of the Chancellor or one nominee of the Sponsoring Body, the Vice Chancellor, shall always be necessary to form the quorum of any meeting of the Board of Governors.

**Provided** further that such quorum shall not be required for a convocation of the University or a meeting of the Board of Governors held for the purpose of conferring degrees, diplomas, titles or other distinctions.

5. Chairman/Chairperson:

- a) All meetings of the Board of Governors shall always be chaired by the Chancellor.
- b) In his absence the Chancellor may nominate any other member of the Board of Governors to Chair a meeting of the Board of Governors. If the Chancellor does not nominate any person to Chair such a meeting the members present in the meeting of the Board of Governors shall elect a Chairperson, for that meeting only, from among themselves by a simple majority.

6. How matters are decided:

- a) All matters which come before any meeting of the Board of Governors must be decided by a simple majority of the members present.
- b) The Board of Governors may, by University statute, provide that certain resolutions will have effect only if passed by a specified majority of members or of members

present and voting.

- c) The Chairman at any meeting has a vote and, in the case of an equality of votes, a casting vote.

7. Resolutions by circulation:

- a) If a majority of the members of the Board of Governors sign a document circulated by, or on behalf of, the Chancellor containing a statement that those members are in favour of a resolution set out in the document the resolution, so signed, shall be taken to have been passed at a meeting of the Board of Governors. For the purposes of this clause two or more separate documents containing a statement in identical terms, each of which is signed by one or more members, is to be taken to constitute one document.
- b) A resolution passed by circulation shall be taken to have been passed on the day on which the last member to sign signs the document.

8. Attendance at meetings:

- a) A meeting of the Board of Governors may be held by a combination of methods of communication approved in **Statute 2.3** or by any other method approved by the Chancellor.
- b) For the purposes of this clause, "meeting" includes a part of a meeting.

9. Board Remuneration, Meeting Fees & Expenses:

- a) Sitting Fees:  
Members will be entitled to a Sitting Fee, for each meeting attended, in an amount approved by a resolution of the Board of Governors.
- b) Travel & Other Expenses:  
Members will be entitled to reimbursement of reasonable travel and related expenses incurred to attend meetings in accordance with the guidelines and in such amount as may, from time to time, be approved by the Board of Governors.

10. Non-Voting Members:

The Registrar and the Pro Vice Chancellors shall be non-voting attendees at all meetings of the Board of Governors.

4.8 Committees and delegation of powers:

1. The Board of Governors may, by resolution, constitute and appoint any committee or committees comprising such members and on such terms and conditions and delegate to it all or any of its powers, authorities, duties and functions other than this power of delegation and the power to make University Statutes in accordance with **Section 33** of the Act.
2. The powers delegated under this clause are revocable by a resolution of the Board of Governors at any time.

4.9 Validity of Acts of Board of Governors:

An act or decision of the Board of Governors or a committee constituted by the Board of Governors is not invalid merely by reason of the existence of any vacancy or defect in the constitution of the Board of Governors or of the Committee.

4.10 Publication:

All appointments to the Board of Governors shall be published by way of a Notification and on the University's official website.

**5. The Board of Management**

5.1 In accordance with **Section 24** of the Act the Board of Management is the principal, executive body of the University.

5.2 Composition:

1. The Board of Management shall consist of **13 Members** comprising the following:
  - a) The Vice Chancellor;
  - b) **Two** Pro Vice Chancellors;
  - c) The Registrar & CFO;
  - d) Academic Registrar;
  - e) **Two** Members nominated by the Sponsoring Body;
  - f) **Six** Deans/Acting Deans of Faculties nominated by the Vice Chancellor.

2. The Vice Chancellor shall be the Chairperson and the Registrar & CFO shall be the Secretary of the Board of Management.
3. The **First Board of Management** shall be constituted by the Chancellor in accordance with the provisions of the Act and shall consist of the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>	<u>Appointed by</u>
1.	The Vice Chancellor	Ex-Officio Member	Chancellor
2.	Member nominated by Sponsoring Body	Nominated Member	Sponsoring Body
3.	Member nominated by Sponsoring Body	Nominated Member	Sponsoring Body
4.	Pro Vice Chancellor (HSG)	Ex-Officio Member	Chancellor
5.	Pro Vice Chancellor (SEG)	Ex-Officio Member	Chancellor
6.	Registrar & CFO	Ex-Officio Member & Secretary	Chancellor
7.	Academic Registrar	Ex-Officio Member	Chancellor
8.	6 Deans/Acting Deans (Representing Faculties)	Appointed Members	Vice Chancellor

### 5.3 Tenure:

1. **Nominated Members** shall remain members of the Board of Management at the discretion of the Sponsoring Body. The Sponsoring Body may replace a **Nominated Member** at any time in its discretion.
2. **Appointed Members** shall hold office **until 31<sup>st</sup> December** in the second year following the year in which he/she is appointed;

(Example:

*A's appointment to the Board of Management takes effect on 1st June 2014. A shall continue to hold office until 31st December, 2016.)*

3. An **Appointed Member** may be removed at any time by the Vice Chancellor, in consultation with the Chancellor, if he is of the opinion that the member has failed to comply with the responsibilities of a member of the Board of Management.
4. Eligibility for Re-appointment:  
An **Appointed Member** shall be eligible to be re-appointed and shall hold office until 31<sup>st</sup>December in the second year following the year in which he/she is re-appointed.

### 5.4 Temporary Vacancy:

1. Members nominated by Sponsoring Body:  
A Temporary vacancy, arising in the Board of Management, from amongst the Nominated Members, may be filled by the Sponsoring Body.

2. Appointed Members:

A Temporary vacancy, arising in the Board of Management, from amongst the Appointed Members, may be filled by the Chairperson, in consultation with the Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

5.5 Powers and responsibilities of the Board of Management:

1. The Board of Management shall have all the powers necessary to carry out the functions of being the Principal, Executive Body of the University.
2. The Board of Management shall, subject to the control of the Board of Governors, manage and administer the revenues and property of the University and conduct all the administrative affairs of the University not otherwise provided for.
3. The Board of Management shall have the following powers and responsibilities:
  - a) To propose the first statutes to the Board of Governors for its approval.
  - b) To approve the Regulations and to amend or repeal the same.
  - c) To lay down policies to be pursued by the University.
  - d) On the recommendation of the Academic Council to institute, combine or discontinue Faculties, Departments, Directorates or other academic units of the University.
  - e) To approve the delegation of authorities and expenditure authorisation limits of the Vice Chancellor and other senior officers of the University and to approve expenditure that exceeds those levels;
  - f) To open accounts with banks, financial and other such institutions and to approve the delegation of authority to the officers of the University and the terms and conditions for operating such accounts;
  - g) To manage and regulate the finances, accounts, investments, property, business and other administrative affairs of the University and for that purpose to appoint such agents as it may think fit.
  - h) To invest any money belonging to the University, including any unapplied income in such stocks, funds, shares or securities as it may, from time to time, think fit.
  - i) To purchase, transfer or accept transfers of any movable or immovable property on behalf of the University.

- j) To provide the University with its requirements of buildings, premises, furniture and other equipment and apparatus.
- k) To enter into and vary, carry out and cancel contracts on behalf of the University and for that purpose to appoint such persons as it may think fit.
- l) To borrow money on behalf of the University and for that purpose, if the Board of Management thinks fit, to mortgage or charge any or all of the property of the University or to give such other security as the Board of Management may think fit.
- m) To determine the method of appointment, conditions of appointment and service and remuneration of all staff of the University, academic or otherwise, and of all other persons employed or engaged by the University.
- n) To hear, adjudicate upon and, if it thinks fit, to redress any grievances of the officers of the University, the academic and other staff, the graduates and students of the University.
- o) To exercise supervision and control over the residence and discipline of students.
- p) To determine all University fees.
- q) To accept, reject or refer back any recommendation made by the Academic Council or the Research and Innovation Council  
*Provided* that no such recommendation may be rejected unless the Academic Council or the Research & Innovation Council, as the case may be, is informed of the reasons for such rejection and is given an opportunity to comment thereon to the Board of Management.
- r) To delegate any of its powers to the Academic Council, the Research & Innovation Council, the Finance Committee, the Vice Chancellor or to a committee or committees comprising such members on such terms and conditions and with such functions as it thinks fit.
- s) To call for such reports and minutes of meetings from the Academic Council, the Research & Innovation Council, the Finance Committee and any of its committees to review the work of the University.
- t) To exercise such other powers and perform such other duties as may be prescribed by this Act, the Statutes, the Regulations and rules of the University.

#### 5.6 Meetings of the Board of Management:

##### 1. Ordinary Meetings:

The Board of Management shall meet at least **three** times in each financial year on dates that the Board of Management determines from time to time.

2. Special Meetings:

The Chairperson may call a special meeting of the Board of Management whenever he considers such a meeting to be necessary.

3. Notice and Agenda for Meetings of Board of Management or any of its Committees:

- a) Not less than seven days' notice, in writing, of the date of each meeting of the Board of Management must be given to each member.
- b) Not less than three days' notice, in writing, of the business to be considered at each meeting of the Board of Management must be given to each member.
- c) No agenda matter shall either be included in the Agenda for or taken up for discussion and decided in the meeting of the Board of Management or any of its Committees without obtaining the prior written approval of the Chancellor.

4. Quorum:

The quorum for meetings of the Board of Management shall be at least **three** members attending and voting at such meeting.

**Provided**, however, that the presence of either the Vice Chancellor or one nominee of the Sponsoring Body shall always be necessary to form the quorum of any meeting of the Board of Management.

5. Chairman:

- a) All meetings of the Board of Management shall always be chaired by the Vice Chancellor.
- b) In the absence of the Vice Chancellor a meeting of the Board of Management shall be chaired by a nominee of the Sponsoring Body and where the Sponsoring Body members are either not present or the Sponsoring Body has not nominated any nominees then the members present in the meeting of the Board of Management shall elect a Chairperson, for that meeting only, from among themselves by a simple majority.



6. How matters are decided:

- a) All matters which come before any meeting of the Board of Management must be decided by a simple majority of the members present.
- b) The Chairman at any meeting has a vote and, in the case of an equality of votes, a casting vote.
- c) In the event of a conflict of opinion, at a meeting of the Board of Management, the issue shall be referred to the Chancellor and his decision shall be final and binding on the University.

7. Resolutions by circulation:

- a) If a majority of the members of the Board of Management sign a document circulated by, or on behalf of, the Chairperson containing a statement that those members are in favour of a resolution set out in the document the resolution, so signed, shall be taken to have been passed at a meeting of the Board of Management. For the purposes of this clause two or more separate documents containing a statement in identical terms, each of which is signed by one or more members, is to be taken to constitute one document.
- b) A resolution passed by circulation shall be taken to have been passed on the day on which the last member to sign signs the document.

8. Attendance at meetings:

- a) A meeting of the Board of Management may be held by a combination of methods of communication approved in **Statute 2.3** or by any other method approved by the Vice Chancellor.
- b) For the purposes of this clause, "meeting" includes a part of a meeting.

5.7 Committees and delegation of powers:

The Board of Management may, by resolution, constitute and appoint any committee or committees comprising such members and on such terms and conditions and delegate to it such powers and functions as it thinks fit.

5.8 Publication:

All appointments to the Board of Management shall be published by way of a Notification and on the University's official website.

6. **Academic Council**

6.1 In accordance with **Section 25** of the Act the Academic Council is the principal, academic policy-making body of the University. The Academic Council shall, subject to the provisions of the Act and the Statutes have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of under graduate and post-graduate degrees, diplomas and other awards and titles in the University.

6.2 Composition:

1. The Academic Council shall consist of **23 Members** comprising the following:
  - a) The Vice Chancellor;
  - b) **Two** Pro Vice Chancellors;
  - c) The Registrar & CFO;
  - d) Academic Registrar;
  - e) **Six** Deans/Acting Deans (1 representing each Faculty)
  - f) **Up to Twelve** External and Other Members (being Academicians and Industry Experts to be appointed by the Vice Chancellor in consultation with the Chancellor)
2. The Vice Chancellor shall be the Chairperson and the Academic Registrar shall be the Secretary of the Academic Council.
3. The **First Academic Council** shall be constituted by the Chancellor in accordance with the provisions of the Act and shall consist of the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>	<u>Appointed by</u>
1.	The Vice Chancellor	Ex-Officio Member	Chancellor
2.	Pro Vice Chancellor (HSG)	Ex-Officio Member	Chancellor
3.	Pro Vice Chancellor (SEG)	Ex-Officio Member	Chancellor
4.	Registrar & CFO	Ex-Officio Member	Chancellor
5.	Academic Registrar	Ex-Officio Member & Secretary	Chancellor
6.	6 Deans/Acting Deans (1 Representing each Faculty)	Ex-Officio Members	Vice Chancellor
7.	Upto 12 External & Other Members (Academicians, Industry Experts)	Appointed Members	Vice Chancellor

6.3 Tenure:

1. **Appointed Members** shall hold office **until 31<sup>st</sup> December** in the second year following the year in which he/she is appointed;

*(Example:*

*A's appointment to the Board of Management takes effect on 1st June 2014. A shall continue to hold office until 31st December, 2016.)*

2. An **Appointed Member** may be removed at any time by the Vice Chancellor, in consultation with the Chancellor, if he is of the opinion that the member has failed to comply with the responsibilities of a member of the Academic Council.

3. Eligibility for Re-appointment:

An **Appointed Member** shall be eligible to be re-appointed and shall hold office until 31<sup>st</sup>December in the second year following the year in which he/she is re-appointed.

#### 6.4 Temporary Vacancy:

1. Appointed Members:

A Temporary vacancy, arising in the Academic Council, from amongst the Appointed Members, may be filled by the Chairperson, in consultation with the Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

#### 6.5 Powers and responsibilities of the Academic Council:

1. The Academic Council shall have all the powers necessary to carry out the functions of being the principal, academic policy-making Body of the University including those specified in **Statute 3.1**.
2. The Academic Council may, by resolution, constitute and appoint any Committees with such membership and on such terms and conditions and with such powers and duties as it thinks fit. The powers delegated under this clause are revocable by a resolution of the Academic Council at any time.

#### 6.6 Meetings of the Academic Council:

1. Meetings:

a) Members of the Academic Council shall meet:

i) when the Academic Council considers a meeting is necessary for the conduct of

- its business; or
- ii) when convened at the discretion of the Chairperson of the Academic Council;  
or
  - iii) when requested by the Chancellor, the Vice Chancellor or FIVE members of the Academic Council.
- b) A request for a meeting under paragraph 1(a) above must be made in writing to the secretary of the Academic Council.
  - c) Notwithstanding paragraph 1 above the Academic Council must meet not less than once every six months.

2. Procedure at Meetings of the Academic Council:

Meetings of the Academic Council shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in this Statute.

6.7 Publication:

All appointments to the Academic Council shall be published by way of a Notification and on the University's official website.

**7. Research and Innovation Council**

7.1 In accordance with **Section 26** of the Act the Research and Innovation Council is the principal authority to organize, promote and disseminate research related activities in the University.

7.2 The Research & Innovation Council shall, subject to the provisions of the Act and the Statutes have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of all degrees for the doctoral research programmes in the University.

7.3 Composition:

- 1. The Research & Innovation Council shall consist of **17 Members** comprising the following:
  - a) The Vice Chancellor;
  - b) **Two** Pro Vice Chancellors;
  - c) Registrar & CFO;
  - d) Academic Registrar;

- e) **Three** Deans (FET, FDS & FPH);
  - f) Director (Sponsored Research)
  - g) **Upto Eight** External Members (being Academicians, Research and Industry experts to be appointed by the Vice Chancellor in consultation with the Chancellor)
2. The Vice Chancellor shall be the Chairperson and one of the Pro Vice Chancellors shall be the Secretary of the Research & Innovation Council.
3. The **First Research & Innovation Council** shall be constituted by the Chancellor in accordance with the provisions of the Act and shall consist of the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>	<u>Appointed by</u>
1.	The Vice Chancellor	Ex-Officio Member	Chancellor
2.	Pro Vice Chancellor (HSG)	Ex-Officio Member	Chancellor
3.	Pro Vice Chancellor (SEG)	Ex-Officio Member & Secretary	Chancellor
4.	Academic Registrar	Ex-Officio Member	Chancellor
5.	Registrar & CFO	Ex-Officio Member	Chancellor
6.	3 Deans of Faculties (FET, FDS & FPH)	Ex-Officio Members	Vice Chancellor
7.	Director (Sponsored Research)	Ex-Officio Member	Vice Chancellor
8.	Upto 8 External Members (Academicians, Research & Industry Experts)	Appointed Members	Vice Chancellor

#### 7.4 Tenure:

1. **Appointed Members** shall hold office **until 31<sup>st</sup> December** in the second year following the year in which he/she is appointed;

*(Example:*

*A's appointment to the Board of Management takes effect on 1st June 2014. A shall continue to hold office until 31st December, 2016.)*

2. An **Appointed Member** may be removed at any time by the Vice Chancellor, in consultation with the Chancellor, if he is of the opinion that the member has failed to comply with the responsibilities of a member of the Research & Innovation Council.

3. Eligibility for Re-appointment:

An **Appointed Member** shall be eligible to be re-appointed and shall hold office until 31<sup>st</sup> December in the second year following the year in which he/she is re-appointed.

#### 7.5 Temporary Vacancy:

1. Appointed Members:

A Temporary vacancy, arising in the Research & Innovation Council, from amongst the Appointed Members, may be filled by the Chairperson, in consultation with the Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

7.6 Powers and responsibilities of the Research & Innovation Council:

1. The Research and Innovation Council shall have all powers necessary to organize and promote research and its dissemination in the University including those specified in ***Statute 5.1.***
2. The Research and Innovation Council shall have the following functions:
  - a) to promote research within the University and to require reports from time to time on such research;
  - b) to approve all research activities, research programmes leading to the award of doctoral degrees and all research collaborations with other universities and institutions in India and abroad;
  - c) to consult with the Board of Management before deciding upon a matter, that may have a direct impact on the administration and management of the University;
  - d) to consult with the Academic Council on all such matters that may have a direct impact on academic matters before deciding upon the same.

Note:

For the purposes of clauses (c) and (d) above it shall be the duty of the Secretary of the Research & Innovation Council to facilitate the process of consultation under these clauses.

3. The Research & Innovation Council may, by resolution, constitute and appoint any Committees with such membership and on such terms and conditions and with such powers and duties as it thinks fit. The powers delegated under this clause are revocable by a resolution of the Research & Innovation Council at any time.

7.7 Meetings of the Research & Innovation Council:

1. Meetings:
  - a) Members of the Research & Innovation Council shall meet:

- i) when the Research & Innovation Council considers a meeting is necessary for the conduct of its business; or
  - ii) when convened at the discretion of the Chairperson of the Research & Innovation Council; or
  - iii) when requested by the Chancellor, the Vice Chancellor or FIVE members of the Research & Innovation Council.
- b) A request for a meeting under paragraph 1(a) above must be made in writing to the secretary of the Research & Innovation Council.
  - c) Notwithstanding paragraph 1 above the Research & Innovation Council must meet not less than once every six months.

2. Procedure at Meetings of the Research & Innovation Council:

Meetings of the Research & Innovation Council shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in this Statute.

7.8 Publication:

All appointments to the Research & Innovation Council shall be published by way of a Notification and on the University's official website.

**8. Finance Committee**

8.1 In accordance with **Section 27** of the Act the Finance Committee shall be the principal, financial decision-making authority of the University and shall deal with all matters pertaining to its finances and property.

8.2 Composition:

1. The Finance Committee shall consist of **5 Members** comprising the following:
  - a) The Chancellor or his nominee;
  - b) The Vice Chancellor;
  - c) **Two** Members nominated by the Sponsoring Body
  - d) The Registrar & CFO;
2. The Chancellor or his nominee shall be the Chairperson and the Registrar & CFO shall be the Secretary of the Finance Committee.

3. The **First Finance Committee** shall be constituted by the Chancellor in accordance with the provisions of the Act and shall consist of the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>	<u>Appointed by</u>
1.	<i>The Chancellor (or his nominee)</i>	<i>Ex-Officio (Nominated) Member</i>	<i>Chancellor</i>
2.	<i>Vice Chancellor</i>	<i>Ex-Officio Member</i>	<i>Chancellor</i>
3.	<i>Registrar &amp; CFO</i>	<i>Ex-Officio Member &amp; Secretary</i>	<i>Chancellor</i>
4.	<i>Two nominees of Sponsoring Body</i>	<i>Nominated Members</i>	<i>Sponsoring Body</i>

8.3 Tenure:

1. **Nominated Members** shall remain members of the Finance Committee at the discretion of the Sponsoring Body. The Sponsoring Body may replace a Nominated Member at any time in its discretion.

8.4 Temporary Vacancy:

1. Nominated Members:

A Temporary vacancy, arising in the Finance Committee, from amongst the Nominated Members, may be filled by the Sponsoring Body.

8.5 Powers and responsibilities of the Finance Committee:

1. The Finance Committee shall have all powers necessary to carry out the functions of being the principal financial, policy and decision-making body of the University.
2. The Finance Committee shall work under the overall supervision of the Board of Management.
3. The Finance Committee shall be responsible for the following:
  - a) preparation of the financial policies, supervision and management of the finances of the University;
  - b) advising the Chancellor, Vice Chancellor, the Board of Management and the Board of Governors on matters relating to finances and financial reporting obligations of the University;
  - c) preparation of the annual budget proposed for the University;
  - d) preparation and finalization of the annual financial statements in accordance with the policies approved by the Board of Governors, the law and applicable accounting standards and practices as are in force from time to time;



- e) arrange for the annual audit of the University's income and expenditure in accordance with the appropriate regulatory guidelines;
  - f) with the approval of the Board of Management to borrow money at interest by way of mortgage, overdraft or otherwise from an approved financial institutions and for this purpose enter into and perform financial arrangements with such lending institutions;
  - g) invest any money of the University in any manner of investment authorised by the Board of Management
  - h) buy property in the name of the University and sell property held in the name of the University in a manner authorised by the Board of Management.
4. The Finance Committee may, by resolution, constitute and appoint any Committee or Committees with such membership on such terms and conditions and with such powers and duties as it thinks fit. The powers delegated under this clause are revocable by a resolution of the Finance Committee at any time.

8.6 Meetings of the Finance Committee:

1. Meetings:

Members of the Finance Committee shall meet:

- i) when the Finance Committee considers a meeting is necessary for the conduct of its business; or
- ii) when convened at the discretion of the Chairperson of the Finance Committee; or
- iii) when requested by the Vice Chancellor.

2. Quorum for meeting of the Finance Committee:

Three members of the Finance Committee shall form a quorum.

8.7 Publication:

All appointments to the Finance Committee shall be published by way of a Notification and on the University's official website.

**9. Committees:**

The Board of Governors or the Board of Management may, by Notification, constitute such other Committee or Committees with such composition, powers and functions and on such terms and

conditions as they may deem necessary or fit and such committees shall, on such notification, be deemed to be a part of these Statutes.

**10. Disqualifications for membership of an Authority or Body:**

A person shall be disqualified from being a member of any of the Authorities or Bodies of the University as and when the Sponsoring Body were to form an opinion, in writing, that a Member of any authority or body is unfit to hold the post if he or she:

- 1) is of unsound mind and stands so declared by a competent court; or
- 2) is an un-discharged insolvent; or
- 3) has been convicted of any offence involving moral turpitude; or
- 4) is conducting or engaging himself in an activity that is in conflict with the University; or
- 5) the member has behaved in manner which is or is expected to prove to be detrimental to the interests of the University; or
- 6) has been punished for indulging or promoting unfair practices; or
- 7) has violated any provisions stipulated from, time to time, by any of the regulatory authorities and are applicable to the University and/or its authorities.

## Statute 2.2: Officers of the University

### 1. Officers of the University:

The officers of the University are those defined in **Section 12** of the Act.

### 2. The Visitor:

2.1 The Visitor is His Excellency The Governor of Karnataka.

#### 2.2 Powers of the Visitor:

The Visitor shall have the powers set out in **Section 13** of the Act.

### 3. The Pro Visitor:

3.1 The Pro Visitor is the Hon. Minister for Higher Education, Government of Karnataka.

#### 3.2 Powers of the Pro Visitor:

The Pro Visitor shall have the powers set out in **Section 14** of the Act.

### 4. The Chancellor:

4.1 The Chancellor shall be the Chairperson of the Board of Governors and is also the Head of the University.

4.2 The founder trustee of the Sponsoring Body is the first Chancellor who shall hold office for life or until he demits office. Dr. M.R. Jayaram is appointed the First Chancellor of the University by virtue of him being the Chairman of the Gokula Education Foundation (Medical), the Sponsoring Body.

4.3 The subsequent Chancellor shall be either:

4.3.1 the then Chairman of the Sponsoring Body; or

4.3.2 such other person of eminence as decided by the Sponsoring Body.

4.4 The subsequent Chancellor, so appointed, shall hold the office of Chancellor as determined by

the Sponsoring Body.

4.5 The Chancellor has the following powers, namely:-

1. To function as the Head of the University;
2. To preside at all convocations of the University in the absence of the Visitor or Pro-Visitor;
3. To function as Chairperson of the Board of Governors of the University;
4. To appoint, re-appoint or terminate the appointment of the Vice-Chancellor, in accordance with the provisions of this Act and the Statutes;
5. To nominate a person as a member of the Nomination Committee as referred to in **sub-section (2) of Section 16** of the Act;
6. To pre-approve the appointment of the Pro Vice-Chancellors, the Deans, the Registrar, the Finance Officer and such other officers as provided in these Statutes;
7. To nominate such number of academicians and other persons of eminence as members on the Board of Governors as the Chancellor may, in his opinion, deem appropriate;
8. To appoint the first Vice-Chancellor, the Pro Vice Chancellors, the Registrar and the Finance Officer;
9. To constitute the first Board of Management, the Finance Committee, the Academic Council and the Research & Innovation Council;
10. To pre-approve the Agenda matters in the manner provided for in the Act;
11. To resolve a conflict (excluding conflicts at a meeting of the Board of Governors) in the manner provided in the Act. In the event of there being a conflict, inter-se, between a functionary or body and any other functionary or body of the University, then the issue shall be referred to the Chancellor and the decision of the Chancellor in respect of such issue shall be final and binding on the University.

## 5. The Vice Chancellor:

### 5.1 Appointment & Terms and conditions:

1. The Vice-Chancellor shall be appointed by the Chancellor and on such terms and conditions as defined in **Section 16** of the Act.
2. The Vice Chancellor shall hold office for such period or such renewed period as determined by the Chancellor on the occasion of each such appointment.
3. The other terms and conditions of employment of the Vice Chancellor shall be those

contained in his contract of employment.

## 5.2 Powers, Duties and Responsibilities:

The Vice Chancellor has the following powers to perform his/her duties as the principal executive and academic Officer of the University.

1. The Vice Chancellor is the chief executive officer of the University, accountable to the Chancellor and the Board of Governors for all powers and responsibilities vested in the Vice Chancellor.
  
2. The Vice Chancellor has the following powers, duties and responsibilities:
  - a. To provide strategic direction and leadership to the University;
  - b. The management and administration of the University;
  - c. To position and represent the University regionally, nationally and internationally;
  - d. Responsible for planning and maintaining the academic standards of the University;
  - e. Goal setting for the development of the University;
  - f. Reporting systematically to the Chancellor and the Board of Governors on progress being made by the University towards achievement of any strategic and long-term plans approved by them from time to time;
  - g. Ensure that the University has a system of controls for identifying and managing the risks that are material to the achievement of the University's objects, values, strategy and plans;
  - h. Recommend the appointments of Pro Vice Chancellors, Registrar, Deans and other senior University Officers to the Chancellor;
  - i. Resolving conflicts, if any, that may arise in the day to day management of the University affairs;
  - j. Subject to the Act and the Statutes the Vice chancellor may exercise any of the powers of the Board of Governors which are necessary for or incidental to the proper administration of the University including:
    - i) In respect of minor or routine matters the power to give any direction or take any action the Vice Chancellor considers necessary; and
    - ii) In respect of an urgent matter requiring immediate decision or action by the Board of Governors or another body of the University, the power to make

any decision or take any action on behalf of the Board of Governors or other body which the Vice Chancellor considers necessary in the circumstances.

**Provided** that if the Vice Chancellor makes a decision or acts under paragraph (j) of **Sub-section 5.2.2** above in respect of an urgent matter, the Vice Chancellor must inform the Board of Governors or other body of the University of the matter as soon as practicable.

- k. In matters of urgency the Vice Chancellor may make any regulation which the Board of Management could make and which could not otherwise have been made by the Vice Chancellor and the Vice Chancellor must report the making of the regulation to the next meeting of the Board of Management and have it ratified.
  - l. The Vice Chancellor may correct a clerical mistake or an error arising from any accidental slip or omission which demonstrably has occurred in the drafting of any regulation at any time. The Vice Chancellor must report any such corrections to the Board of Management as soon as practicable.
  - m. Where, in the opinion of the Vice Chancellor, any decision of any Authority of the University is outside the powers by the Act or Statutes, Regulations or Rules made thereunder or is likely to be prejudicial to the interests of the University, he shall request the concerned Authority to revise its decision within fifteen days from the date of its decision. In the event such 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 whose decision thereon shall be final and binding.
  - n. To act, where appropriate, as chair/secretary/member of the Board of Governors, Board of Management, Academic Council, Research and Innovation Council, Finance Committee, and any other such Committee(s) as may be created under the Act.
  - o. In the absence of the Visitor, the Pro-Visitor and the Chancellor the Vice Chancellor shall preside at the Convocation of the University.
3. Subject to the provisions of the Act, the University Statutes and the Regulations the Vice Chancellor may delegate any of his or her functions, powers and duties to any appropriately qualified member of the staff or any committee of appropriately qualified members of staff.

4. Acting Vice Chancellor:

If the office of the Vice Chancellor becomes vacant for any reason or he is unable to perform the duties of the office by reason of ill health or other absence from the University and:

- a) If the vacancy is temporary in nature, the Vice Chancellor may delegate some of his powers appropriately, in his temporary absence, to the Pro Vice Chancellor; or
- b) If the vacancy is permanent in nature, the Chancellor shall decide on the matter.

**Provided** that an Acting Vice Chancellor shall exercise the powers and assume the responsibilities of the Vice Chancellor for the term of the relevant appointment.

5.3 Termination of appointment:

1. The Chancellor may terminate the services of the Vice Chancellor with the approval of the Board of Governors under the following situations:

- a. If the Vice Chancellor is found to be unfit by reason of infirmity, misconduct or inefficiency to perform the duties of the office;
- b. If the Vice Chancellor engages in any work or occupation of profit or other activity that is not in consonance with the interests of the University except when such work or occupation is permitted by the conditions of appointment of the Vice Chancellor or has the prior approval, in writing, of the Chancellor.

**Provided** that in all cases due process and the principles of natural justice shall be followed and he or she shall be provided with an opportunity to present his or her case including for termination on disciplinary grounds.

5.4 Resignation:

The Vice Chancellor may resign the office by notice, in writing, delivered to the Chancellor.

6. **The Pro Vice Chancellors:**

- 6.1 The Vice Chancellor may appoint up to a maximum of three Pro-Vice Chancellors with the prior written approval of the Chancellor. The Pro Vice Chancellors, so appointed, will have designated areas of responsibility and shall hold office for such periods, as the Chancellor and Vice

Chancellor shall determine or deem fit.

6.2 The terms and conditions of employment of the Pro Vice Chancellor(s) shall be those contained in his or her contract of employment.

6.3 Duties and responsibilities:

a) The Pro Vice Chancellors shall assist the Vice Chancellor in all matters pertaining to the functioning of the Vice Chancellor.

b) The actions taken by the Pro Vice Chancellors in furtherance of their functions shall be subject to the approval of the Vice Chancellor and in the absence of the Vice Chancellor shall be subject to the approval of the Chancellor.

**7. The Registrar:**

7.1 The Registrar shall be appointed by the Chancellor in the manner provided under **Section 19** of the Act.

7.2 The terms and conditions of employment of the Registrar shall be those contained in his or her contract of employment.

7.3 Duties and responsibilities:

The Registrar shall have the following powers and responsibilities:

a) To enter into and sign all contracts as defined in the Statutes on behalf of the University.

b) To authenticate records on behalf of the University;

c) To have custody of all official documents and the University's common seal.

d) To publish the Calendar, notifications, legislation and official records of the University as required by any statute, regulation or resolution of the Board of Governors; and

e) To be Secretary to the Board of Governors, the Board of Management and the Finance Committee and to perform any other duties imposed by any statute, regulation or resolution of the Board of Governors.

**8. The Finance Officer:**

8.1 The Finance Officer shall be appointed by the Vice Chancellor with the prior approval of the



Chancellor and in the manner provided under **Section 20** of the Act.

8.2 The terms and conditions of employment of the Finance Officer shall be those contained in his or her contract of employment.

8.3 The Finance Officer, in conjunction with the Vice Chancellor, is responsible for the administration of the financial affairs of the University.

8.4 Duties and responsibilities:

The Finance Officer shall have the following powers and responsibilities:

- a) To exercise general supervision over the funds of the University and provide advice on financial policy;
- b) To hold and manage the property and investments of the University;
- c) To be responsible for the preparation of the annual accounts and budget of the University and for their presentation to the relevant Authorities;
- d) To monitor the funds situation on a regular basis.
- e) To perform such other financial functions as are assigned to him by the Board of Management, the Finance Committee or the Vice Chancellor or as may be prescribed in the Statutes.

**9. The Deans of Faculties:**

9.1 Each Faculty within the University shall be headed by a Dean.

9.2 The Deans of Faculties shall be appointed by the Vice Chancellor, from amongst the Faculty members in the Faculty concerned, with the prior written approval of the Chancellor and in the manner provided under **Section 18** of the Act.

9.3 The tenure of the Dean of the Faculty shall be **three years** or until he/she attains the age of superannuation.

9.4 The terms and conditions of employment of the Deans shall be those contained in his or her

contract of employment.

9.5 The Deans of the Faculties, in conjunction with the Vice Chancellor, are responsible for the administration and academic affairs of the University's faculties.

9.6 Powers and duties of Deans:

In addition to any other powers and duties conferred or imposed on a Dean by the Vice Chancellor the Dean:

1. is responsible for the conduct and maintenance of standards of teaching and research in the Faculty;
2. shall provide effective leadership and guidance in the policy making, curriculum planning and in the implementation of the Faculty and University policies within the faculty;
3. oversees the academic educational, research and administrative business of the faculty and its departments;
4. is responsible for the overall performance and discipline of the Faculty;
5. is responsible for the creation, restructuring or closing down of departments within the faculty;
6. is responsible for the creation, revision or closing down of a programme offered by the Faculty;
7. is responsible for curriculum delivery, project work, group work, assessment and announcing of grades;
8. is responsible for the creation, administration, upkeep and maintenance of the required laboratories, teaching, research and library facilities;
9. is responsible for appointing and maintaining the required number of teaching and research staff and other technical and administrative support staff for the faculty;
10. is responsible for developing the budget and accountable for the finances of the faculty;
11. is responsible for ensuring effective consultation within the faculty and for representing the interests and positions of the faculty at meetings of committees within the University and of the Academic Council and at other times as required by the Vice Chancellor;
12. should work in cooperation with other Deans in pursuing collaborative and cross-faculty research and other activities;
13. shall act as a Member and/or Secretary of bodies or authorities to which he/she is

- appointed;
14. must inform the Board of Management or other bodies of faculty resolutions whenever appropriate;
  15. must inform faculty members of any resolution of the Board of Governors, the Board of Management or of the Academic Council affecting the faculty and provide other information as may be necessary for the faculty staff to perform their functions effectively; and
  16. has access to the books, accounts and other records of the faculty and departments of the faculty and may obtain information from any relevant officer of the University as is required by him to perform his duties effectively; and
  17. shall exercise such other powers and perform such other functions as are delegated or assigned to him.

**10. Other Officers:**

10.1 The Vice Chancellor, in consultation with the Chancellor, may appoint other officers with such duties and on such terms and conditions as they determine.

10.2 The following other persons are hereby declared to be officers of the University:

1. Academic Registrar
2. Director (Admissions)
3. Director (Student Placement, Welfare & Career Advice)
4. Director (Sponsored Research)
5. Director (Techno Centre)
6. Director (Training & LLL)
7. General Manager & Manager
8. Chief Librarian
9. Secretary (University Affairs)
10. Officer (International Affairs)
11. Heads of the Departments
12. Chief Proctor
13. Chief Warden
14. Chief Manager (HR & Staff Welfare)

15. Manager-Legal Affairs
16. Officer (Public Relations).

**11. Academic Registrar:**

1. The Academic Registrar shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2.**
2. The terms and conditions of employment of the Academic Registrar shall be those contained in his or her contract of employment.
3. The position of Academic Registrar is a University-level position.
4. The Academic Registrar shall be assisted in his/her responsibilities by Academic Registrars (Faculty) at each Faculty of the University.

5. Duties and responsibilities:

The Academic Registrar of the University, assisted by the Academic Registrars (Faculty), at each Faculty, shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.

The Academic Registrar shall have the following duties and responsibilities:

- a) Preparing advertisements for admission to all the academic and research programmes;
- b) Selection, admission and induction of students to all the academic and research programme;
- c) Approving the time-table for delivery of the academic programmes;
- d) Organizing Staff-Student Consultative Committee meetings;
- e) Issuing relevant support letters to students;
- f) Preparing, updating and managing Programme Specifications(PS) for academic programmes;
- g) Creating, updating and managing Module/Course Specifications (MS) for academic programmes;
- h) Preparing and updating Programme Prospectuses for all academic programmes;
- i) Scheduling of examinations, assignment submissions, project presentations by students;
- j) Managing the conduct of examinations and assignments;
- k) Managing student assessments, creating marks/grade cards and providing feedback on assessed work;
- l) Consolidation and Analysis of Staff/Student feedback;

- m) Consolidation and Analysis of Student Exit Feedback;
- n) Arrange for the printing of Marks/Grade Sheets and Degree Certificates;
- o) Be a member of the Organizing committee for annual convocation and any other functions of the University;
- p) Acting as a member or secretary to committees;
- q) Custodian of Records that comes under his/her purview;
- r) Any other activity that is connected with academics and assigned by the University.

## 12. Director (Admissions)

1. The Director (Admissions) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2**.
2. The terms and conditions of employment of the Director (Admissions) shall be those contained in his or her contract of employment.
3. The position of Director (Admissions) is a University-level position.
4. Duties and responsibilities:

The Director (Admissions) shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.

The Director (Admissions) shall have the following duties and responsibilities:

- a) Liaison with the Department of Higher Education Department, Karnataka State
- b) Liaison with University – Entrance Examination Agency
- c) Planning and Marketing of Educational Programmes in Education Fairs
- d) Planning and Marketing of Educational Programmes for Foreign Students in consultation with Officer International Affairs and Foreign Educational Consultants
- e) Preparation and release of Admissions related advertisements
- f) Marketing educational programmes for part time students and working professionals
- g) Maintaining and updating content on the University's website relating to Admissions
- h) Coordinating with Academic Registrars at the Faculties when preparing the University's prospectus
- i) Preparation of marketing material like posters, brochures and other related materials
- j) Counselling of prospective students
- k) Admissions related activities for students

- l) Connecting students with Director – Student Placement, Welfare and Career Advice regarding accommodation, student bank loans and other related activities
- m) Any other activity related with students admission

**13. Director (Student Placement, Welfare & Career Advice)**

1. The Director (Student Placement, Welfare & Career Advice) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2**.
2. The terms and conditions of employment of the Director (Student Placement, Welfare & Career Advice) shall be those contained in his/her contract of employment.
3. The position of Director (Student Placement, Welfare & Career Advice) is a University-level position.
4. The Director (Student Placement, Welfare & Career Advice) is the head of the **Directorate of Student Placement, Welfare & Career Advice** and is responsible for the effective functioning of this Directorate.
5. The Director (Student Placement, Welfare & Career Advice) shall be assisted in his/her responsibilities by officers responsible for Student Placement and Welfare at each Faculty of the University.
6. The Director (Student Placement, Welfare & Career Advice) shall exercise such powers as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him/her by the Vice Chancellor and/or the Board of Management and shall, assisted by the Head (Student Placement, Welfare & Career Advice), at each Faculty, have the following duties and responsibilities:
  - a) Developing strategies for student internships and placements
  - b) Developing a network of contacts with industry in India and abroad and with Universities overseas for student internship opportunities
  - c) Developing a network with industry, business and other organizations for student placements
  - d) Organizing specialist training programmes to students in order to improve the prospects of their employability
  - e) Organizing campus interviews for students
  - f) Coordinating with members of the Faculty for career advice
  - g) Organizing career advice sessions from specialist invitees

- h) List various student welfare measures and create a plan of action for implementing these
- i) Act as a guardian when a student is sick, meet with an accident or is involved with a law and order issue
- j) Acts as Chief Warden of the Hostels
- k) Responsible for Sports activities of the University
- l) Organizing Social Service Programmes
- m) Redress student grievances through a committee
- n) Conduct quarterly Student Experiences Committee Meetings and initiate action through appropriate channels within the University
- o) Update membership of Alumni Council and organize the Annual Alumni Day activities
- p) Nominate a Faculty Coordinator in consultation with Deans to coordinate Student Competitions and Exhibitions held within and outside the University
- q) Nominate a Faculty Coordinator in consultation with Deans to coordinate various Cultural Activities of the University
- r) Generate periodic Performance Reports and forward this to the University Performance Review Committee
- s) Plan the annual budget for the operation of the Directorate
- t) Any other activity related to Student Placement, Welfare & Career Advice

#### 14. Director (Sponsored Research)

1. The Director (Sponsored Research) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2**.
2. The terms and conditions of employment of the Director (Sponsored Research) shall be those contained in his/her contract of employment.
3. The Director (Sponsored Research) is the head of the **Directorate of Sponsored Research** and is responsible for the effective functioning of this Directorate.
4. Duties and responsibilities:  
 The Director (Sponsored Research) shall exercise such powers and perform such duties as are prescribed in **Statute 3.2** and, subject to these statutes, such specific duties and responsibilities that may be assigned to him or her by the Vice Chancellor and/or the Board of Management.  
 The Director (Sponsored Research) shall have the following duties and responsibilities:
  - a) Identify and list the research grant schemes available for Universities
  - b) Identify teams in the University which can develop appropriate research proposals

- c) Encourage and support members of faculty to write proposals
- d) Guide research teams to make financial proposals with the help of Finance and Accounts department
- e) Arrange to review research proposals through the Sponsored Research Progress Review Committee
- f) Forward the reviewed proposals to sponsoring agencies and follow up with them
- g) Arrange to review the presentations, prepared by research teams, to the granting agencies based on proposals submitted through the Sponsored Research Progress Review Committee
- h) Organize the logistics for research teams to make presentations to Sponsoring Agencies
- i) Work towards securing the sanction of grants from the various Agencies
- j) Assist faculty members in making purchases of equipment or other facilities as per the grant together with members of the Finance and Accounts department
- k) Arrange for periodical review of research progress through Sponsored Research Progress Review Committee
- l) Monitor the submission of periodic progress reports by research teams to the sponsoring agencies
- m) Ensure that research grants are received well in time
- n) Ensure the completion of research projects on time and submission of closure report and submission of audited financial accounts regarding the project
- o) Encourage research teams to publish their research findings and file for patents if any

**15. Director (Techno Centre)**

1. The Director (Techno Centre) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1** of **Statute 2.2**.
2. The terms and conditions of employment of the Director (Techno Centre) shall be those contained in his/her contract of employment.
3. The Director (Techno Centre) is the head of the **Techno Centre Directorate** and is responsible for the effective functioning of this Directorate.
4. Duties and responsibilities:  
The Director (Techno Centre), assisted by the General Managers and Managers of the concerned Centres, Agencies and Cells shall exercise such powers and perform such duties as are prescribed in **Statute 3.2** and, subject to these statutes, such specific duties and responsibilities



that may be assigned to him or her by the Vice Chancellor and/or Board of Management.

The Director (Techno Centre) shall have the following duties and responsibilities:

- a) Develop strategies for expanding the activities of the Techno Centre
- b) Build a database of organizations that are in need of Engineering Solutions, Product Design and Development, Testing and Validation Services
- c) Create marketing brochures
- d) Create presentations comprising of facilities, human resources and project case studies for marketing
- e) Guide General Managers, Business Development, Technology Commercialization, Business Incubation and Business Support teams for enhanced performance
- f) Maintain web pages pertaining to Techno Centre
- g) Build rapport and establish network with industries / organizations
- h) Guide and counsel Project Leaders and Project Staff
- i) Coordinate with consultants
- j) Plan and set annual Directorate targets
- k) Plan and recruit Human Resources for the Directorate
- l) Plan and create resources essential for offering the services of the Directorate
- m) Identify physical infrastructure, as required, and coordinate with the appropriate University authorities to procure them
- n) Write project proposals, prepare project costing, sign NDAs, execute projects, conduct periodic project reviews, submit project reports, manage project delivery and handle commercial aspects of all proposals
- u) Managing confidentiality, handling IPR and any legal issues
- v) Generate periodic Performance Reports and forward this to the University Performance Review Committee
- o) Any other activity related to Techno Centre

**16. Director (Training & LLL):**

1. The Director (Training & LLL) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2**.
2. The terms and conditions of employment of the Director (Training & LLL) shall be those contained in his/her contract of employment.
3. The Director (Training & LLL) is the head of the **Directorate of Training & Lifelong Learning** and

is responsible for the effective functioning of this Directorate.

4. Duties and responsibilities:

The Director (Training & LLL) shall exercise such powers and perform such duties as are prescribed in **Statute 3.2** and, subject to these statutes, such specific duties and responsibilities that may be assigned to him or her by the Vice Chancellor and/or Board of Management.

The Director (Training & LLL) shall have the following duties and responsibilities:

- a) Developing strategies for expanding the training portfolio
- b) Planning and facilitating need based training courses offered by the University
- c) Build database of organizations who need training, Skill Development & Lifelong Learning
- d) Creating marketing Brochures and Training Manuals
- e) Guiding the marketing team to market Training, Skill Development and Lifelong Learning Courses
- f) Maintain web pages pertaining to Training and Lifelong Learning
- g) Build rapport and establish network with industries / organizations
- h) Guiding and Counselling the Training teams
- i) Coordinating with Deans and Faculty members
- j) Plan and set annual targets for the Directorate
- k) Plan and recruit Human Resources for the Directorate
- l) Create a database of the consultants to offer specialized training courses
- m) Plan and create the training resources wherever required
- w) Identify physical infrastructure as required and approach the appropriate University authorities to procure these
- x) Generate periodic Performance Reports and forward this to the University Performance Review Committee
- n) Any other activity related to Training, Skill Development and Lifelong Learning

**17. General Managers & Managers:**

1. The General Manager and Manager shall be appointed by the Vice Chancellor, in consultation with the Director in charge of the concerned Directorate, and in the manner provided under **Section 10.1 of Statute 2.2.**
2. The terms and conditions of employment of the General Manager and the Manager shall be those contained in his/her contract of employment.

3. Duties and responsibilities:

The General Manager and the Manager shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Director of the concerned Directorate.

The General Manager of each Centre will report to Director in charge of the concerned Directorate and assist the Director in the functioning of the Directorate. The Manager of each Agency or Cell will report to the General Manager of the concerned Centre and the Director in charge of the concerned Directorate and assist the Director in the functioning of the Directorate

The General Manager of a Centre and the Manager of each Agency or Cell shall have the following duties and responsibilities:

- a) Developing strategies for the growth of the specialised service offered by the Centre/Agency/Cell and related consultancy and other services;
- b) Creation of a database of companies that need product design and development services;
- c) Developing strategies for technology commercialisation and entrepreneurship development;
- d) Direct the marketing staff to effectively promote and market the Centre's/Agency's/Cell's consultancy, product design and development and entrepreneurship development services;
- e) Creation and updating of brochures and other marketing materials and maintaining and updating content on web pages;
- f) Undertake visits to Industries and other organisations to make presentations;
- g) Interacting with Deans and faculty members;
- h) Planning new services for the Centre, Agency or cell as applicable; and
- i) Any other activity related to the Centre, Agency or Cell as applicable.

**18. Chief Librarian**

1. The Chief Librarian shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1** of **Statute 2.2**.
2. The terms and conditions of employment of the Chief Librarian shall be those contained in his/her contract of employment.
3. The position of Chief Librarian is a University-level position and the tenure of the position shall be decided by the Vice Chancellor upon each appointment.

4. The Chief Librarian shall be assisted in his/her responsibilities by the Librarians at each Faculty of the University.

5. Duties and responsibilities:

The Chief Librarian shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Board of Management or by the Vice Chancellor.

The Chief Librarian shall have the following powers and responsibilities:

- a) Provide leadership in managing the operations of the different Libraries and Library services across the University;
- b) Supervise all library staff;
- c) Develop and administer all library policies and procedures;
- d) Develop and deliver all library services and programs to users across the University;
- e) Liaise with the Librarians, Deans, Heads of Department and other staff at all Faculties of the University to ensure that the library services are comprehensive and meet their expected standards;
- f) Plan and implement effective library facilities and provide users with the skills necessary to effectively access and use the library materials and other information sources;
- g) Act as a member and/or secretary of the Library Committee and other committees;
- h) Custodian of all library materials and records that come under his/her purview;
- i) Any other activity that is entrusted to him/her by the Board of Management, the Academic Council, the Research & Innovation Council and/or the Vice Chancellor.

**19. Secretary (University Affairs):**

1. The Secretary-University Affairs shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2**.
2. The terms and conditions of employment of the Secretary-University Affairs shall be those contained in his/her contract of employment.
3. Duties and responsibilities:

The Secretary-University Affairs shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.

The Secretary-University Affairs shall have the following powers and responsibilities:

- a) Organizing, recording and maintaining the minutes of the meetings of Board of Governors,

Board of Management, Academic Council, Research and Innovation Council, University Performance Review Committee, Academic Programme Planning and Review Committee and any other Committee that may be so assigned

- b) Act as Secretary for creating the Annual Schedule of “University Annual Activities Scheduling Committee”
- c) Maintain a record of all the Committees and their members
- d) Corresponding with, filling up applications, organizing inspections and getting approvals from the Government bodies and regulating agencies
- e) Responsible for Printing and Distributing of University documents, Prospectus, Brochures, Invitations and any other related documents to the concerned Officials of the University.
- f) Providing relevant information for updating the website and publication of the University newsletter
- g) Acting as a member of the Organizing committee for convocations and any other function of the University
- h) Custodian of Records that come under his/her purview
- i) Any other activity that is connected with the University and may be assigned by the University

## **20. Officer (International Affairs)**

1. The Officer (International Affairs) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2.**
2. The terms and conditions of employment of the Officer (International Affairs) shall be those contained in his/her contract of employment.
3. The Officer (International Affairs) shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.

The Officer International Affairs shall have the following powers and responsibilities:

- a) Identifying and finalising the terms of collaboration with other Universities and Institutions abroad for the following:
  - i. study and training opportunities for undergraduate and post-graduate students of the University to undertake studies and/or training in the subject area of their specialisation at the overseas institution;
  - ii. research opportunities under exchange programs for research scholars of the

University to undertake studies and/or research in the subject area of their specialisation at the overseas institution including the possibility of a joint award of the Ph.D. degree;

- iii. Opportunities for Faculty members to undertake higher studies, research, educational and training activities or other developmental or organisational activities with the overseas institution;
  - iv. student and scholar exchange programs at undergraduate, postgraduate and research scholar levels;
  - v. make arrangements to bring, to the University, foreign students who wish to pursue their undergraduate, post-graduate or research studies;
  - vi. cultural exchange programmes with overseas universities and institutions;
  - vii. developing customised educational and training programmes for foreign students;
  - viii. collaborations with Universities and institutions of higher learning / research for providing consultancy services and undertaking research activities on a collaborative basis.
- b) Draw up the Memorandum of Understanding and finalise the terms and conditions of the relationship with each overseas institution.
  - c) Correspondence and liaison with the foreign universities and institutions on an on-going basis;
  - d) Providing relevant information on the University's international partnerships and programmes for updating the University's web site;
  - e) Acting as a member and secretary of the Co-operation and Collaborations Committee;
  - f) Custodian of Records that fall within his/her purview.
  - g) Any other functions the Vice Chancellor may delegate or assign from time to time.

## **21. Heads of Departments**

1. The Head of Department shall be the academic head of the Department concerned and shall convene and preside over the meetings of the Department.
2. The Heads of Departments shall be appointed by the Vice Chancellor in consultation with the Dean of the concerned Faculty and in the manner provided under **Section 10.1 of Statute 2.2**.
3. The terms and conditions of employment of the Heads of Departments shall be those contained in their respective contracts of employment.
4. This is a tenured position, with the period each appointment determined by the Vice Chancellor

or until he/she attains the age of superannuation, whichever is earlier.

5. The Head of the Department, in conjunction with the Dean of the concerned Faculty, is responsible for the administration and academic affairs of the Department.

6. Powers and duties of Heads of Department:

In addition to any other powers and duties conferred or imposed on a Head of Department by the Dean or by the Vice Chancellor the Head of Department shall under the general supervision of the Dean:

- a) organise, coordinate and supervise the teaching and research work in the Department;
- b) frame the academic time-table in line with the allocation of teaching work by the Department;
- c) be responsible for the creation or closing down of a particular course or module offered by the Department;
- d) be responsible for appointing and maintaining the required number of teaching staff, research staff and other non-academic support staff for the Department;
- e) be responsible for the creation and maintenance of the required classrooms, laboratories and other teaching, research and library facilities for the Department;
- f) assign teaching work to the academic staff and such other duties as may be necessary for the efficient functioning of the department;
- g) assign work to the non-academic staff of the Department and exercise control over them;
- h) be responsible for curriculum delivery, project work, group work, assessment and announcing of grades of students;
- i) motivate and maintain staff and student discipline in the classrooms, laboratories and other facilities through the faculty staff members;
- j) co-ordinate the academic and research related activities of the Department with that of other Departments, Faculties, Directorates and Centres of the University;
- k) be responsible for the records, books, equipment and furniture of the Department;
- l) operate the Department's activities within the approved budget limits; and
- m) shall exercise such other powers and perform such other functions as are delegated or assigned to him.

## 22. Chief Proctor:

1. The Chief Proctor shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2.**

2. The terms and conditions of employment of the Chief Proctor shall be those contained in his/her contract of employment.
3. The Chief Proctor together with the Head Proctor and Proctors, who shall be appointed to assist him, shall exercise such powers and perform such duties in respect of the maintenance of discipline among students and monitoring their academic progress as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.
4. The Chief Proctor and the Head Proctor and Proctors shall have the following powers, duties and responsibilities:
  - a) Establishment and Sustenance of the Proctoral System
  - b) Identify and nominate Head-Proctors and Proctors in consultation with Deans and HODs of the Faculties
  - c) Training Proctors on their duties and responsibilities regarding guiding students on their academic matters
  - d) Preparing students' overall performance reports and sending them to parents
  - e) Organizing Annual Parents Day
  - f) Report students' problems if any to the concerned Dean and Academic Registrar for actions

**23. Chief Warden:**

1. The Chief Warden shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2.**
2. The terms and conditions of employment of the Chief Warden shall be those contained in his/her contract of employment.
3. The Chief Warden together with the Wardens, who shall be appointed to assist him, shall exercise such powers and perform such duties in respect of the maintenance of discipline in the Hostels and among its residents as prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Board of Management.

The Chief Warden and the Wardens shall have the following powers, duties and responsibilities:

  - a) to take cognisance of any breach of discipline in the Hostels and, if the circumstances so require, to take immediate disciplinary action in such cases;
  - b) supervise the Hostels and other accommodations in their charge and monitor the discipline and the overall functioning of the hostels and the welfare of the students and



- other residents;
- c) inspect the hostels and hostel rooms periodically to ensure the health, hygiene, sanitation and cleanliness of the hostel premises and surroundings;
  - d) periodically verify the furniture and fittings of the Hostel and initiate appropriate action for prompt repair/replacement of damaged items;
  - e) ensure that the residents observe the Hostel Rules properly and promptly report to the Chief Warden any cases of misbehaviour, indiscipline and sickness of the residents;
  - f) allot and supervise Hostel Rooms and Guest Rooms;
  - g) permit the stay of any guest(s) in accordance with the Hostel Rules;
  - h) take action to evict a resident or other punitive action against a hostel resident;
  - i) suspend a resident's access to the use of any facilities where the resident has defaulted in paying any of the hostel or other service bills;
  - j) prepare and operate the budget for the Hostels;
  - k) to grant leave to the staff according to the rules framed for the purpose;
  - l) to exercise administrative control over the staff of the Hostel;
  - m) to do such other acts as may be necessary for the exercise of the above functions.
4. A staff member who has been appointed as Chief Warden or Warden shall not be sanctioned leave without the prior approval of the Dean of the Faculty concerned. The responsibilities of a Warden who is on leave shall be entrusted to another Warden(s) for the duration of his/her absence.

**24. Chief Manager (HR & Staff Welfare):**

- 1. The Chief Manager (HR& Staff Welfare) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1** of **Statute 2.2**.
- 2. The terms and conditions of employment of the Chief Manager (HR& Staff Welfare) shall be those contained in his/her contract of employment.
- 3. The position of Chief Manager (HR& Staff Welfare) is a University-level position.
- 4. The Chief Manager (HR& Staff Welfare) is responsible for the management of human relations within the University.
- 5. The Chief Manager (HR& Staff Welfare) shall be assisted in his/her responsibilities by Managers responsible for HR, Staff Welfare & Legal Affairs at each Faculty of the University.
- 6. The Chief Manager (HR& Staff Welfare) shall exercise such powers as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him/her by the Vice Chancellor

and/or the Board of Management and shall, assisted by the Manager (HR& Staff Welfare), at each Faculty, have the following duties and responsibilities:

With respect to Human Resources:

- a. Foster a positive and collaborative work environment for the employees of the University.
- b. Build a HR plan that is aligned to the University's strategic objectives and within its approved Budgets;
- c. Implement HR policies that is in line with the University's requirements and establish credibility and respect amongst employees for a professional approach to managing all employee matters;
- d. Prepare and regularly update the University's Human Resources Handbook, updated job descriptions and measurable performance indicators for each position;
- e. Develop and provide feedback on key employee related data with the Deans, Directors and senior officers of the University;
- f. Create and maintain an updated database of hiring/recruitment agencies, job applications received from potential candidates and maintain continuous liaison with the agencies and prospective candidates;
- g. Conduct preliminary and screening interviews of suitable candidates for employment within the University.
- h. Maintain all Employee records and ensure confidentiality in all dealing with employees and their personnel files and other records.
- i. Manage all staff appraisals in accordance with University policies;
- j. Ensure that all payroll related activities are managed adequately and within the approved timelines;
- k. Maintain the University Web Pages relating to Human Resource and welfare activities.
- l. Understand all the legal obligations and ensure compliance with all statutory requirements, labour standards and other good practices.

With respect to Staff Welfare & Discipline:

- a) Provide assistance to employees with their health needs, medical emergencies etc.
- b) Plan and execute appropriate interventions to keep employees motivated, to retain key staff members and provide employees with development and counselling advice to enhance their productivity and performance;

- c) Conduct periodical employee surveys and obtain other feedback on a regular basis to identify areas of concern at an early stage;
- d) Maintain discipline among staff;
- e) Deal with all employee grievances in a professional manner;
- f) Maintain the records of staff appraisal and performance.
- g) Maintain other records like Seniority List, Promotions List,
- h) Organise Cultural Programmes and encourage staff participation in extracurricular and social activities as part of the University curriculum.
- i) Arrange staff participation in social service programmes, educational tours and excursions including those not forming part of the University curriculum.
- j) Organise seminars and other programmes for the benefit of staff members.
- k) Such other functions as are delegated or assigned to him by the Vice Chancellor.

**25. Manager – Legal Affairs**

1. The Manager Legal Affairs shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1 of Statute 2.2.**
2. The terms and conditions of employment of the Manager Legal Affairs shall be those contained in his/her contract of employment.
3. Duties and responsibilities:

The Manager Legal Affairs shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.

The Manager Legal Affairs shall have the following powers and responsibilities:

- a) Providing legal advice on various aspects of University administration;
- b) Manage all legal issues including attendance at court hearings, preparing briefs for matters to be presented at various courts of law
- c) Coordinate with external legal counsel wherever required
- d) Monitor progress on all on-going litigations and advise University management on a timely basis
- e) Liaison with government agencies and departments, other quasi-government bodies and other associations and bodies wherever so required by the University

- f) Review and advise University management on legal implications of internal policies and procedures, draft contracts, agreements and other contractual documents for compliance with all statutory and legal requirements;
- g) Provide advice on contractual risks, legal protection and risk management with respect to contracts to be signed by the University;
- h) Responsible for the effective and efficient management of the Legal Department
- i) Formulate a check-list for regulatory and statutory compliance and prepare periodical reports on actual compliance;
- j) Liaise with HR department in conducting performance appraisals;
- k) Such other duties as may be assigned by the University from time to time.

**26. Officer (Public Relations):**

1. The Officer (Public Relations) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1** of **Statute 2.2**.
2. The terms and conditions of employment of the Public Relations Officer shall be those contained in his/her contract of employment.
3. Duties and responsibilities:

The Officer (Public Relations) shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him or her by the Vice Chancellor and/or the Board of Management.

The Officer (Public Relations) shall have the following powers and responsibilities:

- a) Organizing Press Conferences
- b) Releasing Press Notes
- c) Inviting Media for Press coverage
- d) Brand Building by Advertising through Posters, Hoardings, Print and Electronic Media
- e) Hosting University Visitors and Guests
- f) Facilitating tours around the facilities of the University
- g) Displaying welcome boards for University Visitors and Guests and maintenance of the Guest Book
- h) Organizing travel and other logistics for University Visitors, Guests and University Staff for local and foreign travels
- i) Printing of Invitation cards for University functions

- j) Inviting guests for University functions
- k) Promoting the achievements of the staff and students of the University through various media
- l) Organizing Fund raising activities during national calamities
- m) Stocking of University Gifts and Mementos
- n) Maintain and update all public relations content on the University's Website
- o) Stocking of University brochures, prospectus, posters and other promotional material
- p) Publishing and distributing the University's Quarterly Newsletter

## **Statute 2.3: Meeting Procedures**

### **1. Quorum at meetings:**

Unless otherwise provided in the Act or in any Statute or Regulation, no matter may be decided at any meeting of a body or authority unless at least three members or one fifth of the total membership of the body or authority, whichever is greater, are present.

### **2. Procedure at meetings:**

Except where the Act or any Statute or Regulation provides to the contrary a meeting of any Body, Committee or Authority of the University must be conducted in accordance with the following provisions:

2.1 if the quorum prescribed for meetings of the body is not present within thirty minutes of the time nominated for commencement of a meeting, the meeting is to be regarded as cancelled.

2.2 if a meeting is cancelled under the preceding sub-section, the business scheduled for discussion at the cancelled meeting shall take priority at the next scheduled meeting of the body;

2.3 if the chairperson of a body is absent or vacates the chair, a meeting must be chaired by the vice-chairperson or, if there is no vice-chairperson, by a person elected by a majority of votes of the members present.

2.4 the chairperson has a vote and, in the case of an equality of votes, the chairperson shall have a casting vote.

2.5 a resolution at any meeting shall not be rendered invalid merely by reason of the existence of any vacancy or defect in the constitution of the body.

### **3. Minutes of Previous Meeting:**

- 3.1 A copy of the minutes of the previous meeting of the body of the University must be made available to members of the body before commencement of a meeting or must be read aloud after commencement of the meeting.
- 3.2 A motion to amend the minutes of a previous meeting may be made by any member and is to be determined by a majority of votes of the members present.
- 3.3 Subject to any amendments proposed and approved under the preceding sub-section, the minutes of a previous meeting are to be regarded as a true and accurate record of that meeting and must be signed by the chairperson.
- 3.4 Minutes of meetings of the Board of Governors, the Board of Management, the Academic Council, the Board of Studies, the Research and Innovation Council, the Finance Committee, the Faculties and such other authorities as the Board of Management may determine are to be retained by the person appointed as Secretary of such authorities and are to be regarded as official records of the University.

#### 4. Notice and Agenda for Meetings:

- 4.1 Not less than seven days' notice, in writing, of the date of each meeting of the body or authority must be given to each member.
- 4.2 Not less than three days' notice, in writing, of the business to be considered at each meeting of the body or authority must be given to each member.
- 4.3 Notwithstanding the above the members of any body or authority may, by unanimous consent, waive the minimum notice required under this Statute for any meeting of that body or authority. **Provided** that the proceedings of such meeting shall be valid.
- 4.4 Emergency Meetings:
  1. The Chairperson of any authority of the University may call an emergency meeting to discuss any matter that requires immediate attention by that authority.
  2. The provisions regarding Notice under this Statute shall stand waived for all emergency meetings.
  3. Emergency meetings may be held by any of the following methods:

- a) The members of the authority holding an emergency meeting may:
  - i. gather together at a physical location;
  - ii. use Email communications to conduct the emergency meeting; or
  - iii. meet by telephone-video conference.
- b) Once a quorum is present the emergency action can be approved by a majority of the members present.
- c) Where a decision is taken at an emergency meeting using Email or telephone-video conference the decision of the meeting must be recorded in the minutes of the next open meeting of the authority.

**5. Approved methods of communication:**

The following methods of communication are approved for the purposes of participating in a meeting or a part of a meeting:

- 1) By Telephone call;
- 2) By Web based means of communication (including Skype or equivalent);
- 3) By Video conference
- 4) By such other means of communication that may be approved from time to time.

**6. Joint Meetings of two or more Authorities or Bodies:**

6.1 Joint meetings of two or more authorities or bodies may be held whenever required or so directed by the Vice Chancellor or any of the Authorities listed in Section 22 of the Act for dealing with any question affecting these authorities or bodies.

6.2 When a joint meeting of two or more authorities or bodies is held the Vice Chancellor shall appoint the Chairman and Secretary failing which the members present shall elect a Chairman and a Secretary for the meeting.

6.3 Minutes of Joint Meetings:

- a) The Secretary of the Joint Meeting shall be responsible to prepare the minutes of the meeting.



- b) Every resolution passed by the Joint Meeting should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- c) Within **Seven** days after the date of the meeting the Secretary of the Joint Meeting shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Authority that convened the joint meeting and to all the Members of the participating bodies or authorities.

6.4 Record Keeping:

The Secretary of the Joint Meeting shall maintain all the minutes and other relevant documents related to the proceedings at the joint meeting and shall make these available to any authorized officer/authority for inspection.

# Chapter 3: Academic Affairs of the University

## Statute 3.1: Academic Council

### 1. Establishment of the Academic Council:

- 1.1 The Academic Council is hereby declared to have been established as of the date of Notification of its establishment as provided in the Act, these Statutes and the Regulations made thereunder.
- 1.2 Any change to the composition and procedures of the Academic Council may be made by the Board of Management in consultation with the Academic Council.
- 1.3 The Academic Council may make any recommendations, to the Board of Management, about the academic affairs of the University and, in particular, may make recommendations as to faculties, departments, studies and disciplines in the University.
- 1.4 Subject to any statutes or regulations of the University the Academic Council may regulate its own proceedings.

### 2. Duties and powers of the Academic Council:

- 2.1 Subject to the Act, the Statutes and the Regulations, the Academic Council shall, in addition to all other powers vested in it, have the following powers namely:
  1. to report on any matter referred to or delegated to it by the Board of Governors or the Board of Management;
  2. to recommend to the Board of Management to institute, combine or discontinue Faculties, Departments or other academic units of the University;
  3. to institute Degrees, Diplomas, Certificates and other academic awards and Honorary Degrees;
  4. to make recommendations to the Board of Management with regard to the creation and/or abolition of teaching posts in the University, the classification of the posts, qualifications for teachers and their emoluments and duties;
  5. to make recommendations to the Board of Management in regard to the conditions for admission of students to the various programmes of studies in the University;

6. to appoint Committees for admission to the University;
7. to recognise Diplomas and Degrees of other Universities and Institutions and to determine their corresponding value in relation to the Diplomas and Degrees of the M.S.Ramaiah University of Applied Sciences;
8. to make arrangements for the conduct of examinations including the appointment of Committees, for this purpose, and to fix dates for holding them;
9. to declare the results of the various University examinations or to appoint Committees or officers to do so and to make recommendations for the conferment or grant of degrees, diplomas, honours degrees and diplomas, other titles and marks of honour to all persons who have pursued a scheme of study approved by the Academic Council and shall have passed the examinations of the University or otherwise satisfied the examiners;
10. to make recommendations for the conferment of Honorary degrees to the Board of Management;
11. to make proposals for the institution of fellowships, scholarships, studentships. medals and prizes and to make other awards and determine the conditions to be attached to such awards;
12. to determine the time, mode and conditions of competitions for Scholarships, Fellowships and other prizes and to award prizes, scholarships and fellowships of the University;
13. to publish lists of prescribed or recommended text-books and to publish syllabuses of the prescribed courses of study;
14. to establish Joint Committees of the Academic Council and student representatives and to prescribe the method of appointment of such representatives and the functions of such committees;
15. to be responsible for the general administration of the University Library;
16. to prepare such forms and registers as are, from time to time, prescribed by the Regulations;
17. to delegate any of its powers to a committee or committees comprising such members, on such terms and conditions and with such functions as it thinks fit; and
18. to exercise such other powers and perform such other duties and to do all such acts as may be conferred or imposed on it by the Act, the Statutes and the Regulations.

2.2 The Academic Council is responsible to the Board of Management for:

1. the supervision and development of all academic activities of the University, including the maintenance of high standards in teaching and research;
2. determining all matters relating to the creation and establishment of new academic units including Faculties, departments and centres;
3. determination of all matters related to academic programmes and, courses including regular, full-time, part-time, user-oriented programmes, certificate and other programmes designed for industry;
4. determination of all matters related to the admission, registration and assessment of students and admission to degrees except for those matters expressly reserved for approval by the Board of Governors;
5. developing and making arrangements for the implementation of new teaching, learning and assessment methodologies;
6. oversight of the **Subject Assessment Board** and the **Programme Assessment Board** and approval of the outcomes of both these Boards;
7. approve new programmes, courses, modules, and any other certificate programmes (Note: No academic programme of the University will have validity if it is offered without the prior approval of the Academic Council);
8. development and maintenance of the Academic Regulations and other policies and rules governing academic matters;
9. defining the requirements for the award of degrees, diplomas and other awards;
10. approving the terms of and awarding prizes, scholarships and other forms of recognition governing academic matters;
11. instituting the mechanisms for facilitating and managing all communications and sharing of teaching and other resources as between the Faculties, Directorates, the Research & Innovation council and other Academic and Administrative Units of the University; and
12. managing all communications within the academic community through all the Faculties, Departments, Directorates, the Research & Innovation Council and other Units within the University.

2.3 The Academic Council must provide the Board of Management with any information or reports that are required by the Board of Management, including:

1. reporting systematically on all the matters listed out in **Sections 2.1 and 2.2** above;

2. reporting the Academic Council's contribution towards the achievement of the University's strategic plans, as approved by the Board of Governors, from time to time; and
3. providing the Board of Management with adequate, appropriate and timely information on all matters falling within the responsibility of the Academic Council that enables the Board of Management and its committees to make assessments and judgements and to gain assurance that the decisions and actions of the Academic Council are in accordance with the University's values and objects.

2.4 The Academic Council must also:

1. unless otherwise provided in a statute, act as the final appeal body within the University in all matters relating to students or persons who have ceased to be students and their grievances against decisions made by University bodies or by individual officers;
2. consider any reports submitted to it by any faculty, department or other body;
3. work-in co-operation and collaboration with the Research & Innovation Council on all such matters that are related to the research activities of the University; and
4. exercise any other powers or perform any other duties conferred or imposed on the Academic Council by any other statute or regulation or by resolution of the Board of Governors.

2.5 Without restricting the power of the Board of Management to make any regulations on any matters affecting the University, the Academic Council may make regulations on any of the matters described in **Section 2** of this Statute, such regulations to become effective on approval by the Board of Management.

**3. Delegation of powers:**

4.1 Subject to this section, the Academic Council may, by resolution, delegate any of its powers and duties, including the hearing of appeals under **Section 2.4(1)** above, to any member of the Academic Council or to any committee or committees comprising such members, on such terms and conditions and with such powers as it deems fit.

4.2 The Academic Council may not delegate:

1. the power to make University regulations;

2. the duty to provide such information and/or reports as may be required by the Board of Governors under this **Statute 3.1**; or
3. the power of delegation conferred upon it by this section.

**4. Publication of Academic Council resolutions:**

- 4.1 The Academic Registrar must make available to all students, in a form approved by the Academic Council and accessible throughout the University, all resolutions of the Academic Council containing information which directly affects students.

## Statute 3.2: Establishment of Faculties, Departments, Directorates, Centres & Institutes

### 1. Establishment of Academic Units:

- 1.1 The Academic Council may, after consultations with the Board of Management, establish academic units within the University including (but not limited to) Faculties, Departments, Directorates, Centres, Agencies and Cells.
- 1.2 Notwithstanding **Subsection 1.1** the Vice Chancellor may establish academic units as provided in **Section 5.1** of this Statute.
- 1.3 For the purposes of this statute the Academic Council shall determine what an academic unit is.
- 1.4 A power to establish any academic unit for the purposes of this statute also includes the power to discontinue that academic unit and to vary the terms on which any academic unit was established.
- 1.5 The University will have such Faculties and Directorates as may be prescribed in these Statutes.
- 1.6 Each Faculty shall consist of such Departments as may be assigned to it by the Board of Management from time to time.
- 1.7 Each Directorate shall consist of such Centres, Agencies or Cells as may be assigned to it by the Board of Management from time to time.
- 1.8 The Faculties and the Departments established in the University shall be the following:
  1. Faculty of Engineering and Technology (FET)
    - a) Department of Automotive and Aeronautical Engineering (DAAE)
    - b) Department of Civil Engineering (DCE)
    - c) Department of Computer Science and Engineering (DCSE)
    - d) Department of Electrical Engineering (DEE)
    - e) Department of Electronics and Communication Engineering (DECE)

- f) Department of Mechanical and Manufacturing Engineering (DMME)
- 2. Faculty of Art and Design(FAD)
  - a) Department of Industrial Design (DID)
  - b) Department of Fashion Design (DFSD)
- 3. Faculty of Management and Commerce(FMC)
  - a) Department of Management Studies (DMS)
  - b) Department of Commerce (DCOM)
  - c) Department of Hospital Administration (DHA)
- 4. Faculty of Hospitality Management and Catering Technology(FHMCT)
  - a) Department of Hospitality Management (DHM)
  - b) Department of Food & Beverage (DFB)
  - c) Department of Rooms Division (DRD)
  - d) Department of Food & Beverage Production (DFP)
  - e) Department of Housekeeping (DHK)
- 5. Faculty of Pharmacy(FPH)
  - a) Department of Pharmacognosy (DPC)
  - b) Department of Pharmaceutical Chemistry (DPMC)
  - c) Department of Pharmaceutics (DPCS)
  - d) Department of Pharmacology (DPCG)
  - e) Department of Pharmacy Practice (DPP)
- 6. Faculty of Dental Sciences(FDS)
  - a) Department of Oral Medicine and Radiology
  - b) Department of Oral Maxillofacial Surgery
  - c) Department of Periodontics
  - d) Department of Conservative Dentistry and Endodontics
  - e) Department of Orthodontics
  - f) Department of Oral Pathology
  - g) Department of Prosthodontics
  - h) Department of Public Health Dentistry
  - i) Department of Pedodontics
- 7. Faculty of Science and Humanities (FSH)
  - a) Department of Physics



- b) Department of Chemistry
  - c) Department of Mathematics
  - d) Department of Humanities and Social Sciences
8. Faculty of Ayurveda and Integrative Medicine (FAIM)
  9. Faculty of Nursing
  10. Faculty of Physiotherapy and Rehabilitation
  11. Faculty of Medicine
  12. Faculty of Arts and Social Sciences
  13. Such other Faculties as may be instituted by the Board of Management from time to time.
- 1.9 The Directorates and the Centres/Agencies/Cells established in the University shall be the following:
1. Directorate of Training and Lifelong Learning (DTLLL)
    - a) Centre for Professional Development – Technology & Management
    - b) Centre for Professional Development – Health Sciences
    - c) Advanced Learning Centre, Drug Testing Laboratory and Clinical Research Centre
  2. Techno Centre (established as a Directorate)
    - a) Techno Centre - Engineering
    - b) Techno Centre – Health Sciences
  3. Directorate of Student Placement, Welfare and Career Advice: (DSPWCA)
    - a) Centre for Student Placement, Welfare & Career Advice (SEG);
    - b) Centre for Student Placement, Welfare & Career Advice (HSG);
    - c) Hostel Himalaya (Peenya Campus);
    - d) Hostel Sahyadri (Gnanagangothri Campus)
    - e) MSRUAS Sports Centre
  4. Directorate of Quality, Educational Processes and Educational Technologies (DQEPET)
  5. Directorate of Transferable Skills and Leadership Development (DTSLD)
  6. Directorate of International Collaborations and Partnership Management (DICPM)
  7. Such other Directorates and Centres, Agencies or Cells as may be instituted by the Board of Management from time to time.

1.10 Each Faculty shall be headed by a Dean.

1.11 Each Directorate shall be headed by a Director.

1.12 Each Department within a Faculty will be headed by a “Head of Department” with such duties and powers as may be assigned to him by the Vice Chancellor in consultation with the concerned Dean.

1.13 Each Centre, Agency or Cell within a Directorate will be headed by a General Manager or Manager with such duties and powers as may be assigned to him by the Vice Chancellor in consultation with the concerned Director.

## **2. Structure and governance of Faculties:**

2.1 For each Faculty established within the University the Academic Council must approve its name and endorse and monitor its structure and governance procedures including the following:

1. an academic structure which is appropriate to undertake the teaching, research and other academic functions of the faculty;
2. an appropriate executive structure to support the Dean as the accountable officer of the faculty;
3. a mechanism by which the Faculty can obtain advisory input to the Faculty and its executive from any relevant academic, research and professional staff from within the University and external representatives from professional bodies, governmental agencies and industry partners.

2.2 In addition to any powers and duties conferred upon the Faculties by any other statute or by regulation each Faculty must:

1. report to the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors on any matter referred to it by the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors as the case may be;
2. deal with any relevant matter brought before it by the Dean or other relevant officer of the University;
3. advise the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors either directly or through the Vice Chancellor on relevant matters

pertaining to academic matters, administration, research and studies within its scope and the curriculum for each of the degrees and diplomas pertaining to that Faculty and also for any University degrees, diplomas and other awards which have been assigned to that Faculty for administrative purposes; and

4. administer any University courses pertaining to it or which have been assigned to the Faculty for administrative purposes.

2.3 The Dean of each Faculty must report to the Academic Council and the Board of Management any material changes to its governance structure administrative practices.

2.4 Subject to the statutes and regulations of the University each Faculty will regulate its own procedures.

### **3. Structure and governance of Directorates:**

3.1 For each Directorate established within the University the Vice Chancellor, in consultation with the Chancellor, must approve its name and endorse and monitor its structure and governance procedures including the following:

1. an academic and administrative support structure which is appropriate to undertake the activities and functions of the Directorate;
2. an appropriate executive structure to support the Director as the accountable officer of the Directorate;
3. a mechanism by which the Directorate can obtain advisory input from the Faculties, the academic, research and professional staff from within the University and external representatives from professional bodies, governmental agencies and industry partners.

3.2 In addition to any powers and duties conferred upon the Directorates by any other statute or by regulation each Directorate must:

1. report to the Vice Chancellor;
2. deal with any relevant matter brought before it by the Vice Chancellor, the Director or other relevant officer of the University;
3. advise the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors either directly or through the Vice Chancellor

on relevant matters pertaining to academic issues, administration, research and studies within its scope and the curriculum for each of the degrees, diplomas and Certificate programmes pertaining to that Directorate and also for any University degrees, diplomas and Certificate programmes which have been assigned to the Directorate for administrative purposes; and

4. administer any University courses, consultancy and research projects pertaining to it or which have been assigned to the Directorate for administrative purposes.

3.4 Subject to the statutes and regulations of the University each Directorate will regulate its own procedures.

#### **4. Structure and governance of Centres, Agencies and Cells:**

4.1 For each Centre, Agency or Cell established within the University the Director, in consultation with the Vice Chancellor, must approve its name and endorse and monitor its structure and governance procedures including the following:

1. an academic and administrative support structure which is appropriate to undertake the activities and functions of the Centre, Agency or Cell;
2. an appropriate executive structure to support the General Manager or Manager as the accountable officer of the Centre, Agency or Cell;
3. a mechanism by which the Centre, Agency or Cell can obtain advisory input from the Directorates, the Faculties, the academic, research and professional staff from within the University and external representatives from professional bodies, governmental agencies and industry partners.

4.2 In addition to any powers and duties conferred upon the Centres, Agencies or Cells by any other statute or by regulation each Centre, Agency or Cell must:

1. report to the Director in charge of the Directorate concerned;
2. deal with any relevant matter brought before it by the Vice Chancellor, the Director or other relevant officer of the University;
3. advise the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors either directly or through the Director and/or the Vice Chancellor on relevant matters pertaining to academic issues, administration,

research and studies within its scope and the curriculum for each of the degrees, diplomas and Certificate programmes pertaining to that Centre, Agency or Cell and also for any University degrees, diplomas and Certificate programmes which have been assigned to the Centre, Agency or Cell for administrative purposes; and

4. administer any University courses, consultancy and research projects pertaining to it or which have been assigned to the Centre, Agency or Cell for administrative purposes.

3.4 Subject to the statutes and regulations of the University each Centre, Agency or Cell will regulate its own procedures.

## **5. Establishment of Departments, Directorates, Centres, Agencies and Cells:**

### **5.1 Academic Departments:**

The Vice Chancellor may, in consultation with the Chancellor, the Academic Council and the Board of Management, establish Academic Departments and other Academic units for the purpose of organising the academic and other professional activities of the University.

### **Directorates, Centres, Agencies and Cells:**

The Vice Chancellor may, in consultation with the Chancellor and the Board of Management, establish Directorates and other Centres, Agencies or Cells in the University.

### **5.2 On the establishment of:**

1. an Academic Department, Centre or Unit: either the Dean of the relevant Faculty or the Vice Chancellor must appoint a Head for that unit;
2. a Directorate: the Vice Chancellor must appoint a Head for that Directorate.
3. a Centre, Agency or Cell: the Vice Chancellor in consultation with the Director concerned must appoint a Head for that Centre, Agency or Cell.

The Head, so appointed, is responsible for the management of that unit in accordance with the statutes, regulations and policies of the University.

5.3 Where any Academic Unit, Directorate, Centre, Agency or Cell of the University is to be operated by a separate legal entity the University must, by regulation, determine the name, composition, purposes and governance arrangements for each such Academic Unit, Directorate, Centre,

Agency or Cell. Where such an Academic unit, Directorate, Centre, Agency or Cell forms part of a larger Academic unit, Directorate, Centre, Agency or Cell already covered by a regulation made under this Statute no further regulation is required for the purposes of this section.

5.4 The establishment of any Academic unit, Directorate, Centre, Agency or Cell, in accordance with this Section, must be reported to the next meeting of the Board of Management and the Academic Council.

**6. Powers and duties of Deans:**

6.1 In accordance with **Section 9** of **Statute 2.2** the Vice Chancellor must appoint a Dean for each Faculty.

6.2 The powers and responsibilities of the Deans are those described in **Statute 2.2**.

6.3 Nothing within this or any other statute of the University may be construed as diminishing the accountability of a Dean to the Vice Chancellor, or to such other officers as the Vice Chancellor may determine, for the performance of his duties.

**7. Powers and duties of Directors:**

7.1 In accordance with the procedures approved from time to time the Vice Chancellor must appoint a Director for each faculty.

7.2 In addition to any other powers and duties conferred or imposed on a Director by the Vice Chancellor, the Director:

1. is responsible for the implementation of the Directorate's and University policies within the Directorate;
2. oversees the specific activities of the Directorate concerned which includes extending support to the other academic units, research activities, directorates, centres and agencies of the University;
3. is responsible for the creation and maintenance of the required resources of the Directorate;
4. is accountable for the finances of the Directorate;

5. is responsible for ensuring effective consultation within the University and for representing the interests and positions of the Directorate at meetings of committees within the University and of the Directorate and at other times as required by the Vice Chancellor;
  6. should work in cooperation with the Deans and Directors of other faculties and directorates in pursuing collaborative and cross-faculty academic and research activities;
  7. must inform directorate members of any resolution of the Board of Governors, the Board of Management, the Academic Council or of the Research & Innovation Council affecting the directorate and provide other information as may be necessary for the directorate staff to perform their functions effectively; and
  8. has access to the books, accounts and other records of the directorate and departments of the directorate and may obtain information from any relevant officer of the University as is required by him to perform his duties effectively.
- 7.3 Nothing within this or any other statute of the University may be construed as diminishing the accountability of a Director to the Vice Chancellor, or to such other officers as the Vice Chancellor may determine, for the performance of his duties.

**8. Powers and duties of General Managers & Managers:**

- 8.1 In accordance with the procedures approved from time to time the Vice Chancellor must appoint a General Manager or Manager for each Centre, Agency or Cell.
- 8.2 In addition to any other powers and duties conferred or imposed on a General Manager by the Vice Chancellor, the General Manager or Manager of a Centre, Agency or Cell:
  1. is responsible for the implementation of the Centre's, Directorate's and University policies within the Centre;
  2. oversees the specific activities of the Centre concerned which includes extending support to the other academic units, research activities, directorates, centres and agencies of the University;
  3. is responsible for the creation and maintenance of the required resources of the Centre;
  4. is accountable for the finances of the Centre;
  5. is responsible for ensuring effective consultation within the University and for

representing the interests and positions of the Centre at meetings of committees within the University and of the Centre and at other times as required by the Director concerned and the Vice Chancellor;

6. should work in cooperation with the Deans, Directors, General Managers and Managers of other faculties, directorates, centres, agencies and cells in pursuing collaborative and cross-faculty academic and research activities;
7. must inform Centre/Agency/Cell members of any resolution of the other Authorities of the University affecting the Centre/Agency/Cell and provide other information as may be necessary for the Centre/Agency/Cell's staff to perform their functions effectively; and
8. has access to the books, accounts and other records of the Centre, Agency or Cell and may obtain information from any relevant officer of the University as is required by him to perform his duties effectively.

8.3 Nothing within this or any other statute of the University may be construed as diminishing the accountability of a General Manager or Manager to the Director concerned, to the Vice Chancellor, or to such other officers as the Vice Chancellor may determine, for the performance of his duties.

**9. Publication arrangements:**

- 9.1 The Registrar must maintain and publish, by Notification, a consolidated list of all Faculties and Directorates together with the Centres, Agencies and other Academic and Administrative units of the University.
- 9.2 The Academic Council should also publish similar details pertaining to those departments or centres which are responsible directly to the Academic Council or which do not come within the responsibility of a Faculty.



## Statute 3.3: Conditions of Service: Academic and Non-Academic Staff

### 1. Definitions:

1.1 In this statute unless the contrary intention appears:

“Academic staff” means the Faculty members and shall include Professors, Associate Professors, Assistant Professors and such Officers and Other officers listed in **Statute 2.2** and such other posts as may be designated, as such, by the Board of Management from time to time;

“Non-academic staff” means the Non-Academic employees of the University (other than Academic staff) and shall include all technical, office and administrative support staff members, such Officers and Other Officers listed in **Statute 2.2** and such other posts as may be designated, as such, by the Board of Management from time to time;

1.2 “UGC” means the Commission established under **Section 4** of the University Grants Commission Act, 1956.

1.3 “AICTE” means the All India Council for Technical Education established under the All India Council for Technical Education Act, 1987.

1.4 “MCI” means the Medical Council of India established under the Indian Medical Council Act, 1956.

1.5 “DCI” means the Dental Council of India established under The Dentists Act, 1948.

1.6 “PCI” means the Pharmacy Council of India established under the Pharmacy Act, 1948.

1.7 “University employee” shall mean any employee of the University including academic and non-academic staff members.

### 2. Recruitment, Qualifications & Experience:

2.1 Academic Staff:

1. Recruitments:

All recruitments for academic staff positions will be advertised in appropriate media and selection will be done on the basis of merit by a **Staff Recruitment & Selection Committee** constituted for this purpose, by the Vice Chancellor, in consultation with the Deans and with such number of members and powers and duties as may be determined from time to time.

2. Qualifications & experience:

The qualifications and experience required from a faculty member for a given grade will

be that stipulated in the relevant UGC and/or Regulating Body's regulations with such modifications as the recruiting authority or the Academic Council might consider necessary. Some exceptions may be made for candidates with exceptional academic background.

***Provided*** that wherever necessary appropriate screening may be conducted by the University on the basis of qualifications and experience or test.

3. Appointments on Contract Basis:

a) Appointments:

Appointments may be made on contract on full-time or part-time basis in such specialised subjects/fields where professional expertise is required to strengthen and supplement the teaching or to meet the workload requirements of the University. Where full-time appointments are made these should be reported to the Board of Management at its next meeting.

b) Qualifications and Designations:

Staff hired on contract basis should possess qualifications similar or comparable to that of regular faculty members of the University.

The designations to be used for staff hired on contractual basis could be Visiting Professor, Adjunct Professor, Professor Emeritus, Consultant, Advisor or other appropriate title.

Professor Emeritus:

On the recommendation of the Head of the Department concerned the Vice Chancellor, after satisfying himself, may recommend to the Academic Council the appointment of any outstanding scholar or eminent person whose association with the University would help in the furtherance of the academic activities of the University as a Professor Emeritus for such period of time and on such terms and conditions as may be set out in the letter of appointment.

A Professor Emeritus will be expected to be associated with all normal academic activities of the Department to which he or she is attached.

c) Appointing Authority:

The appointing authority for all such contract appointments will be the Vice Chancellor in consultation with the Dean of the concerned Faculty.

d) Pay:  
Staff hired on contract basis shall be paid a consolidated salary and allowed such leave and other benefits as set out in their contracts with the University.

e) Age Limits:  
The age limit for staff appointed on contract basis shall be 65 years.  
**Provided** that no person shall be appointed or continued as Professor Emeritus on his attaining the age of 70 years.

f) Duties:  
Staff hired on contract basis can be assigned, in addition to the specific task for which they were appointed, any other duties by the Vice Chancellor.

4. Special Mode of Recruitment and appointment:

Notwithstanding anything contained in this Statute the Board of Management may invite a person of high academic distinction and professional attainments to accept the post of a Professor or other academic post in the University on such terms and conditions as it deems fit and appoint the person to such post.

5. Academic Titles and Honorary Appointments:

a. Academic staff employed by the University may either be appointed or promoted to one of the following titles:

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor

b. Academic staff engaged by the University under contracts may be appointed to one of the following titles:

- i. Adjunct Professor
- ii. Visiting Professor
- iii. Professor Emeritus

c. The Board of Management may, from time to time, add to the list of titles and stipulate the conditions under which persons appointed to certain University posts

may take the titles listed in **Sections 1.1** and **Section 1.2** above.

2.2 Non-Academic Staff:

1. Recruitments:

All recruitments for non-academic staff positions will be advertised in appropriate media and selection will be done on the basis of merit by a **Staff Recruitment & Selection Committee** constituted for this purpose, by the Vice Chancellor, in consultation with the Deans and the Registrar, and with such number of members and powers and duties as may be determined from time to time.

2. Qualifications & experience:

The qualifications and experience for appointment to the posts in the various categories or cadres of the University shall be such as may be approved in the form of Recruitment Regulations/Rules for each category of posts by the Vice Chancellor, in consultation with the Registrar and the Deans, from time to time.

**Provided** that wherever necessary appropriate screening may be conducted by the University on the basis of qualifications and experience or test.

3. Appointments on Contract Basis:

Non-academic staff may be appointed on contract on full-time or part-time basis where their services are required to strengthen and/or supplement the workload requirements of the University. Where full-time appointments are made these should be reported to the Board of Management at its next meeting.

The appointing authority for all such contract appointments will be the Vice Chancellor in consultation with the Registrar.

Staff hired on contract basis shall be paid a consolidated salary and allowed such leave and other benefits as set out in their contracts with the University.

4. Ad hoc appointments:

Notwithstanding anything contained in this Statute, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority of the University the power to make ad hoc appointments.

### 2.3 Appointments by Promotion:

Appointments to any vacant academic or non-academic staff position may be made by promotion from amongst eligible University employees serving in the appropriate grades.

Selection of the candidate will be done on the basis of performance, merit and seniority by a **Staff Career Progression Committee** constituted for this purpose, by the Vice Chancellor, in consultation with the Deans, PVCs and the Registrar as may be appropriate. The **Staff Career Progression Committee** may, wherever necessary, use appropriate screening methods including a written test and/or interview with the shortlisted candidates.

## 3. **Conditions of Service:**

### 3.1 **Academic Staff:**

#### 1. Agreement of Service:

- a) The terms and conditions of service of academic staff members appointed by the University shall be those embodied in the Agreement of Service signed with them and subject to the Regulations governing employees of the University.
- b) Every member of the academic staff is required to sign an Agreement of Service with the University, in the form approved by the Board of Management from time to time, before he or she is admitted into the services of the University.
- c) All Agreements of Service are subject to the provisions of the Act, the Statutes and Regulations of the University as they stand enacted from time to time.

#### 2. Temporary and permanent service:

- a) A staff member shall be in the temporary service of the University until he or she is confirmed on a permanent post in the University.
- b) A staff member confirmed on a permanent post in the University shall be in the permanent service of the University subject to the provisions in the Act and the Statutes.

#### 3. Probation and confirmation:

- a) All academic staff appointed against a permanent post shall be on probation on such post for such period of time that the appointing authority may stipulate. The period of probation may be extended for such further period or periods of time as the appointing authority may decide before confirming the staff member on that

post.

- b) A staff member who has satisfactorily completed the period of probation shall be eligible for confirmation on that post subject to any conditions laid down in this regard.
- c) During the period of probation if a staff member is found unsuitable for holding that post or for other satisfactory cause the appointing authority may terminate his/her services in the University by giving one month's notice or one month's salary, in lieu of one month notice, or the unexpired portion thereof.

4. Assignment of duties:

Unless otherwise expressly provided for, all academic staff shall be at the disposal of the University and he or she shall serve the University in such capacity and in such manner and at such places as he or she may be directed by the University, from time to time. He or she may be called upon to perform any duty as may be assigned in the interest of and for the purposes of the University.

5. Pay Scales, Increments & Allowances:

The academic staff of the University shall be paid salaries on such pay scales or at such stage of such pay scales, increments and allowances as the Board of Management may adopt or decide from time to time provided such scales of pay fixed or revised are comparable to those adopted for similar posts under the UGC/AICTE/MCI/DCI/PCI guidelines if any.

6. Other benefits and deductions from pay:

All academic staff members shall be entitled to leave, leave salary, allowances, contributory provident fund benefits, end-of-service gratuity and other benefits as set out in the Regulations, by the University, from time to time.

7. Resignation:

Subject to acceptance of resignation by a competent authority a permanent or temporary staff member may, by giving notice, in writing, of the period specified in the Agreement of Service, to the appointing authority, resign from the service of the University.

8. Superannuation and Re-employment:

- a) The age of superannuation for Academic Staff members is 60years.
- b) If the Academic Council is satisfied that the services of such a staff member, who has attained superannuation, is required by the University the Board of

Management may, on the recommendation of the Vice Chancellor, re-employ or engage, under a Contract, any distinguished staff members for such period and on such terms and conditions as are set out in the Agreement of Service or Contract signed with him/her.

9. Performance Appraisal:

All academic staff shall be subject to periodical performance appraisals in accordance with the University's norms and guidelines in this regard.

10. Code of Professional Ethics:

The code of ethics as laid down in the **Employment Regulations** shall be applicable to all Academic staff in the University.

11. Conduct and Discipline:

All employees of the University shall be governed by the conduct, discipline, penalty and appeal rules set out in these Statutes and the Regulations.

### 3.2 Non-Academic Staff:

1. Agreement of Service:

- a. The terms and conditions of service of Non-academic staff members appointed by the University shall be those embodied in the Agreement of Service signed with them and subject to the Regulations governing employees of the University.
- b. Every member of the Non-academic staff is required to sign an Agreement of Service with the University, in the form approved by the Board of Management from time to time, before he or she is admitted into the services of the University.
- c. All Agreements of Service are subject to the provisions of the Act, the Statutes and Regulations of the University as they stand enacted from time to time.

2. Temporary and permanent service:

- a. A non-academic staff member shall be in the temporary service of the University until he or she is confirmed on a permanent post in the University.
- b. A non-academic staff member confirmed on a permanent post in the University shall be in the permanent service of the University subject to the provisions in the Act and the Statutes.

3. Probation and confirmation:

- a. All non-academic staff appointed against a permanent post shall be on probation

on such post for such period of time that the appointing authority may stipulate. The period of probation may be extended for such further period or periods of time as the appointing authority may decide before confirming the staff member on that post.

- b. A staff member who has satisfactorily completed the period of probation shall be eligible for confirmation on that post subject to any conditions laid down in this regard.
- c. During the period of probation if the staff member is found unsuitable for holding that post or for other satisfactory cause the appointing authority may terminate his/her services in the University by giving one month's notice or one month's salary in lieu of one month notice, or the unexpired portion thereof.

4. Assignment of duties:

Unless otherwise expressly provided for all non-academic staff shall be at the disposal of the University and he/she shall serve the University in such capacity and in such manner and at such places as he/she may be directed by the University, from time to time. He/she may be called upon to perform any duty as may be assigned in the interest of and for the purposes of the University.

5. Pay Scales, Increments & Allowances:

The non-academic staff of the University shall be paid salaries on such pay scales or at such stage of such pay scales, increments and allowances as the Board of Management may adopt or decide from time to time provided such scales of pay, fixed or revised, are comparable to those adopted or accepted for similar posts in the State Government.

6. Other benefits and deductions from pay:

All non-academic staff members shall be entitled to leave, leave salary, allowances, contributory provident fund benefits, end-of-service gratuity and other benefits as set out in the Regulations, by the University, from time to time.

7. Resignation:

Subject to acceptance of resignation by a competent authority a permanent or temporary staff member may, by giving notice, in writing, of the period specified in the Agreement of Service, to the appointing authority, resign from the service of the University.

8. Superannuation and Re-employment:

The age of superannuation for a member of the non-academic staff is 60 years.



If the Board of Management is satisfied that the services of a staff member who has attained superannuation is required by the University it may, on the recommendation of the Vice Chancellor, re-employ or engage, under a Contract, any distinguished staff members for such period and on such terms and conditions as are set out in the Agreement of Service or Contract signed with him/her.

9. Performance Appraisal:

All non-academic staff shall be subject to periodical performance appraisals in accordance with the University's norms and guidelines in this regard.

10. Code of Professional Ethics:

The code of ethics as laid down in the **Employment Regulations** shall be applicable to all non-academic staff of the University.

11. Conduct and Discipline:

All employees of the University shall be governed by the conduct, discipline, penalty and appeal rules set out in these Statutes and the Regulations.

**3.3 Grounds for taking disciplinary action against University employees and/or Termination of Services:**

1. The services of a University employee may be terminated on any of the following grounds:
  - a) wilful and persistent neglect of duty, habitual absence from duty without prior permission and/or failure to discharge any of the duties prescribed under the Act, Statutes, Regulations and Rules;
  - b) misconduct, insubordination, failure to conform to the instructions of his superiors or any irregularities in the discharge of his duties;
  - c) incompetence (including failure to keep his or her knowledge up-to-date despite repeated instructions to this effect and despite the availability of the requisite facilities and failure to complete the assigned work repeatedly);
  - d) physical or mental unfitness;
  - e) when the post he or she is holding is abolished; or
  - f) conviction in a court of law for an offence involving moral turpitude.

**Explanation:**

Misconduct shall include breach of the prescribed terms and conditions of service and violation of the provisions of the Act, Statutes, Regulations and Rules relating to the duties

and responsibilities of employees and violation of the code of conduct.

2. Academic staff:

The following lapses would constitute gross misconduct on the part of persons holding teaching posts in the University:

- a) failure to perform his or her academic duties such as lectures, demonstration, assessments, invigilation etc.
- b) gross partiality in assessment of students, deliberately over or under-marking or attempts at victimization on any grounds;
- c) inciting students against other students, colleagues or administration of the University;
- d) raising questions of caste, creed, religion, race or sex in his/her relationships with his/her colleagues or students and trying to use these considerations for improvement of his/her prospects; and
- e) refusal to carry out the decisions of the appropriate administrative and academic bodies and/or other functionaries of the University.

## Statute 3.4: Co-operation & Collaboration Arrangements with Other Institutions.

### 1. Collaborative Associations:

- 1.1 In consonance with **Sections 7 (ii) and (iii)** of the Act the University envisages collaborating with other institutions of higher learning, research organisations, governmental, non-governmental and other professional organisations and associations of repute in India and abroad.
- 1.2 The collaboration shall be for the furtherance of teaching, student and scholar training, research, consultancy, enhanced learning and hands-on experience opportunities and cross-cultural exchanges of ideas for the University's students, research scholars and faculty members.
- 1.3 The collaborative arrangements between the University and the other institutions will come into effect after the signing of a Memorandum of Understanding ("MOU") defining the nature and extent of co-operation and collaboration.
- 1.4 **Co-operation & Collaborations Committee:**  
All MOUs proposed with other institutions shall, prior to their execution, be examined by a Committee. To this extent the Vice Chancellor shall constitute a "**Co-operation & Collaborations Committee**".
- 1.5 The Committee shall examine each proposal for co-operation and/or collaboration by taking into consideration all aspects including the rights and obligations of the University, any financial implications of the arrangement and whether it is in the interest of the University to enter into the MOU before making a recommendation to the Chancellor for his approval.  
For each such MOU, the Committee shall also make a recommendation to nominate the particular Staff Member or other individual who will act as the University's "Co-Ordinator" for all communications and to manage the relationship with the collaborating body.

**Provided** that all MOUs shall be for a specified period of time and shall be reviewed periodically by the Committee for extension or continuation of the arrangement.

- 1.6 The recommendations of the Committee together with the Chancellor's approval and the draft MOU shall be placed before the Board of Management for its consideration and approval.

# Chapter 4: Admissions, Registration, Assessment & Conferring Awards

## Statute 4.1: Programmes, Degrees, Registration and Assessment

### 1. Degrees, Diplomas and other Certificates:

- 1.1 The Board of Governors may confer any degree, diploma and certificate or grant any other award listed by the Academic Council in accordance with the regulations made under this statute.
- 1.2 To qualify for a Degree, Diploma, Certificate or other award or title in the University every candidate must have:
  1. satisfied the entrance requirements as a student of the University and of the appropriate programme of study in accordance with the Academic Regulations;
  2. pursued that course of study for the prescribed period and passed the required examinations;
  3. paid all the fee and other sums due or prescribed as and when required; and
  4. complied with all other Regulations and other requirements as may be relevant.
- 1.3 The possession of the appropriate qualifications for entry upon any programme of study shall not automatically entitle any person to admission to the University or to any particular programme of study.
- 1.4 Subject to the provisions of the Act and the Statutes, the Academic Council may permit students who have attended courses of study or passed examinations conducted by other Universities or academic institutions to count these courses of study as equivalent to such courses of study and examinations in this University and upon such other conditions as the Academic Council shall determine from time to time.
- 1.5 If the Academic Council is of the opinion that a student has suffered any hardship arising from any revisions or variations in the requirements for granting of degrees or awards or by reason

of the student having acted upon any incorrect information or advice given to him by a member of the academic or professional staff of the University or appearing in any official publication of the University, it may make special provisions to alleviate the hardship.

- 1.6 If a candidate is prevented by illness or other sufficient cause from being present for or completing a final examination for a Degree, Diploma or Certificate the Academic Council may, upon recommendation by the relevant **Programme Assessment Board (“PAB”)** and upon satisfying such other terms and conditions as it shall think fit award a Degree, Diploma or Certificate to that candidate.

**Provided** that this clause shall not exempt a candidate from presenting a thesis where such is prescribed for the successful completion of the course of study.

- 1.7 If a candidate dies before appearing for or completing a final examination for a Degree, Diploma or Certificate the Academic Council may, upon recommendation by the relevant PAB and upon satisfying such other terms and conditions as it shall think fit award a Degree, Diploma or Certificate to that candidate upon application by the candidate’s family or next of kin to the Academic Registrar.

## **2. Programmes of Study and Degrees:**

### **2.1 Programmes of Study:**

1. The University offers its courses of study in a variety of routes to provide flexibility to students in their academic pursuits. These include the following options:
  - a) Full-time (Regular) Programmes;
  - b) Part-time Programmes;
  - c) User-oriented Programmes which are designed in consultation with members of industry to provide an enriched combination of academic and hands-on learning;
  - d) Skill oriented Programmes (designed to provide a strong hands-on learning experience);
  - e) Seminars, Workshops, Refresher Programmes, Orientation programmes and other Certificate programmes of varying duration.

All of the above educational programmes may be offered by any of the University's Faculties or, jointly, by one or more Faculties, Directorates and Centres in association with partner institutions.

2. There shall be programmes of study in the University for the following Degrees, Diplomas and Certificates:

2.1.1 Under-Graduate Programmes of study:

- a) Bachelor of Technology (B.Tech.)
  - i. Civil Engineering
  - ii. Computer Science and Engineering
  - iii. Electrical and Electronics Engineering
  - iv. Electronics and Communication Engineering
  - v. Mechanical Engineering
- b) Bachelor of Design (B.Des.)
  - i. Product Design
  - ii. Visual Communication
- c) Bachelor of Hotel Management (B.H.M.)
- d) Bachelor of Pharmacy (B.Pharm.)
- e) Doctor of Pharmacy (Pharm. D.)
- f) Bachelor of Dental Surgery (B.D.S.)
- g) Bachelor of Arts
- h) Bachelor of Science
- i) Bachelor of Commerce
- j) Bachelor of Management
- k) Bachelor of Administration
- l) Bachelor of Finance
- m) Bachelor of Mass Communication
- n) Bachelor of Computer Applications
- o) Bachelor of Vocational Programmes
- p) Bachelor of Education
- q) Bachelor of Law
- r) Bachelor of Medicine and Surgery

- s) Bachelor of Physiotherapy
- t) Bachelor of Nursing
- u) Bachelor of Astronomy
- v) Bachelor of Astrophysics
- w) Bachelor of Nuclear Sciences
- x) Any other such programmes relevant to society and national development.

2.1.2 Post Graduate Programmes of Study offered both as full-time and part-time programmes:

- a) Master of Technology (M.Tech.)
  - i. Automotive Engineering
  - ii. Automotive Powertrain Design
  - iii. Automotive Product Design
  - iv. Aircraft Design
  - v. Turbo machinery Design
  - vi. Advanced Manufacturing Technologies
  - vii. Engineering and Manufacturing Management
  - viii. Advanced Machinery Design
  - ix. Bio-Medical Engineering
  - x. Electronic Systems Design Engineering
  - xi. Digital Signal and Image Processing
  - xii. Signal Processing and Communication Technologies
  - xiii. VLSI System Design
  - xiv. Electrical Machinery Design
  - xv. Sensors and Control Systems
  - xvi. Computer Science and Networking
  - xvii. Real Time Embedded Systems
  - xviii. Automotive Electronics
  - xix. Civil Structural Design
  - xx. Construction Engineering and Management
- b) Master of Design (M.Des.)
  - i. Product Design
  - ii. Rural Product Design



- iii. Commercial and Retail Design
- iv. Computer Animation and Game Design
- v. Fashion Design
- c) Master of Business Administration (M.B.A.)
  - i. Marketing Management
  - ii. Financial Management
  - iii. Human Resources Management
  - iv. Operations Management
  - v. Small Business and Entrepreneurship
- d) Master of Commerce (M.Com.)
- e) Master of Hospital Administration (M.H.A.)
- f) Master of Hospitality Management (M.H.M.)
  - i. Food Service Management
  - ii. Rooms Division Management
  - iii. Hospitality Finance & Marketing
- g) Master of Pharmacy (M.Pharm.)
  - i. Pharmacognosy
  - ii. Pharmaceutical Chemistry
  - iii. Pharmaceutics
  - iv. Pharmacology
  - v. Pharmaceutical Analysis
  - vi. Pharmaceutical Quality Assurance
  - vii. Pharmacy Practice
  - viii. Pharmaceutical Technology
  - ix. Herbal Drug Technology
- h) Master of Dental Surgery (M.D.S.)
  - i. Oral Medicine and Radiology
  - ii. Periodontics
  - iii. Oral and Maxillofacial Surgery
  - iv. Conservative Dentistry and Endodontics
  - v. Orthodontics and Dentofacial Orthopaedics
  - vi. Oral Pathology and Microbiology

- vii. Public Health Dentistry
- viii. Pedodontics and Preventive Dentistry
- ix. Prosthodontics, Crown and Bridge
- i) Master of Science (M.Sc.)/Master of Arts (M.A.)
  - i. Physics
  - ii. Chemistry
  - iii. Mathematics
  - iv. Humanities and Social Sciences
- j) Master of Mass Communication
- k) Master of Computer Applications
- l) Master of Vocational Programmes
- m) Master of Education
- n) Master of Law
- o) Any other such programmes relevant to society and national development.

2.1.3. User Oriented Postgraduate Programmes (UoPP)

- a) Master of Technology (M.Tech.)
  - i. Course title will be decided based on user requirement, however the name should have the approval of the Academic Council.
- b) Master of Pharmacy (M.Pharm.)
  - i. Course title will be decided based on user requirement, however the name should have the approval of the Academic Council.

2.1.4. PG Diploma and PG Certificate Course Programmes

- a) PG Diploma and Certificate courses in Faculty of Dental Sciences
  - i. Conservative Dentistry and Endodontics
  - ii. Orthodontics
- b) PG Diploma and Certificate courses in Faculty of Ayurveda and Integrative Medicine
  - i. The course titles offered under this will be those approved by the Academic Council
- c) PG Diploma and Certificate Courses in the Faculty of Engineering and Technology
  - i. The course titles offered under this will be those approved by the Academic Council.
- d) PG Diploma and Certificate Courses in Faculty of Pharmacy

- i. The course titles offered under this will be those approved by the Academic Council
- e) PG Diploma and Certificate Courses in Faculty of Hospitality Management and Catering Technology
  - i. The course titles offered under this will be those approved by the Academic Council.
- f) PG Diploma and Certificate Courses in Faculty of Art and Design
  - i. The course titles offered under this will be those approved by the Academic Council.
- g) PG Diploma and Certificate Courses in Faculty of Science and Humanities
  - i. The course titles offered under this will be those approved by the Academic Council.
- h) PG Diploma and Certificate Courses in the Faculty of Management and Commerce
  - i. The course titles offered under this will be those approved by the Academic Council.

## **2.2 Degrees, Diplomas & Certificate Programmes:**

### **1. Degrees:**

The following degrees may be granted and conferred by the Board of Governors on the recommendation of the Academic Council:

#### **2.2.1 Under-Graduate Programmes of study:**

- a) Bachelor of Technology (B.Tech.)
- b) Bachelor of Design (B.Des.)
- c) Bachelor of Hotel Management (B.H.M.)
- d) Bachelor of Pharmacy (B.Pharm.)
- e) Doctor of Pharmacy (Pharm. D.)
- f) Bachelor of Dental Surgery (B.D.S.)

#### **2.2.2 Post Graduate Programmes of Study offered both as full-time and part-time programmes:**

- a) Master of Technology (M.Tech.)
- b) Master of Design (M.Des.)

- c) Master of Business Administration (M.B.A.)
- d) Master of Commerce (M.Com.)
- e) Master of Hospital Administration (M.H.A.)
- f) Master of Hospitality Management (M.H.M.)
- g) Master of Pharmacy (M.Pharm.)
- h) Master of Dental Surgery (M.D.S.)
- i) Master of Science (M.Sc.)
- j) Master of Arts (M.A.)

### 2.2.3 User Oriented Postgraduate Programmes (UoPP)

- a) Master of Technology (M.Tech.)
- b) Master of Pharmacy (M.Pharm.)

### 2.2.4 Diplomas and Certificates:

The following Diplomas and Certificates may be granted and conferred by the Board of Governors on the recommendation of the Academic Council:

#### 1. PG Diploma and PG Certificate Course Programmes

- a) PG Diploma and Certificate courses in Faculty of Dental Sciences
- b) PG Diploma and Certificate courses in Faculty of Ayurveda and Integrative Medicine;
- c) PG Diploma and Certificate courses in the Faculty of Engineering and Technology;
- d) PG Diploma and Certificate Courses in the Faculty of Pharmacy
- e) PG Diploma and Certificate Courses in the Faculty of Hospitality Management and Catering Technology
- f) PG Diploma and Certificate Courses in the Faculty of Art and Design
- g) PG Diploma and Certificate Courses in the Faculty of Science and Humanities
- h) PG Diploma and Certificate Courses in the Faculty of Management and Commerce

### 3. Selection, Admission, Registration and Re-Registration

3.1 Except as otherwise provided in the statutes the Academic Council is responsible for setting out the requirements on all matters relating to:

- selection
- admission;
- registration and re-registration; and
- termination of registration of students.

Provided further that the Academic Council is responsible for determining all matters relating to selection, admission, registration including re-registration and termination of registration of students and has the power to make regulations and policies in this regard. The regulations and policies shall be published, by Notification, by the Academic Registrar.

3.2 Subject to **Subsection 3.3** below the Academic Council is also responsible for determining, in each year, the number of persons who may be registered for a programme. This determination shall be based upon the University's norms and the guidelines specified by the different regulatory bodies.

3.3 The Vice Chancellor may, in consultation with the Academic Council, decide upon the number of persons who may in any year-

1. be registered as students in the University; or
2. be admitted into a particular programme for a degree, diploma or other award in the University.

**Provided** that forty per cent of all admissions to all programmes of the University shall be reserved for students of Karnataka State and admissions under this category shall be made through a Common Entrance Examination conducted by the Government of Karnataka or its agency and these seats shall be allotted as per the merit and reservation policy of the Government of Karnataka from time to time.

**Provided** further that where there are less than ten seats in any programme they shall be reserved by clubbing such like programmes (e.g. Post Graduate programme) together and where there are less than three seats in any programme they shall be reserved by rotation.

3.4 The registration or re-registration of a student in any programme and all other terms and conditions of these programmes must at all times be in accordance with the statutes and regulations and any other policies published by the Academic Council from time to time.

**4. Assessments & Examinations:**

4.1 The Academic Council is responsible for setting out the requirements relating to assessment of student performance for the purpose of admission to degrees, diplomas or other awards and to comply with the regulations and policies published by the Academic Council in this regard.

4.2 The examinations for a Degree, Diploma or Certificate of the University whether taken at one time or in semesters shall be the responsibility of the **Board of Examiners**.

4.3 The **Board of Examiners** shall comprise internal examiners and external examiners as are appointed for each of the courses or groups of courses forming part of the course curriculum.

4.4 The internal examiners of the University shall be appointed by the **Board of Examiners** concerned on behalf of the Academic Council and shall be drawn from the academic staff of the University and such other teaching staff as may be designated by the Academic Council from time to time.

4.5 The external examiners shall be appointed by the **Board of Examiners** of the concerned faculty on behalf of the Academic Council and shall hold office for such time as is determined in the terms of their appointment.

4.6 The Academic Regulations shall prescribe the procedure whereby students may seek a review of their results and assessments.

4.7 A student may be barred from registering for modules/courses, from an examination, or have his grade, marks for a module/course withheld or have his candidature suspended or terminated if:

1. he has failed to satisfy specific requirements of the relevant faculty for admission to the examination or completion of the module;
  2. he is in debt to the University; or
  3. he has been subjected to disciplinary action arising from disciplinary proceedings as set out in the University Statutes or Regulations.
- 4.8 The Academic Council may, in its absolute discretion, withhold the result of a student either for a part or the whole examination or module/course pending the outcome of disciplinary proceedings against the student under the University statutes or Regulations.

**5. Academic Regulations:**

- 5.1 In addition to any powers of the Board of Governors, the Academic Council may also make regulations for the purposes of this statute.
- 5.2 The Academic Council may, by Regulation, specify and publish the detailed requirements, including any special requirements, for entry to a particular degree programme, details of the programme of study, assessments, examinations and other matters relating to the conferment of degrees, diplomas, certificates and other titles or granting other awards by the University.
- 5.3 For any new programme offered by any Faculty or other academic unit of the University the Dean of such Faculty shall draft the Academic Regulations for such programme and present it to the Academic Council for its approval. The Academic Council, in turn, shall forward the approved regulations to the Board of Management for its final approval.  
The **Board of Studies** nominated by the Dean of the concerned Faculty shall draft the course curriculum and forward the same to the Academic Council for its approval before commencing the programme. The administration of the programme shall be in accordance with the related academic operations manual of the concerned Faculty.

## **Statute 4.2: Academic Year & Holidays**

### **1. Academic Year:**

Except as otherwise provided in these Statutes the academic year for the University begins on the first day of August each year (or the next working day if the first of August happens to be a holiday) and ends on 31<sup>st</sup> July of the next year (or the previous working day if 31<sup>st</sup> July happens to be a holiday).

### **2. University Holidays:**

2.1 The University shall remain closed on the following days:

1. Such days as are included in the List of Holidays, declared by the University, at the beginning of each calendar year.
2. Such other days that are declared, to be a holiday, by the Registrar of the University.

2.2 At the commencement of each calendar year the Registrar shall publish a calendar showing the List of Holidays during the year.



## Statute 4.3: Conferring & Other Ceremonies

### 1. Interpretation:

1.1 In this statute unless the contrary intention appears:

1. "candidate" means a person who has fulfilled the conditions prescribed for the award of a degree, diploma, certificate or any other award.

### 2. Conferring ceremonies:

2.1 Every candidate is to be admitted to a degree or diploma at a conferring ceremony to be held on a date specified by the Board of Governors.

**Provided** that candidates who are unable to attend the convocation, in person, will be awarded their degree certificates, *in absentia*.

2.2 The **Programme Assessment Board** shall verify the academic records of all candidates and recommend, to the Academic Council, the award of a degree or diploma to eligible candidates. The Academic Council, in turn, shall present the list of candidates to be awarded degrees or diplomas or other awards to the Board of Management for its approval.

2.3 The Board of Management shall forward, to the Board of Governors, the final list of candidates upon whom a degree or diploma or other award shall be conferred.

2.4 The Board of Governors, after consultation with the Board of Management may prescribe:

1. the procedure to be followed at a conferring ceremony including a Special Convocation; and
2. the procedures to be followed for:
  - a) the presentation of candidates at a conferring ceremony;
  - b) the admission of candidates to degrees;
  - c) the awarding of diplomas to candidates;
  - d) the presentation of Medals and Prizes.

### 3. Honorary Doctoral Degrees:

All proposals for the conferment of Honorary Doctoral Degrees shall be made by the Academic Council,

in consultation with the Board of Management, and shall require the approval of the Board of Governors.

**Provided**, however, that, in cases of urgency, the Chancellor may act on the recommendation of the Board of Management only.

**4. Conferring of degrees posthumously:**

A degree may be conferred posthumously if the deceased candidate had fulfilled the conditions prescribed for admission to the degree.

**5. Certificates:**

5.1 Certificates shall bear the signature of the Vice Chancellor or a facsimile thereof.

5.2 At the Convocation ceremony the certificates shall be handed over to the candidates by the Vice Chancellor or his nominee(s).

5.2 A certificate issued in respect of a degree or a diploma remains the property of the person to whom it was awarded unless the Board of Governors cancels, revokes or withdraws the degree or diploma whereupon the certificate becomes the property of the University.

**6. Academic Dress:**

The Board of Governors may by regulation determine all matters pertaining to academic dress.

**7. University Mace**

7.1 The Board of Governors will approve the design of the University Mace.

7.2 The University Mace shall be displayed prominently at all conferring ceremonies.

7.3 All degrees shall be conferred upon candidates in the presence of the University Mace.

## Statute 4.4: Revocation of Awards

### 1. Power to revoke awards:

The circumstances in which a degree, including an honorary degree, or an award including a diploma, certificate or licence, may be revoked and the manner in which it is to be revoked are prescribed by this statute.

### 2. Circumstances for revocation:

2.1 If the Board of Governors is satisfied in accordance with **Section 3** below that a degree (other than an honorary degree), diploma, certificate or licence conferred or granted by the University has been obtained by a person as a result of fraud (fraud includes but is not limited to an untrue or misleading certification by a candidate as to the originality of a thesis or work submitted, the use of material in any thesis or work which was knowingly false or fabricated or appropriating the ideas or work of another person and passing them off as one's own) the Board of Governors may revoke the degree, diploma, certificate or licence.

2.2 Any Honorary Degree conferred by the University may, with the previous approval of two-thirds of the members of the Board of Governors and the sanction of the Chancellor, be withdrawn.

### 3. Manner of revocation:

3.1 If the Board of Governors determines that a prima facie case exists for revoking a person's degree, diploma, certificate or licence then the Board of Governors must establish a committee, headed by the Registrar, to investigate the facts.

3.2 The Investigation Committee should provide the person, against whom the prima facie case exists, an opportunity to be heard.

3.3 The Investigation Committee must report its findings to the Board of Governors together with a recommendation for consideration by the Board of Governors.

3.4 The Board of Governors may require a person whose degree, diploma, certificate or licence is revoked, under this statute, to return to the University the certificate awarded in respect

thereof. The fact of such revocation shall be published, by the University, in the relevant media.

# Chapter 5: Research Activities

## Statute 5.1: Research & Innovation Council

### 1. Establishment of the Research & Innovation Council:

- 1.1 The Research & Innovation Council is hereby declared to have been established as of the date of Notification of its establishment as provided in the Act and in these Statutes and the Regulations made thereunder.
- 1.2 Any change to the composition and procedures of the Research & Innovation Council may be made by the Board of Management in consultation with the Research & Innovation Council.
- 1.3 The Research & Innovation Council may make any recommendations, to the Board of Management, about the research activities and affairs of the University and, in particular, may make recommendations as to research programmes, research studies and research centres or other research units of the University.
- 1.4 Subject to any statutes or regulations of the University, the Research & Innovation Council may regulate its own proceedings.

### 2. Duties and powers of the Research & Innovation Council:

- 2.1 Subject to the Act, the Statutes and the Regulations, the Research & Innovation Council shall, in addition to all other powers vested in it, have the following powers with respect to the research programmes and research study activities of the University, namely:
  1. to report on any matter referred to or delegated to it by the Board of Governors or the Board of Management;
  2. to recommend to the Board of Management to institute, combine or discontinue any units of the University engaged in research activities;
  3. to institute all doctoral degree programmes leading to the award of Ph.D. Degrees including Honorary doctoral degrees in the University;
  4. to approve the award of M.Phil. or other such award to candidates who have not

- successfully completed all the requirements of the doctoral programme but who have earned the minimum number of credits prescribed in the Ph.D. Programme regulations;
5. for all research related activities of the University, to make recommendations, to the Board of Management with regard to the creation and/or abolition of teaching and other research positions in the University, the classification of the positions, the qualifications for teachers, their emoluments and duties;
  6. to make recommendations to the Board of Management in regard to the conditions for admission of students to the various research programmes in the University;
  7. to appoint Committees for admission to the research programmes of the University;
  8. with respect to candidates applying for registration to the University's research programmes to recognise Degrees of other Universities and Institutions and to determine their corresponding value in relation to the Degrees of the M.S.Ramaiah University of Applied Sciences;
  9. to make arrangements for the conduct of examinations including the appointment of Committees, Panels and Boards, for this purpose, and to fix dates for holding them;
  10. organizing Ph.D. scholars' presentations and Viva Voce examinations;
  11. to declare the results of the various University examinations or to appoint Committees or officers to do so and to make recommendations for the conferment of doctoral degrees to all persons who have pursued a scheme of study approved by the Research & Innovation Council and shall have passed the examinations of the University or otherwise satisfied the examiners;
  12. to make recommendations for the conferment of Honorary doctoral degrees to the Board of Management;
  13. to make proposals for the institution of research fellowships, scholarships, studentships, medals and prizes and to make other awards and determine the conditions to be attached to such awards;
  14. to determine the time, mode and conditions of competitions for Research scholarships, fellowships and other prizes and to award prizes, scholarships and fellowships of the University;
  15. to undertake research on behalf of and provide advice and consultancy to government agencies, academic, industrial and other organisations;
  16. to develop and secure ownership of intellectual properties and promote their commercial

exploitation;

17. to publish or arrange for the publication of research articles and other research findings in various publications and journals;
18. to prepare such forms and registers as are, from time to time, prescribed by the Regulations;
19. to delegate any of its powers to a committee or committees comprising such members, on such terms and conditions and with such functions as it thinks fit; and
20. to exercise such other powers and perform such other duties and to do all such acts as may be conferred or imposed on it by the Act, the Statutes and the Regulations.

2.2 The Research & Innovation Council is responsible to the Board of Management for:

1. making policies regarding Doctoral Research leading to the award of Ph.D. degree in all faculties;
2. making policies regarding sponsored (funded) research programmes, research consultancy projects and undertaking major research and development efforts so as to develop excellence in the chosen research areas;
3. to promote research within the University and to require reports on such research from time to time;
4. the supervision and development of all research activities of the University, including the maintenance of high standards in conducting research and research activities;
5. the development and maintenance of policies and rules governing research matters and activities of the University;
6. managing all communications within the academic and research community through all the faculties, directorates, departments and other units of the University; and
7. managing research of a multi-disciplinary nature involving two or more Faculties and/or other units of the University.

2.3 The Research & Innovation Council must provide the Board of Management with any information or reports that are required by the Board of Management, including:

1. reporting systematically on all the matters listed out in **Sections 2.1 and 2.2** above;
2. reporting the Research & Innovation Council's contribution towards the achievement of the University's strategic plans as approved by the Board of Governors from time to time;

and

3. providing the Board of Management with adequate, appropriate and timely information on all matters falling within the responsibility of the Research & Innovation Council that enables the Board of Management and its committees to make assessments and judgements and to gain assurance that the decisions and actions of the Research & Innovation Council are in accordance with the University's values and objects.

2.4 The Research & Innovation Council must also:

1. unless otherwise provided in a statute, act as the final body of appeal within the University in all matters relating to research scholars or persons who have ceased to be research scholars and their grievances against decisions made by the University bodies or by individual officers;
2. cooperate and collaborate with the Academic Council on all such matters that are expected to have a direct impact on the academic programmes in the University;
3. consult with the Board of Management before deciding upon any matter that is expected to have a direct impact on the administration and management of the University;
4. consider any reports submitted to it by any faculty, department or other body;
5. exercise any other powers or perform any other duties conferred or imposed on the Research & Innovation Council by any other statute or regulation or by resolution of the Board of Management.

- 2.5 Without restricting the power of the Board of Management to make any regulations on any matters affecting the University, the Research & Innovation Council may make regulations on any of the matters described in this **Section 2**, such regulations to become effective on approval by the Board of Management.

**3. Delegation of powers**

- 3.1 Subject to this section, the Research & Innovation Council may, by resolution, delegate any of its powers and duties, including the hearing of appeals under **Section 2.4(1)** above, to any member of the Research & Innovation Council or to any committee or to any committee or committees comprising such members, on such terms and conditions and with such powers as it deems fit.



- 3.2 The Research & Innovation Council may not delegate:
1. the power to make University regulations;
  2. the duty to provide such information and/or reports as may be required by the Board of Management under this **Statute 5.1**; or
  3. the power of delegation conferred upon it by this section.

**4. Publication of Research & Innovation Council resolutions:**

- 4.1 The Pro Vice Chancellor in charge of research activities must, by Notification, make available to all scholars, in a form approved by the Research & Innovation Council and accessible throughout the University, all resolutions of the Research & Innovation Council containing information which directly affects research scholars.

**5. Establishment of Research Units:**

- 5.1 The Research & Innovation Council may, after consultations with the Board of Management, establish research units within the University including (but not limited to) Directorates, Centres and Institutes.
- 5.2 Notwithstanding **Subsection 5.1** the Vice Chancellor may establish research units as provided in **Section 8.1** of this Statute.
- 5.3 For the purposes of this statute the Research Council shall determine what a research unit is.
- 5.4 A power to establish any research unit for the purposes of this statute also includes the power to discontinue that research unit and to vary the terms on which any research unit was established.
- 5.5 The University will have such Research Directorates as may be prescribed in these Statutes.
- 5.6 Each Research Directorate shall consist of such Centres or Agencies as may be assigned to it by the Board of Management from time to time.
- 5.7 The Research Directorates and the Research Centres/Agencies established in the University shall

be the following:

1. Directorate of Sponsored Research
2. Such other Directorates and Centres/Agencies as may be instituted, for conducting or co-ordinating research activities, by the Research & Innovation Council, from time to time.

5.8 Each Research Directorate shall be headed by a Director.

5.9 Each Research Centre or Agency within a Directorate will be headed by a General Manager with such duties and powers as may be assigned to him by the Vice Chancellor in consultation with the concerned Director.

## **6. Structure and governance of Research Directorates:**

6.1 For each Research Directorate established within the University the Vice Chancellor, in consultation with the Chancellor, must approve its name and endorse and monitor its structure and governance procedures including the following:

1. an academic, research and administrative support structure which is appropriate to undertake the research activities and functions of the Directorate;
2. an appropriate executive structure to support the Director as the accountable officer of the Directorate;
3. a mechanism by which the Research Directorate can obtain advisory input from the Faculties, the academic and professional staff from within the University and external representatives from professional bodies, governmental agencies and industry partners.

6.2 In addition to any powers and duties conferred upon the Research Directorates by any other statute or by regulation each Research Directorate must:

1. report to the Vice Chancellor;
2. deal with any relevant matter brought before it by the Vice Chancellor, the Director or other relevant officer of the University;
3. advise the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors either directly or through the Vice Chancellor on relevant matters pertaining to administration, research and studies within its scope; and
4. administer any University programmes, consultancy and research projects pertaining to

it or which have been assigned to the Directorate for administrative purposes.

6.3 Subject to the statutes and regulations of the University each Directorate will regulate its own procedures.

## **7. Structure and governance of Research Centres:**

7.1 For each Research Centre established within the University the Vice Chancellor, in consultation with the Director, must approve its name and endorse and monitor its structure and governance procedures including the following:

1. an academic and administrative support structure which is appropriate to undertake the activities and functions of the Centre;
2. an appropriate executive structure to support the General Manager as the accountable officer of the Centre;
3. a mechanism by which the Centre can obtain advisory input from the other Directorates, the Faculties, the academic and professional staff from within the University and external representatives from professional bodies, governmental agencies and industry partners.

7.2 In addition to any powers and duties conferred upon the Centres by any other statute or by regulation each Centre must:

1. report to the Director in charge of the Directorate concerned;
2. deal with any relevant matter brought before it by the Vice Chancellor, the Director or other relevant officer of the University;
3. advise the Academic Council, the Research & Innovation Council, the Board of Management or the Board of Governors either directly or through the Director and/or the Vice Chancellor on relevant matters pertaining to administration, research and studies within its scope; and
4. administer any University programmes, consultancy and research projects pertaining to it or which have been assigned to the Centre for administrative purposes.

7.3 Subject to the statutes and regulations of the University each Centre will regulate its own procedures.

## **8. Establishment of Research Directorates, Centres and Agencies:**

### **8.1 Research Units:**

The Vice Chancellor may, in consultation with the Chancellor, the Research & Innovation Council and the Board of Management, establish Research Directorates and other research Centres or Agencies for the purpose of organising the research activities of the University.

### **8.2 On the establishment of:**

1. a Research Directorate: the Vice Chancellor must appoint a Head for that Directorate.
2. a Research Centre or Agency: the Vice Chancellor in consultation with the Director concerned must appoint a Head for that Centre or Agency.

The Head, so appointed, is responsible for the management of that unit in accordance with the statutes, regulations and policies of the University.

8.3 Where any Research Unit, Directorate, Centre or Agency of the University is to be operated by a separate legal entity the University must, by regulation, determine the name, composition, purposes and governance arrangements for each such Research Unit, Directorate or Centre/Agency. Where such a Research Unit, Directorate or Centre/Agency forms part of a larger Research unit, Directorate or Centre/Agency already covered by a regulation made under this Statute no further regulation is required for the purposes of this section.

8.4 The establishment of any Research unit, Directorate or Centre/Agency, in accordance with this Section, must be reported to the next meeting of the Board of Management and the Research & Innovation Council.

## **9. Powers and duties of Directors:**

9.1 In accordance with the procedures approved from time to time the Vice Chancellor must appoint a Director for each Research Directorate.

9.2 In addition to any other powers and duties conferred or imposed on a Director by the Vice Chancellor, a Director in charge of a Research Directorate:

1. is responsible for the implementation of the Directorate's and University's policies within the Directorate;

2. oversees the specific activities of the Directorate concerned which includes extending support to the other academic units, research directorates, centres and agencies of the University;
  3. is responsible for the creation and maintenance of the required resources of the Directorate;
  4. is accountable for the finances of the Directorate;
  5. is responsible for ensuring effective consultation within the University and for representing the interests and positions of the Directorate at meetings of committees within the University and of the Directorate and at other times as required by the Vice Chancellor;
  6. should work in cooperation and collaboration with the Deans and Directors of other faculties and directorates in pursuing collaborative and cross-faculty research activities;
  7. must inform directorate members of any resolution of the Board of Governors, the Board of Management, the Academic Council or of the Research & Innovation Council affecting the directorate and provide other information as may be necessary for the directorate staff to perform their functions effectively; and
  8. has access to the books, accounts and other records of the directorate and departments of the directorate and may obtain information from any relevant officer of the University as is required by him to perform his duties effectively.
- 9.3 Nothing within this or any other statute of the University may be construed as diminishing the accountability of a Director to the Vice Chancellor, or to such other officers as the Vice Chancellor may determine, for the performance of his duties.

**10. Publication arrangements:**

- 10.1 The Registrar must maintain and publish, by Notification, a consolidated list of all research units and directorates of the University together with details of its constituent entities including research centres, agencies and cells.

## Statute 5.2: Research Programmes, Degrees, Registration and Assessment

### 1. Degrees, Diplomas and other Certificates:

- 1.1 The Board of Governors may confer a Doctoral Degree or such other award approved by the Research & Innovation Council in accordance with the regulations made under this statute.
- 1.2 To qualify for a Doctoral Degree or other award, in the University, every candidate must have:
  1. satisfied the entrance requirements as a research scholar of the University and of the appropriate subject area of research study in accordance with the Academic Regulations for Doctoral Research Programmes;
  2. pursued the research programme for the prescribed period, passed the required examinations and successfully completed the thesis submission and viva voce requirements;
  3. paid all the fee and other sums due or prescribed as and when required; and
  4. complied with all other Regulations and other requirements as may be relevant.
- 1.3 The possession of the appropriate qualifications for entry upon any programme of study shall not automatically entitle any person to admission to the University or to any particular programme of study.
- 1.4 Subject to the provisions of the Act and the Statutes, the Research & Innovation Council may permit research scholars who possess degrees from other Universities or academic institutions to count these degrees as equivalent to such degrees awarded by this University and upon such other conditions as the Research & Innovation Council shall determine from time to time.
- 1.5 The **PRP (Progress Review Panel)** shall prepare a list of candidates who are eligible for the award of a Doctoral Degree or other award of the University and forward it to the Research & Innovation Council. The Research & Innovation Council shall in turn forward the approved list to the Board of Management. The Board of Governors shall approve the award of the Doctoral Degree or other award upon such research scholars.

- 16 If the Research & Innovation Council is of the opinion that a research scholar has suffered any hardship arising from any revisions or variations in the requirements for granting of degrees or awards or by reason of the research scholar having acted upon any incorrect information or advice given to him by a member of the academic or professional staff of the University or appearing in any official publication of the University, it may make special provisions to alleviate the hardship.
- 1.7 If a candidate is prevented by illness or other sufficient cause from being present for or completing a final examination for a Doctoral Degree the Research & Innovation Council may, upon recommendation by the relevant **PRP (Progress Review Panel)** and upon satisfying such other terms and conditions as it shall think fit award a Doctoral Degree to that candidate.  
*Provided* that this clause shall not exempt a candidate from presenting a thesis where such is prescribed for the successful completion of the programme of study.
- 1.8 If a candidate dies before appearing for or completing a final examination for a Doctoral Degree the Research & Innovation Council may, upon recommendation by the relevant **PRP (Progress Review Panel)** and upon satisfying such other terms and conditions as it shall think fit award a Doctoral Degree to that candidate upon application, by the candidate's family or next of kin, to the Pro Vice Chancellor concerned in charge of Research.

## 2. Programmes of Study and Degrees:

### 2.1 Doctoral Programmes:

1. The University offers its Doctoral Programmes in the following routes to provide flexibility to research scholars making their research pursuits:
  - a) Full-time Route; and
  - b) Part-time Route.The above research programmes may be offered by any of the University's Faculties or, jointly, by one or more Faculties, Directorates and Centres in association with partner institutions.
2. There shall be research programmes in the following Faculties of the University for the award of Doctoral Degrees:

Doctoral Research Programmes/Subject Area of Research:

- a) Faculty of Engineering and Technology (FET)
- b) Faculty of Art and Design (FAD)
- c) Faculty of Management and Commerce(FMC)
- d) Faculty of Hospitality Management and Catering Technology( FHMCT)
- e) Faculty of Pharmacy (FPH)
- f) Faculty of Dental Sciences (FDS)
- g) Faculty of Science (FSC)
- h) Faculty of Ayurveda and Integrative Medicine (FAIM)
- i) Faculty of Nursing
- j) Faculty of Physiotherapy and Rehabilitation
- k) Faculty of Medicine
- l) Faculty of Arts and Social Sciences
- m) Such other Faculties as may be instituted by the Board of Management from time to time.

**2.2 Doctoral Degrees:**

The following degrees may be granted and conferred by the Board of Governors on the recommendation of the Academic Council:

- a) Doctor of Philosophy in Faculty of Engineering and Technology (Ph.D.)
- b) Doctor of Philosophy in Faculty of Art and Design (Ph.D.)
- c) Doctor of Philosophy in Faculty of Management and Commerce (Ph.D.)
- d) Doctor of Philosophy in Faculty of Pharmacy (Ph.D.)
- e) Doctor of Philosophy in Faculty of Dental Sciences (Ph.D.)
- f) Doctor of Philosophy in Faculty of Science (Ph.D.)
- g) Doctoral Programmes in Mathematics, Natural Sciences, Life Sciences, Health Sciences, Social Sciences, Arts, Humanities, Education, Dentistry, Pharmacy, Medicine, Nursing from the Faculties of the University.

**3. Selection, Admission, Registration and Re-Registration**

3.1 Except as otherwise provided in the statutes the Research & Innovation Council is responsible for setting out the requirements on all matters relating to:

- selection;



- admission;
- registration and re-registration; and
- termination of registration of research scholars.

Provided further that the Research & Innovation Council is responsible for determining all matters relating to selection, admission, registration including re-registration and the termination of registration of research scholars and has the power to make regulations and policies in this regard. The regulations and policies shall be published, by Notification, by the Pro Vice Chancellor in charge of Doctoral Programmes in the University.

- 3.2 Subject to **Subsection 3.3** below the Research & Innovation Council is also responsible for determining, in each year, the number of persons who may be registered for a programme. This determination shall be based upon the availability of teaching resources, teaching facilities and other services as per the norms specified by the regulatory bodies in the University in the year of admission and subsequent years.
- 3.3 The Vice Chancellor may, in consultation with the Research & Innovation Council, decide upon the number of persons who may in any year-
1. be registered as research scholars in the University; or
  2. be admitted into a particular research programme in the University.

**Provided** that forty per cent of all admissions, to all programmes of the University, shall be reserved for research scholars of Karnataka State and admissions under this category shall be made through a qualifying examination or other admission procedure approved by the Government of Karnataka and these seats shall be allotted as per the merit and reservation policy of the Government of Karnataka from time to time.

**Provided** further that where there are less than ten seats in any programme they shall be reserved by clubbing like programmes together and where there are less than three seats in any programme they shall be reserved by rotation.

- 3.4 The registration or re-registration of a research scholar in any research programme and all other terms and conditions of these programmes must at all times be in accordance with the statutes

and regulations and any other policies published by the Research & Innovation Council from time to time.

**4. Assessments & Examinations:**

- 4.1 The Research & Innovation Council is responsible for setting out the requirements relating to assessment of research scholar performance for the purpose of admission to the Ph.D. degree and to comply with the regulations and policies published by the Research & Innovation Council in this regard.
- 4.2 The **PRP (Progress Review Panel)** shall review the progress of the research work carried out by the scholar. The Pro Vice Chancellor in charge of research is responsible for organizing the Ph.D. examination of candidates.
- 4.3 The **PRP (Progress Review Panel)** shall comprise internal examiners and external examiners who have sufficient knowledge in the subject area of research of the research scholars.
- 4.4 The internal examiners of the University shall be appointed by the Pro Vice Chancellor concerned on behalf of the Research & Innovation Council and shall be drawn from the Research & Innovation staff of the University and such other teaching staff as may be designated by the Research & Innovation Council from time to time.
- 4.5 The external examiners shall be appointed by the Pro Vice Chancellor concerned on behalf of the Research & Innovation Council and shall hold office for such time as is determined in the terms of such appointment.
- 4.6 The Research & Innovation Regulations shall prescribe the procedure whereby research scholars may seek a review of their results and assessments.
- 4.7 A research scholar may be barred from registering for modules/courses, from an examination, or have his grade, marks for a module/course withheld or have his candidature suspended or terminated if:

1. he has failed to satisfy specific requirements of the relevant faculty for admission to the examination or completion of the module;
2. he is in debt to the University; or
3. he has been subjected to disciplinary action arising from disciplinary proceedings as set out in the University Statutes or Regulations.

4.8 The Research & Innovation Council may, in its absolute discretion, withhold the result of a research scholar either for a part or the whole examination or module pending the outcome of disciplinary proceedings against the research scholar under the University statutes or Regulations.

## **5. Doctoral Programme Regulations**

5.1 In addition to any powers of the Board of Governors, the Research & Innovation Council may also make regulations on research matters for the purposes of this statute.

5.2 The Research & Innovation Council may, by Regulation, specify and publish, by Notification, the detailed requirements, including any special requirements, for entry to a particular Doctoral Degree Programme, details of the programmes of study, assessments, examinations, thesis submission, conduct of viva voce and other matters relating to the conferment of the Ph.D. Degree or such other award of the University.

## Statute 5.3: Code of Conduct for Research Activities

### 1. Guiding Principles:

1.1 Research carried out at the University by all persons including Research & Innovation staff, research scholars, and technical and other support staff (collectively referred to as “research workers”) shall be based upon the following principles:

1. Research is original investigative work performed in order to gain knowledge and understanding.
2. All research workers should perform their work:
  - a) with a high degree of integrity, professionalism and intellectual honesty;
  - b) by observing the principles of fairness and equity;
  - c) by ensuring the safety of all those who are associated with the research; and
  - d) in an atmosphere that encourages debate and scrutiny of their work.

1.2 A failure to observe the provisions of this code of conduct may be constitute a ground for disciplinary action.

### 2. Specific Provisions:

2.1 Provisions regarding research data and records:

1. Research workers should comply with the University’s policy and code of conduct on research activities as updated from time to time.
2. The parameters of the University’s research policy with respect to research data and records are:
  - a) all data and records should be compiled properly and completely to enable independent verification of the research results;
  - b) all data must be appropriately indexed and in retrievable form for a period of at least five years from the date of any publication;
  - c) each research department must establish procedures for the purpose of retention of data and also maintain appropriate records on their location and accessibility;
  - d) data that forms the basis of published work, including confidential data, should be available to research workers while protecting confidentiality;
  - e) where data is obtained from restricted sources the details of the source of the information must be maintained by the research worker and/or department.

3. Authorship:

- a) A person will be recorded as an author of a publication provided he or she is directly involved in the creation of the publication by initially conceiving it, analysing and interpreting the data on which it was based, writing the intellectual content and giving final approval for the version to be published.
- b) The right to authorship will depend upon the extent of contribution done to the work published. Limited participation in the collection of data or analysis is not sufficient for a person to be attributed as an author of a publication.
- c) All persons who have contributed to the research output and who take responsibility for that part of the output in that person's area of expertise may be recorded as authors of the publication.
- d) All other persons who are not listed as authors but have contributed to the work must be cited in the Acknowledgements section of the publication in a manner that is consistent with the norms/convention in this regard.
- e) The published work should acknowledge the respective contributions made by research scholars, research assistants and technical officers in the work.

4. Publications:

- a) Based on the same set of data the publishing of more than one publication is not acceptable unless each paper fully cross references and acknowledges the other publication.
- b) Publications should acknowledge all sources of financial support received for the research activity.

2.2 Conflict of Interest:

1. A conflict of interest may arise in situations where the concerned research staff has a real or perceived opportunity to place his/her own interests ahead of that of the University. Examples of such conflicts include the following:
  - a) where the research is sponsored by a related party;
  - b) where the researcher may benefit either directly or indirectly from the research results; or
  - c) where the researcher conducts trials sponsored by any person or organisation which has a significant interest in the results of that trial.

2. Research workers must make full disclosure of a conflict of interest whether real or perceived to their immediate supervisors. The officer who receives the disclosure must discuss the matter with the staff member concerned and determine a procedure to either manage or eliminate the conflict of interest.

**3. Additional Requirements:**

- 3.1 All research work should comply with the rules and regulations and ethical standards set out by any regulatory authority or committee.
- 3.2 Research staff must make a declaration, on an annual basis that they have complied with the provisions of this code.

**4. Research Misconduct:**

- 4.1 Research misconduct arises by a failure to comply with the principles or specific provisions of the code and includes, but is not limited to conduct in research that is dishonest, reckless or negligent and seriously deviates from accepted standards within the scientific and scholarly community for proposing, conducting or reporting research such as the following:
  1. the fabrication or falsification of data or results;
  2. the use of another person's ideas, work or data without appropriate acknowledgement;
  3. attributing work to people who have not in fact contributed to the publication or the lack of appropriate acknowledgement of work primarily produced by a research student/trainee or associate; and
  4. failure to disclose conflicts of interest or cases where a conflict of interest might reasonably be perceived to exist.

# Chapter 6: Fees & Charges

## Statute 6.1: Fees & Charges

### 1. Interpretation:

1.1 In this regulation unless a contrary intention appears:

1. “Academic record” means a record of every year of a student’s registration and includes all results of assessment.
2. “Fee Regulation Committee” means the Committee set up pursuant to **Sec 38** of the Act to fix the fees payable by students admitted under the seats reserved for the Karnataka State Government.

### 2. Tuition Fees and Other Charges:

2.1 Every registered student must pay to the University, for each year or semester in which the student is registered, such fees and other charges, determined at the beginning of each academic year, by the Board of Management, to be payable in respect of that year or semester. **Provided** that the fees payable by students admitted to the University in terms of **Section 9** of the Act shall be that fixed by the **Fee Regulation Committee** set up pursuant to **Section 38** of the Act.

#### 2.2 Fees for other programmes or courses:

The Board of Management may determine the fee to be charged to a person for registration for a programme or course that is not being undertaken for the purpose of obtaining a degree or diploma. That person must pay such fee and any related charges to the University in accordance with the terms imposed by the University.

#### 2.3 Exemption from fees:

Subject to any enactment and this statute the Board of Management may exempt any class of persons from liability to pay any fee or charge or part thereof payable as provided under this statute.

#### 2.4 Payment of fees:

1. All fees and charges payable under this statute must be paid in full at the time of

registration or re-registration or as otherwise provided in this statute.

2. In special circumstances the Academic Registrar may grant extension of time for registration, re-registration or payment of fees which extension may, at the discretion of the Academic Registrar, be subject to the payment of an additional fee determined by the Board of Management from time to time.
3. The Academic Registrar may suspend or cancel a registration accepted under **subsections 2.1 or 2.2** above if all fees due have not been paid by the specified date. The Academic Registrar may allow a person to be reinstated as an registered student in which case the person must pay all fees and charges payable under **subsection 2.1** together with a reinstatement fee, which is determined by the Board of Management from time to time, before confirming the reinstated registration.

2.5 Recovering of amounts owed as fees:

Any amount owed to the University as fees or other charges by a person whose registration has been suspended or cancelled including a person whose registration was suspended or cancelled under **subsection 2.4(3)** is payable as a debt and may be recovered by the University.

2.6 Offsetting of fees and charges:

Any amount paid as tuition fees or other fees or charges, to which a student is entitled to a reimbursement, may be applied by the University in respect of any unpaid fees or charges or accommodation-related expenses or any other amount owed to the University including any amount owed in respect of a loan availed from the University provided, however, that such amount owing is overdue and a written demand for that amount has been made to the student.

2.7 Fees and charges for academic records:

The Board of Management may determine the fees and charges to be paid for academic records, transcripts, replacement student cards, late fees related to registration or re-registration or for delayed payment of any other fees or charges, charges for verification of registration and qualification and other charges related to fee statements or extensions of time and related matters.

2.8 Fees for use of University amenities, services and facilities:



The Board of Management may determine the charges to be made to any organisation or person for the use of any amenities, services or facilities provided by the University for use by the organisation or person.

**2.9 Refund of Fees:**

1. Students, Members and other users of any of the University's services and facilities shall not, automatically, be entitled to a partial or full refund of any tuition fees, other charges and/or user fees paid for registering in or admission to any academic programmes or for the use of any of the University's hostels and other amenities, services or facilities.
2. The Board of Management shall determine, from time to time, the circumstances under which a partial or full refund of the registration fees, tuition fees, other charges and/or any other charges collected towards the use of any of the University's hostels and other amenities, services or facilities may be made.

**3. Non-payment of monies owed:**

3.1 Except where the Vice Chancellor or the Academic Registrar gives written consent in a particular case, a person who has not paid all fees, charges or other monies due to the University, in relation to any services provided, is not entitled to

1. register/re-register; or
2. receive any results of assessment; or
3. graduate or receive a diploma from the University; or
4. receive a certificate of academic record.

3.2 For the purposes of **Section 3.1** above any money owed in respect of a loan provided by the University or accommodation provided by the University or any service provided by the University library which remains unpaid beyond the due date for repayment shall be regarded as moneys owed.

**4. Publication of fees and charges:**

The Registrar must publish, or cause to be published, details relating to fees and charges determined as provided in this statute from time to time.

# Chapter 7: University Services & Facilities

## Statute 7.1: University Services & Facilities

**1. Regulatory powers:**

The Board of Management may, by regulation, make rules and give directions governing the conduct of persons entering or utilising any of the University's premises or facilities or enjoying any services of the University.

**2. Fees, Fines and Penalties:**

The Board of Management may, by regulation, authorise the University, or a department, employee, officer or agent of the University, to charge fees or levy fines and penalties for non-compliance for the use of and access to any of the University's premises, facilities or services.

**3. Applicability of Regulations:**

The regulations made under this statute shall apply to all persons entering or utilising the premises, facilities or services of the University whether or not those persons are current members or staff of the University.

## Regulation 7.1.R1: Library Rules

### 1. Interpretation:

1.1 In this regulation unless a contrary intention appears:

1. “Library” means the collection of all University-owned or managed archive and library materials and services and the buildings or parts of the buildings which house these materials and services and the Library administration as determined by the Board of Management from time to time.
2. “**Library Committee**” means the committee, howsoever named, established by the Academic Registrar to advise him/her and the Chief Librarian on matters of library policy.

### 2. Admission:

Admission to the University library is open to members of the University and to such other persons admitted by the Chief Librarian and who undertake to comply with the Rules governing conduct and use of the library services and facilities.

### 3. Hours of opening:

The hours of opening of any library facility of the University are those determined by the **Library Committee** on the advice of the Librarian. These will be prominently displayed at the different locations of the University library.

### 4. Use of the library:

- 3.1 Persons carrying books, bags and other containers may be required to submit them for inspection by a member of the library staff when entering or leaving the University library.
- 3.2 Members may access books and materials kept on open shelves for use in the library without reference to library staff.
- 3.3 Members may access books and materials kept within closed access locations only in accordance with the rules determined by the Chief Librarian from time to time.
- 3.4 Members are permitted to carry and use their own books and materials inside the library.

## 5. **Borrowing library materials:**

- 5.1 Members and other persons who are permitted by the Chief Librarian may borrow books and other materials that are approved for loan provided they undertake to observe the rules prescribed for borrowing.
- 5.2 A borrowing fee may be charged to members and other persons who are not members of the University. The fee structure is that determined by the **Library Committee** based on the advice of the Chief Librarian.
- 5.3 A student must produce his/her official Student Identity Card on demand by library staff. Other persons must produce such evidence of their entitlement to borrow as determined by the Chief Librarian from time to time.
- 5.4 Library materials may be borrowed only for such period or periods of time that are determined, from time to time, by the Chief Librarian. A loan for a period exceeding the permitted period may be made at the discretion of the Chief Librarian or an authorised member of the library staff.
- 5.5 The Chief Librarian will make adequate arrangements to record all loans of books and other materials at the time of the loan and their return. Library materials shall be deemed to have been returned when the loan record has been deleted by an authorised member of the Library staff.
- 5.6 Books or other materials taken on loan shall remain the responsibility of the borrower until their return to the Library.
- 5.7 The maximum number of items borrowed will be that determined, from time to time, by the Chief Librarian.
- 5.8 Library materials are due for return on the due date unless that day is a holiday for the Library. In this case the materials must be returned on the next day on which the Library is open. The “due date” means the date and time at which a library item is due for return in accordance with these Rules and includes the date and time to which the loan of the library item has been renewed.
- 5.9 Late charges etc.:

The Library may levy charges on overdue items if not returned by the due date and appropriate fees for the replacement of lost items in accordance with the procedures and scales of fees approved by the **Library Committee** from time to time.

5.9 Reference items:

The Chief Librarian or an authorised member of the library staff may designate certain items as “reference” items. Such items may be designated for use or reference only within the library premises. In exceptional cases the Chief Librarian or an authorised member of the library staff may permit a member to borrow reference materials on such terms and conditions as are determined by the **Library Committee** in this regard.

5.10 The Chief Librarian or an authorised member of the library staff may at any time require that Borrowed items be returned to the Library immediately.

5.11 A person may not be allowed to borrow any library materials, otherwise available for loan, if that person has not returned overdue library items to the Library and/or that person has not paid the charges payable for late return or loss of library materials.

**6. General Rules of the library:**

6.1 Any person using the library materials is liable for any loss or damage to those materials which take place while they are in his/her possession. He/she must report the loss or damage at once and undertake to pay/reimburse the cost of the repair or replacement of the material. Users should be advised to inspect library materials before use and to report any damage immediately to a staff member.

6.2 Persons using the library should refrain from making any noise or engaging in any activity that are likely to disturb other users.

6.3 No part of the Library may be used to sell, advertise or exhibit any material without the prior permission of the Chief Librarian or other authorised member of the library staff.

6.4 Seats in open reading areas of the Library may not be reserved.

6.5 Persons may not assemble in groups within the Library unless authorised by the Chief Librarian or other authorised member of the library staff.

- 6.6 Loitering or obstruction of traffic in aisles, passages, lifts and staircases is not permitted within or adjacent to the Library.
- 6.7 Library users are not permitted into areas reserved for members of the library staff.
- 6.8 Library users are not permitted to alter the arrangement of the books and other library materials or files, furniture, fittings or equipment in the Library.
- 6.9 The following are not permitted on the Library premises:
1. Smoking anywhere in the library;
  2. Animals including pets;
  3. Food or drink (except in certain designated areas where this may be permitted);
  4. Certain sports equipment/gear as may be determined from time to time.
- Waste paper and other litter may be deposited only in the designated receptacles within the Library premises.
- 6.10 Care must be exercised to avoid any damage to any part of the library building, furniture and equipment. Any person who is negligent in this regard may be liable for disciplinary action and may incur pecuniary damages in amounts determined by the Chief Librarian or authorised staff member.

**7. Library Administration:**

- 7.1 The Chief Librarian is responsible for maintaining discipline and good order in the Library and ensuring that the Rules are observed by all users.
- 7.2 The Chief Librarian or any member of the library staff who are so authorised by the Chief Librarian may exercise any or all of the following powers:
1. to close the Library or any part thereof;
  2. to deny admission to any person to the Library or any part thereof;
  3. to withdraw the borrowing or other privilege from any person who has failed to observe the Library rules;
  4. to require any person to identify himself/herself before admitting the person to the Library;
  5. to ask any person in the Library to provide his/her name and address or other such information to identify such person;

6. to recover library materials from any person;
  7. to remit all or part of the charges levied in respect of a lost or damaged book or other library material at his discretion provided however that the user provides a satisfactory explanation to the Chief Librarian;
  8. to require any person exiting the library and found to be in possession of University library materials that have not been recorded as a loan to provide proof of his or her identity and an explanation as to why the material has not been recorded as a loan in his or her name.
- 7.3 Any library staff member who exercises any of the powers conferred under paragraph 7.2 above must report such action and the circumstances in which it was taken to the Chief Librarian as soon as possible.
- 7.4 Any person who is aggrieved by any decision of any member of the Library staff under any of these Rules has the right to be heard by the Chief Librarian who may sustain, alter or vary such decision after reviewing the facts.
- 7.5 Where any charges incurred under these Rules are not paid to the Chief Librarian or an authorised member of the library staff at the time they become due for payment the provisions of **Statutes 4.1, 8.1 and 8.2** shall apply.
- 7.6 Where any person, detained at the library exit, fails to provide proof of identity or a satisfactory explanation to the Chief Librarian or his authorised staff member then the Chief Librarian or his authorised staff member may, in addition to exercising the powers described in **subsection 7.2** above:
1. in the case of a person identified as a student or member of the staff of the University arrange to take such action as is appropriate under the statutes or regulations of the University concerning breaches of discipline or misconduct by students or members of the University staff;
  2. in all other cases refer the matter to the Vice Chancellor for such action as he/she may deem appropriate.

### 1. Interpretation and Definitions:

1.1 In this regulation unless a contrary intention appears:

1. "ICT facilities" or "facilities" means any of the data networks, network of computers, information technology and telecommunications equipment, network access facilities, e-mail and other communications and information facilities, software, files and data storage and retrieval facilities that are owned or operated, whether directly or indirectly through another service provider, by the University;
2. "Chief Manager-ICT" means the person holding or acting in that position in the University or any other person nominated by the Vice Chancellor to exercise that role for the purposes of this regulation;
3. "User" means an authorised user who is a student, a member of the staff/University, or any other person who is authorised under this Regulation including an external user who is an honorary, independent contractor or its staff, a visitor or any other authorised user;
4. "service provider" means a contractor and his staff whom the University has contracted to provide services under a contract whether temporary or long-term.

### 2. Objects of this Policy:

- 2.1 This regulation is intended to establish a framework for the use of the University's ICT facilities in a manner that respects the rights and safety of all users, ensures the safe use of the ICT resources for the purposes authorised by the University, their physical security and integrity and compliance with the relevant laws and contractual obligations governing the use of the ICT facilities.
- 2.2 This regulation is not intended to substitute or exclude the operation of any other law, statute or regulation.

### 3. Access to ICT Facilities:

- 3.1 Users may not use any of the University's ICT facilities without first:
  1. obtaining the authorisation of the Chief Manager-ICT or his or her authorised nominee;
  2. agreeing to abide by the conditions stipulated for the use of the ICT facilities issued by the Chief Manager-ICT from time to time.
  3. agreeing to pay the charges, wherever applicable, for use of the ICT facilities.



**4. User privileges and responsibilities:**

- 4.1 The University's ICT facilities may only be used for authorised purposes;
- 4.2 Users are not allowed to engage in any act or practice which constitutes or may be deemed to be a misuse of any of the facilities.

**5. Monitoring of facilities:**

- 5.1 The IT Department and/or any other authorised service provider may at any time monitor, inspect access or examine any of the facilities and/or equipment for the following purposes:
  - a) ensuring the efficient operation and management of the facilities;
  - b) ensuring the security and integrity of the facilities;
  - c) taking inventory of the University's facilities;
  - d) investigating any instances of misuse of the facilities.
- 5.2 The University and/or any of its authorised service providers may at any time, without prior notice, prevent, remove or disable access to any of the ICT facilities in the case of a misuse or possible misuse of the facilities.
- 5.3 The University and/or any of its authorised service providers may take down any material that may be considered to be offensive or harmful to, or infringes any intellectual property rights of any person or of the University. Any aggrieved person may make a representation to the Chief Manager-ICT in this regard, in writing. The decision of the Chief Manager-ICT or his or her authorised nominee, in this regard, shall be final.

**6. Misuse of facilities:**

- 6.1 A misuse of the facilities includes the following acts, whether performed directly or indirectly, but is not limited to:
  - 1. use of any of the facilities for a purpose other than that authorised;
  - 2. a breach of any laws, statutes, regulations to which the University and/or any users are subject;
  - 3. any use of the equipment and/or facilities in contravention of accepted practice or code of conduct;
  - 4. causing damage to any equipment or facilities including corruption of data of the University or any other user whether by transmission of viruses or otherwise;

5. disrupting the peaceful use of any of the facilities by other users;
6. breaching or circumventing security and access control measures at any of the University's facilities;
7. indulging in sending junk mail, unsolicited bulk messages, spam messages, chain or hoax letters/messages and the like whether for profit or not;
8. gambling on-line or participating in chat lines and the like;
9. sending out communications in the name of the University or any of its authorised officers without their prior, written approval;
10. knowingly running, installing or distributing any programs in the nature of computer viruses, Trojans, worms and the like;
11. sharing passwords or other authentication means to any of the facilities without prior written approval or authorisation to any person or persons;
12. attempting to or unauthorised accessing of information including copying or attempting to copy any restricted programs, data and other materials from the University's servers, hard drives, email accounts or files or any other facilities;
13. aiding or abetting or conspiring with any other person to do any of the things referred to in the above paragraphs;
14. failing to exercise reasonable care and caution in the use and management of the facilities and/or equipment either in the user's custody or to which he or she has access.

6.3 The University or any of its authorised service providers may investigate any instance of misuse. The Investigator should prepare a report on the instance reported and submit the report to the Chief Manager-ICT. Any instance of misuse by:

1. a student user will be investigated as an instance of general misconduct under **Statute 8.1** and dealt with accordingly;
2. a staff member will be investigated and disciplinary action taken in accordance with **Statute 8.2**;
3. any other user may be taken up with the relevant authorities for further action as decided by the Chief Manager-ICT.

6.4 A user who has misused any facilities may be required to indemnify or compensate the University for the loss and damage caused by the user.

**7. University Liability:**

The University, to the extent allowed by law, does not accept any responsibility or liability for loss, damage or consequential losses arising whether directly or indirectly from the use or misuse of any of its facilities, loss of or damage to data stored on any of its facilities or any loss of or damage to any equipment used in conjunction with the University's facilities.

## Regulation 7.1.R3: Traffic & Parking Rules

### 1. Interpretation and Definitions:

#### 1.1 Introduction:

1. This Regulation may be referred to as the “M.S.Ramaiah University of Applied Sciences Traffic and Parking Rules” (hereinafter referred to as “the Rules”).
2. The Rules govern traffic and parking on all University premises and penalties may be applied in the event of a breach of the Rules.
3. The Registrar or his authorised nominee will have principal responsibility for traffic and parking matters and to make decisions under the Rules.

#### 1.2 In this regulation unless a contrary intention appears:

1. “driver” means any person driving or in control of a vehicle;
2. “footpath” means every footpath, lane or other place intended for use by pedestrians but not for use by vehicles;
3. “motorised vehicles” means any vehicle propelled by motor or electrical means and includes cars, trucks, motor cycles, scooters;
4. “non-motorised vehicles” means vehicles propelled solely by human power such as bicycles and other similar forms of transport;
5. “park” means to leave a vehicle standing at a particular location;
6. “parking notice” means a notice issued for infringing the parking rules;
7. “parking permit” means a parking permit issued by the University giving permission to the holder to park a vehicle in accordance with the Rules;
8. “public parking ticket” means a ticket issued by the University, for a fee, to park on a temporary basis pursuant to these Rules;
9. “roadway” means any road, street or thoroughfare open to and intended for use by vehicles;
10. “staff” means salaried employees and honorary staff of the University;
11. “traffic officer” means a person duly authorised by the Registrar or his nominee to enforce the Rules;

12. "University Property" means all University premises, fittings, furniture, equipment, materials and other objects owned, occupied or controlled by the University;
13. "University premises" means all buildings and grounds owned occupied or controlled by the University.

## **2. Application of the Rules:**

- 2.1 These Rules apply to all University premises at all times;
- 2.2 Every driver must observe and comply with the Rules at all times and with:
  1. pedestrian walkways and footpaths within the University premises;
  2. all parking and traffic signs;
  3. all instructions and directions of any traffic officer; and
  4. all traffic rules and regulations.

## **3. Parking at owner's risk:**

The University does not accept any responsibility whatsoever for any loss or damage that may occur when a vehicle is within the University premises even if caused by the negligence of the University, its officers or agents. Parking of vehicles is at the sole risk of the owner.

## **4. Traffic Rules:**

- 4.1 A person who drives a motorised vehicle on the University premises must only drive on a roadway or within a parking area and must not drive at speeds exceeding 15 kilometres per hour unless a sign permits a higher speed.
- 4.2 A person who rides or uses a non-motorized vehicle must not ride or use the vehicle on any footpath or building except where such use is expressly permitted by signs to this effect or by a traffic officer.

## **5. Parking Rules& Fees:**

- 5.1 A person must not park a motorised vehicle on the University premises unless the vehicle bears a valid parking permit or a valid public parking ticket and is parked only at designated parking areas.

- 5.2 A person must not park a motor cycle or scooter on a footpath. Such vehicles must only be parked at areas designated for motor cycles and scooters.
- 5.3 Users of the parking facilities may be required to pay a fee or obtain parking permits/stickers against payment of a fee. The Board of Management may by regulation determine the fees, fines and penalties payable by users.

**6. Breach of Rules and Penalties:**

- 6.1 Penalties will be applied in all instances of breach of the Traffic rules or Parking rules.
- 6.2 A breach of these rules which does not relate to parking may result in:
  - 1. a referral of the matter to the police;
  - 2. disciplinary action against the staff or student member under the University's disciplinary statutes, regulations and rules as applicable if the breach is committed by a staff member or student of the University; or
  - 3. cancellation of permission to be on the University premises or refusal of permission to bring any vehicle onto the University premises in future.
- 6.3 The owner of a vehicle will be held responsible under the Rules for any contravention of these Rules notwithstanding that another person was responsible for the contravention. A decision by the Registrar will be final in this regard.
- 6.4 The Registrar or his authorised nominee may, at their discretion, deny a person permission to bring any vehicle onto the University premises if they have concerns that the person may not use the vehicle in a safe manner or if the person has previously been guilty of a breach of these Rules.
- 6.5 The University reserves the right to move or impound any vehicles that are left in a position so as to cause an obstruction to the free movement of vehicles or pedestrians anywhere on the University premises. The removal of the vehicle will be at the risk and expense of the owner.
- 6.6 The fees or fines payable for parking permits, public parking permits, and breaches of the Rules are those fixed by the Registrar from time to time.

## Regulation 7.1.R4: Sports & Physical Recreation Rules

### 1. Interpretation & General Rules:

#### 1.1 Interpretation:

In this regulation unless a contrary intention appears:

1. “Sports and Recreation facilities” means all University-owned, controlled or hired grounds, arenas, buildings or parts of the buildings which house the sports equipment and facilities or where a sporting event of the University is conducted;
2. “**Sports and Recreation Committee**” means the committee established by the Director – Student Placement, Welfare and Career Advice to advise it and the Sports Director on matters relating to sports and recreation activities.

#### 1.2 General Rules:

1. The University’s **Sports and Recreation Committee** (“the Committee”) will make the specific rules relating to the use of particular areas and facilities from time to time and will be appropriately publicised.
2. The Sports Director (hereinafter “the Director”) will be responsible to the Director – Student Placement, Welfare and Career Advice for the administration of sports and recreation activities and of the statutes, regulations and rules, general and specific, made hereunder.
3. The Director may, in writing, delegate authority to an authorised officer (“authorised officer”) for enforcement of specific rules for a particular area.
4. Users of the sports and recreation facilities (“the facilities”) should respect the rules and should use them in a manner consistent with their intended use and avoid behaving in a manner which damages them or which interferes with the peaceful enjoyment, health and safety of other users or spectators.
5. Users may be required to pay a fee for the use of a particular facility. The schedule of fees, fines and penalties payable shall be that fixed by the **Sports and Recreation Committee** from time to time.

## 2. Rules for use of Facilities:

- 2.1 Smoking and chewing of gum are strictly prohibited within the University campus and at all sporting facilities.
- 2.2 Food and drink must not be consumed except in areas designated specifically for this purpose. Users must respect the signs placed at various points in the facilities at all times.
- 2.3 Casual footwear or dress shoes must not be worn on specially prepared surfaces or in indoor areas where sporting activities take place. Users must use appropriate footwear and clothing in those areas.
- 2.4 Clothing appropriate to the activity must be worn at all times. The **Sports and Recreation Committee** will determine, from time to time, the clothing requirements and appropriate footwear for each facility and will publish them in the specific rules posted at the facility concerned.
- 2.5 Users may only use the facilities for the activities that are intended to take place at such facilities. No other activities may take place at these facilities unless they have been previously approved by the **Sports and Recreation Committee** or the Director or have been booked solely for that activity.
- 2.6 Any user considered to be a danger to himself/herself or other users must leave the area if requested to do so by the Director or an authorised officer.
- 2.7 Users who are suspected to be under the influence of alcohol or drugs or banned substances may be refused the use of the facilities by the Director or an authorised officer.
- 2.8 Users who contravene the rules or misuse any of the facilities may be asked to leave the area or the facility by the Director or an authorised officer either temporarily or permanently. Where damage is caused to equipment or the facilities of the University the user who caused such damage shall be liable to pay the cost of its replacement or repair to the University.
- 2.9 Users who fail to pay the fee or charge prescribed for the use of a particular facility will not be permitted to use that facility until all fees or charges due by that user are fully paid.



- 2.10 Users may enter facilities only through designated entrances. Any user who attempts to enter or enters through any point other than a designated entrance may be removed from the facility by an authorised officer.
- 2.11 Users who hire a facility for a group are solely responsible for the behaviour of their group including players, spectators, guests, visitors and officials. Any behaviour likely to cause offence is not acceptable and the Director or authorised officer may immediately terminate the use of the facilities in such cases.

## Regulation 7.1.R5: Hostel Rules

### 1. Interpretation:

“University Hostel” means a hostel which is under the direct control and management of the University or one of its Faculties;

“**Student Welfare & Experiences Committee**” means the committee established by the Director – Student Placement, Welfare and Career Advice to advise him/her and the Chief Warden on matters pertaining to the administration of the Hostels.

“Private Hostel” means a hostel run by private agencies and accommodating students and scholars only.

“Lodging” means a hostel or boarding house run by private agencies or individuals which are not reserved exclusively for students and which has been recognised by the Director – Student Placement, Welfare and Career Advice.

### 2. Recognition of Private Hostels:

2.1 The Director – Student Placement, Welfare and Career Advice shall prescribe from time to time such general or special conditions as he/she may deem necessary for recognition of hostels and shall have the power to grant or to withhold recognition to any hostel.

2.2 The Dean, Warden, Manager or Proprietor of an institution who desires to have it placed on the list of recognised hostels and lodgings shall apply to the Director – Student Placement, Welfare and Career Advice furnishing the following particulars:

1. the locality of the hostel or lodging and its surroundings;
2. the accommodation provided;
3. the arrangements for water supply, lighting, sanitation, telephone and internet connectivity, medical help, boarding, sports and other facilities.
4. copies of the rules for management of the institution and a sketch plan of the buildings and grounds.

2.3 The Director – Student Placement, Welfare and Career Advice may appoint any person to inspect the institution and after consideration of the inspection report and further enquiry it shall decide upon whether or not the institution can be placed on the list of recognised hostels.

2.4 Any recognised hostel or lodging shall be open to inspection at any time by any person deputed

by the Director – Student Placement, Welfare and Career Advice. Any change in the rules for management of the institution may also be made only with the approval of the Director – Student Placement, Welfare and Career Advice.

**Provided** that the recognition of private hostels or lodgings shall be subject to the following conditions:

1. the Proprietor or keeper of the lodging:
  - a) shall undertake to permit inspection, at any time, by the University officials and by any person deputed by the Director – Student Placement, Welfare and Career Advice;
  - b) undertakes, in writing, to abide by the University's requirements regarding supervision;
  - c) shall submit to the Director – Student Placement, Welfare and Career Advice at the end of each year a report on the working of the hostel for the year;
  - d) shall arrange to maintain and produce for inspection when called for by an authorised person, an admission register, a register of attendance and a conduct register.
2. The Director – Student Placement, Welfare and Career Advice may suspend or withdraw the recognition granted to a hostel or lodging which is not conducted according to the conditions of recognition.

**Provided** that before any action is taken, the management concerned shall be given an opportunity to make such representation in the matter as it may desire to make.

### 3. University Hostels:

- 3.1 The University may maintain such and so many Hostels as it may determine from time to time for the residence of students, research scholars and staff of the University.
- 3.2 Each Hostel may be given such name as the University may think proper. The name may also be changed whenever the University desires to do so.
- 3.3 The internal administration and discipline of the Hostels shall be vested in the Chief Warden who shall be drawn from one of the following staff members: the Administration Registrar (Faculty), an Associate Professor or a Professor of the relevant Faculty. The appointment shall

be made by the Director – Student Placement, Welfare and Career Advice and shall be valid for such period of time as stated in the appointment notification. A casual vacancy in the office of the Chief Warden shall be filled up by the Director – Student Placement, Welfare and Career Advice for the unexpired period.

3.4 The Chief Warden may be assisted by one or more Assistant Wardens.

3.5 The Director – Student Placement, Welfare and Career Advice shall have, in relation to the administration of the Hostels, the following powers and duties:

1. to prescribe rules for admission of students and research scholars to the hostel concerned, the fees to be paid and the mode of payment and the discipline of the residents of the hostel.
2. to lay down conditions for the residence of staff members, guests and visitors;
3. to submit an estimate of the income and expenditure of the Hostel other than that relating to the Mess of the hostel and to incur expenditure within the limits fixed in the budget approved by the Finance Committee;
4. to arrange for the preparation and submission of the Annual Accounts of the Hostels along with the audit report and after approval to submit the same to the Finance Committee for information along with its contents;
5. to create administrative, office and other posts and to determine the number and emoluments of such posts and to appoint staff to such posts;
6. to deal with such matters relating to the Hostel as may be assigned to it by the Board of Management;
7. to approve the write off of losses, overdue receivables and to exempt the payment of late fee fines and penalties.

3.6 Every Hostel should comply with the relevant statutes and regulations of the University.

3.7 Every hostel shall maintain such registers and records as may be prescribed by the Board of Management or the Director – Student Placement, Welfare and Career Advice and shall furnish such statistical and financial information as the University may, from time to time, require.

3.8 Every Hostel shall submit each year by a date to be fixed by the Board of Management or the Director – Student Placement, Welfare and Career Advice, a report on the working of the Hostel for the previous year, the number of residents and a statement of income and expenditure and such additional information as may be required.

**4. Other Conditions relating to Hostels:**

4.1 Students who are expelled from the University shall not be admitted to any recognised hostel or University hostel.

4.2 Students who have been rusticated shall not be permitted to reside in any recognised hostel or lodging during the period of rustication.

4.3 Students whose residence in a hostel is found unsatisfactory shall be called upon to vacate from that hostel.

## Regulation 7.1.R6:

## University Archives Rules

### 1. Interpretation:

1.1 In this regulation unless a contrary intention appears:

1. "Archives" means the M.S. Ramaiah University of Applied Sciences Archives.
2. "Archival Collections" means the collections of materials held in the Archives.

### 2. Admission:

2.1 Access Rules:

1. Archival Collections:

- a) Access to collections held by the Archives will generally be available for research purposes including use by the general public and depositors or their nominees.
- b) Persons intending to gain access to Archives must sign an access form providing their name, address, occupation, subject of enquiry, material requested, date of access, authority for access (where applicable) and an undertaking to fulfil requirements pertaining to access rules.
- c) Information obtained from the archives must be used only for the purpose specified when the access is sought.
- d) Any material written using archival collections should acknowledge by reference to the M.S. Ramaiah University of Applied Sciences Archives and the particular collection used.

2. University Records:

- a) For records that are thirty or more years old and created by a particular University department the approval of the Archivist must be obtained. The Archivist must, in turn, consult with the relevant head of department before allowing such access.
- b) For records that are not yet thirty years old the Registrar must provide the Archivist with written authority before access is granted.
- c) Any material intended to be published that is based on records not yet thirty years old must be submitted to the University Registrar for review prior to such publication.
- d) The University may also require that a copy of the work is lodged with Archives to form a part of the collection.

3. Other Records:

- a) For non-University records held by Archives the conditions of access are to be in accordance with the conditions stipulated by the depositors of such records and the legal agreement signed with them in this regard.

2.2 Repository Rules:

1. Records must be stored in locked rooms and brought to the user on request.
2. Users must work under the supervision of archives staff.
3. Records must be handled with care and must not be marked in any manner.
4. Records must not be removed from the Archives for use elsewhere except by Archives staff for specific purposes as photocopying or for display.
5. Records may be removed for use by the original depositors. The Archivist must maintain appropriate records to track such movements.
6. Where copies of records are provided those copies must be endorsed as **“From an original in the M.S.Ramaiah University of Applied Sciences Archives. Not to be reproduced without permission”**. The Archivist must maintain a record of all persons obtaining access to archival collections.

## Chapter 8: Student, Scholar & Staff Discipline & Grievances

### Statute 8.1: Student & Scholar Discipline

#### 1. Interpretation:

1.1 In this statute unless the contrary intention appears:

1. “Academic Misconduct” (which term shall, for the purposes of this Statute, include “Research Misconduct” as defined in **Statute 5.3**) means dishonesty in performing academic work and includes but is not limited to cheating, plagiarism, collusion, forging or falsifying documents and/or data, academic results or academic records, submitting false or incorrect information for registration or entry into a programme, use of another person’s ideas, work or data without proper acknowledgement, attributing work to person who have, in fact, not contributed to that work, failure to disclose a conflict of interest and any other similar conduct by which a student seeks to gain an academic or research advantage to which he/she is not entitled.
2. “computing and network facilities” includes, but is not limited to, computers, computer systems, email and other communications networks and information facilities together with associated software, files and data storage and retrieval.
3. “general misconduct” includes, but is not limited to, conduct or behaviour by a student which-
  - a. causes injury to any person or which endangers the safety of any person;
  - b. causes damage to or loss of any property or facilities owned or controlled by the University or by any other person whilst lawfully on any University premises;
  - c. disrupts any University activity or inhibits the ability of any person to participate in any University activity on or off University premises;
  - d. disrupts or attempts to disrupt the lawful exercise by any member, student, staff member or visitor of the University their right to freedom of speech on or off University premises;
  - e. is in breach of a statute or regulation or written code of conduct, practice, policy or



procedure of the University;

- f. is a failure to comply with any reasonable direction or request by a senior officer or security officer whether employed or contracted by the University where such direction or request is in furtherance of the safety or good order or to ensure compliance with a statute or regulation or code of conduct, practice, policy or procedure of the University.
  - g. causes any person when on the University premises to feel intimidated, threatened or in fear of being attacked;
  - h. is likely to cause injury or impair any person's safety;
  - i. is lewd or obscene;
  - j. involves the possession, use, offering, selling or giving to any person drugs, alcohol or other banned substances the possession or use of which is illegal.
  - k. is sexual, racial or any other kind of harassment of any employee, student, visitor or other member of the university;
  - l. humiliates another student (ragging) or otherwise interferes with the peaceful enjoyment of his/her privileges, benefits, rights or facilities in the University;
  - m. involves the
    - i. impersonation of another person or use of the Academic records or material of another person or persons; or
    - ii. concealment, misrepresentation or withholding the whole or part of a student's Research & Innovation record or using forged, false, falsified or incomplete evidence of Academic performance,  
to secure an Academic or non-Academic advantage at the University or elsewhere;
  - n. incites or persuades any other person to engage in behaviour or conduct which amounts to general misconduct; or
  - o. occurs when the student is a member or part of a group which engages in general misconduct of the kind described above and the student has failed to demonstrate that he has taken all reasonable steps to dissociate from the group as soon as practicable or after becoming aware of the group's conduct.
4. "student" includes-
- a. a person who is registered in a research programme (research scholar) of the

- University;
- b. a student or research scholar of another university or institution who is granted temporary rights of access to the University's premises and facilities;
  - c. a person who, at the time of the alleged academic or general misconduct was a student or research scholar;
  - d. a person who became a student or research scholar by misleading or false means.
5. "Student Disciplinary Committee" means the Committee constituted in terms of this Statute to deal with all matters pertaining to student and scholar discipline.
6. "University Premises" includes-
- a. any premises owned, hired for temporary or long-term use or occupied by the University for conducting any of its activities;
  - b. any premises on which research, workshops, camps, examinations and any other study activities are being carried out under the University's control or supervision;
  - c. any premises on which clinical, professional, practical work or vocational placements forming part of a programme offered by the University take place;
  - d. any premises where any sporting or cultural events of the University take place; and
  - e. any other premises deemed to be University premises by the Board of Management.
7. "relevant dean" means the Dean of the Faculty in which the student who is alleged to be guilty of general, academic misconduct or research misconduct is registered or assigned for administrative purposes or where the misconduct relates to more than one faculty the dean of the faculty nominated by the Chairperson of the Academic Council. Where the allegation of academic misconduct relates to the degree of Doctor of Philosophy the relevant dean shall mean the relevant Pro Vice Chancellor.

## **2. Delegation of powers:**

- 2.1 The Vice Chancellor may delegate any of his or her functions or powers under this statute to the Academic Registrar, any Pro Vice Chancellor, a senior member of the academic staff or a senior member of the professional staff.

- 2.2 A Pro Vice Chancellor or a Dean may delegate any of his or her functions or powers under this statute to a senior member of the academic staff or a senior member of the professional staff.
- 2.3 Any officer of the University may delegate any of his or her functions or powers under this statute to such person as the Vice Chancellor approves in writing.

**3. Notices:**

3.1 Notices to students:

A notice to a student for the purposes of this statute is sufficient if it is in writing and is:

1. delivered to the student in person;
2. sent by registered or express post to the student at the address shown on the student's registration record as his or her postal address on the date of posting;
3. delivered by courier to the address shown on the student's registration record as his or her postal address on the date of delivery;
4. e-mailed to the student's allocated university e-mail account; or
5. sent in any other form or method approved by the Academic Council from time to time.

3.2 A notice is deemed to have been received-

1. on the seventh day after it was sent if sent by registered or express post to an address within India;
2. on the tenth day after it was sent if sent by registered post or express post to an address outside India;
3. if delivered by courier, on the date recorded in the courier company's records as the date of delivery;
4. if sent by email, 24 hours after the email was sent;
5. if sent in any other form or method approved by the Academic Council on such date as the Academic Council prescribes as the deemed date of receipt of that notice.

3.3 A copy of any notice sent must be retained by the University.

3.4 The Vice Chancellor or the Academic Registrar may in his or her discretion extend any of the

time limits or times prescribed for the taking of any actions or steps referred to in this statute for such period and on such terms and conditions as he or she considers appropriate.

- 3.5 A person or committee exercising any power or carrying out any function under this statute may use such administrative or professional assistance and support as is reasonable to facilitate the exercise of such powers or functions.

#### 4. Instances of Alleged Misconduct:

##### 4.1 General Misconduct:

1. Where an allegation of general misconduct against a student is brought to the attention of a Senior Officer and he or she, in his or her discretion, decides that action should be taken to further investigate the allegation he or she should within 10 days:
  - a) refer the matter to the **Student Disciplinary Committee** (hereinafter the “**Committee**”) for determination in accordance with the procedures set out in **Section 5** below; and
  - b) provide a notice to the student setting out the allegation of general misconduct and containing the details set out in **Section 5**.
2. On receiving a complaint under **Section 4.1.1(a)** the **Student Disciplinary Committee** should constitute an **Investigating Panel** (hereinafter the “**Panel**”) comprising at least three members being:
  - a) the Director-Student Placement, Welfare & Career Advice or his or her nominee who is a senior member of the academic staff or professional staff;
  - b) a senior member of the academic staff of the faculty in which the student is registered or assigned for administrative purposes; and
  - c) a senior member of the professional staff who is not part of the faculty in which the student is registered or assigned for administrative purposes.

**Provided** that the Panel so formed cannot include the Senior Officer who refers the allegation to the Committee.

##### 4.2 Academic Misconduct:

1. Where an allegation of general misconduct against a student is brought to the attention

of the relevant Dean and he or she, in his or her discretion, decides that action should be taken to further investigate the allegation he or she should within 10 days:

- a) refer the matter to the **Student Disciplinary Committee** for determination in accordance with the procedures set out in **Section 5**; and
  - b) provide a notice to the student setting out the allegation of academic misconduct and containing the details set out in **Section 5**.
2. On receiving a complaint under **Section 4.2.1(a)** the **Student Disciplinary Committee** should constitute an **Investigating Panel** (hereinafter the “**Panel**”) comprising at least three members being:
- a) the Director-Student Placement, Welfare & Career Advice or his or her nominee who is a senior member of the academic staff or professional staff;
  - b) a senior member of the academic staff of the faculty in which the student is registered or assigned for administrative purposes; and
  - c) a senior member of the professional staff who is not part of the faculty in which the student is registered or assigned for administrative purposes.

**Provided** that the Panel so formed cannot include the relevant Dean who refers the allegation to the Committee.

- 4.3 Where a Panel investigating alleged general misconduct determines that the alleged misconduct is in the nature of academic misconduct then it must refer the matter to the relevant Dean for appropriate action.

Where a Panel investigating alleged academic misconduct determines that the alleged misconduct is in the nature of general misconduct then it must refer the matter to the Director-Student Placement, Welfare & Career Advice for appropriate action.

- 4.4 Where the allegation against a student includes both general and academic misconduct:
1. the allegation of general misconduct should be investigated first and the outcome of this investigation must be reported by the Investigating Panel to the Panel subsequently established to investigate the allegation of academic misconduct.
  2. where any penalty is imposed based on the investigation and findings of the general misconduct this penalty must be taken into consideration by the Panel formed to

investigate the academic misconduct.

**5. Procedure for investigating Misconduct:**

- 5.1 Where the Senior Officer or Relevant Dean decides to take any allegation of general or academic misconduct for further investigation then the senior officer or dean must provide the student with a written notice (the “**allegation notice**”):
1. describing the alleged general or academic misconduct as the case may be;
  2. in the case of academic misconduct attaching copies of any documents relevant to the allegation and in the case of general misconduct any evidence which the senior officer is in possession of or aware of;
  3. offer the student an opportunity to provide, in writing, an explanation or submit evidence to rebut the allegation and/or to be heard on the matter.
  4. naming the Chairman of the Investigating Panel;
  5. draw attention to the provisions of and the rights of the student under this statute to provide a response.
- 5.2 If a student, in response to an allegation notice, wishes to take up any of the opportunities set out in the notice then he/she must notify the chair of the Panel, in writing, within 10 days after receipt or deemed receipt of the allegation notice. If no request for a hearing is received from the student the Investigating Panel will proceed to deal with the allegation including the conduct of a hearing if deemed necessary or appropriate by the Panel even in the student’s absence.
- 5.3 If a student gives notice under **subsection 5.2** the chair of the Panel must convene a meeting of the Panel to determine the allegation of misconduct within 20 working days after receipt or deemed receipt of the allegation notice by the student. If the student requires a hearing, he or she must be given at least seven days’ notice of the time and place of the Panel meeting during which the hearing will be conducted.
- 5.4 The student and the chair of the Panel may agree to extend or shorten the time limits referred to in this Section or to reschedule the date, time and place of any meeting of the Panel. The chair of the Panel may adjourn and reconvene any meeting of the Panel to complete the hearing.

5.5 The student may, no later than 24 hours before the commencement of a meeting of the Panel at which the hearing is to take place, notify the Chair of the Panel that he or she wishes to have one other specified person, who was not involved or associated with the alleged misconduct, to be present at the hearing (“support person”).

**Provided** that-

- the support person may not be a qualified legal practitioner unless permitted by the chair of the Panel;
- the support person accompanying the student has no right to be heard except with the permission of the chair.
- the support person may be excluded from any hearing by the chair if he or she disrupts the proceedings or impairs the smooth conduct of the hearing by reason of any unreasonable behaviour.

5.6 The Panel, in determining the allegation of misconduct,

1. may follow any procedure it considers appropriate;
2. is not bound by the rules of evidence or other legal forms and may inform itself in relation to the matter in any manner it thinks fit;
3. must act fairly and equitably having regard to the principles of natural justice in all the circumstances;
4. must share the evidence with the student and inform the student that it intends to take these into account in making its decision and give the student an opportunity to present the student’s case along with relevant evidence to rebut it either orally or in writing; and
5. must allow the student to be accompanied by a support person in accordance with the provisions of this Section.

5.7 The Panel must either uphold or dismiss each allegation of misconduct. The Panel must dismiss an allegation of misconduct unless a majority of the members of the Panel are satisfied that the allegation is valid. Where an allegation of misconduct is upheld the Panel may impose a penalty on the student in accordance with **Section 6**.

5.8 The Panel must, within three working days of any decision being made under **Subsection 5.7** inform the student of its decision, the terms of its decision, any penalty imposed or

recommended and advise the student of his/her right to appeal the decision under **Section 7**.

The Panel must also provide a copy of its decision to the Chairman of the Student Disciplinary Committee and the Academic Registrar.

## 6. Penalties for Misconduct:

6.1 Where a Panel upholds an allegation of **general misconduct** against a student it may:

1. reprimand the student;
2. fine the student in an amount determined by the committee or if the misconduct caused damage to the property or facilities the cost of making good that damage plus an additional amount determined by the committee;
3. exclude the student from all or any part of the University premises for such period and on such terms and conditions as the committee may determine;
4. prohibit the student from bringing any motorised or non-motorised vehicle on to all or any part of the University premises either permanently or for such period as the committee may determine;
5. exclude the student from using any of the University's libraries and computing and networking facilities for such period and on such terms and conditions as the committee may determine;
6. impose a condition that the student refrain from having any or such specified contact with particular students or staff members of the University as the committee deems fit or appropriate;
7. impose a condition that the student undertakes such work as the committee considers appropriate and on such terms and conditions approved by the committee
8. recommend to the Vice Chancellor that the student's registration be suspended for such period of time and on such terms and conditions as the committee considers necessary or appropriate; or
9. recommend to the Vice chancellor that the student's registration be terminated.

6.2 Where a Panel upholds an allegation of **academic misconduct** against a student it may:

1. reprimand the student;
2. deprive the student of credit(s) he would otherwise be eligible for in the course or for that



- component of assessment of the course to which the academic misconduct related;
3. exclude the student from using any of the University's libraries and computing and networking facilities for such period and on such terms and conditions as the committee may determine;
  4. recommend to the Vice Chancellor that the student's registration be suspended for such period of time and on such terms and conditions as the committee considers necessary or appropriate; or
  5. recommend to the Vice chancellor that the student's registration be terminated.
- 6.3 Where a matter has been referred by a Panel to the Vice Chancellor the Vice Chancellor may:
1. accept the recommendation and suspend or terminate the student's registration;
  2. where the Panel recommended a termination, suspend the student for such period of time and on such terms and conditions as the Vice Chancellor considers appropriate;
  3. where the Panel recommended a suspension, suspend the student for a shorter period of time than that recommended by the Panel and on such terms and conditions as the Vice Chancellor considers appropriate; or
  4. refer the matter back to the Panel with a recommendation that it impose one or more penalties referred to in ***sub-sections 6.1 (1) to (7)*** in the case of general misconduct or in the case of academic misconduct in ***sub-sections 6.2 (1) to (3)***.
- 6.4 Where a matter is referred back to a Panel by the Vice chancellor the Panel must consider the recommendations made by the Vice Chancellor and within the next 10 working days impose one or more of the penalties referred to in ***sub-sections 6.1 (1) to (7)*** in the case of general misconduct or in the case of academic misconduct in ***sub-sections 6.2 (1) to (3)***.
- 6.5 Notwithstanding any other provision in this statute:
1. The Vice Chancellor may, in his or her discretion, immediately exclude or suspend a student for such period and on such terms and conditions as he/she considers necessary. ***Provided***, however, that the Vice Chancellor has formed the opinion that the student has acted or behaved or is acting or behaving in a manner that involves or might involve the risk of injury to the student or any other person, serious damage to property or serious disruption of any activity of the University.

2. The Vice Chancellor is not required to accord a hearing to the student before making a decision under this section and may inform himself/herself in relation to any matter in any manner he or she thinks fit.
3. Where the Vice Chancellor decides to exclude or suspend a student under this Section he/she must, within 24 hours, provide a written notice to the student setting out the terms of the decision, the reason(s) supporting the decision, advise the student of the provisions of this **Section 6** and refer the student to the provisions of this Statute.
4. A decision to exclude or suspend a student under this section takes effect immediately. A student must comply with this decision.
5. Where the Vice Chancellor decides to exclude or suspend a student under this section he/she must, as soon as is practicable, refer the matter to a Senior Officer who must initiate an investigation into the matter expeditiously in accordance with the provisions of **Sections 4 and 5** of this Statute.
6. The Vice Chancellor may at any time revoke or vary a decision to exclude or suspend a student under this **Section 6**.
7. A decision to exclude or suspend a student under this section continues to operate unless or until it is revoked or varied by the Vice Chancellor or the alleged general misconduct has been upheld or dismissed under **Section 5.7** and penalty imposed in accordance with **Section 6** or the period of exclusion or suspension expires.
8. Where the Vice Chancellor decides to exclude or suspend a student under this **Section** he or she must provide a report to the next meeting of the Board of Management setting out the terms of and the reasons for the decision.
9. Nothing in this statute derogates from the power of security officers approved by the Vice Chancellor pursuant to the University's security policy to revoke a person's right to remain on the University premises in accordance with the security policy of the University.

## **7. Appeals Procedures:**

- 7.1 A student may appeal, under this section, against any decision by the Panel or penalties imposed for misconduct.
- 7.2 The only grounds on which the student may appeal under this section are that:
  1. there was a failure to comply with procedural fairness;

2. the student did not receive a fair hearing;
  3. there is evidence that was not available to the student at or prior to the hearing or committee's decision and that evidence would probably have affected the decision or penalty imposed;
  4. the decision of the committee was manifestly wrong; or
  5. the penalty imposed was manifestly excessive or inappropriate in the circumstances.
- 7.3 An appeal under this section may only be lodged by the student in writing with:
- a) the Registrar, in the case of a decision on alleged general misconduct; or
  - b) the Academic Registrar, in the case of a decision on alleged academic misconduct.

Such appeal must be made within 20 working days of the day on which the student received or is deemed to have received the notice referred to in **sub-section 5.8** or becomes aware of the evidence referred to in **sub-section 7.2 (3)** or, in special circumstances, such longer time as the Registrar or Academic Registrar, as the case may be, allows in his or her discretion.

- 7.4 Where the Registrar or Academic Registrar, as the case may be, allows an extension or refuses to extend the time for lodging notice of appeal, he or she must notify the student of the decision to allow or refusal to allow an extension of time within **five** working days of receipt of the student's application.
- 7.5 The notice of appeal by the student must set out the grounds of appeal and must be supported with any evidence on which the student proposes to rely.
- 7.6 Within **ten** working days of receiving a notice of appeal the Registrar or Academic Registrar, as the case may be, must establish an **Appeals Committee** to hear and determine the appeal.
- 7.7 The **Appeals Committee** must consist of three persons as follows:
1. In the case of an allegation of general misconduct the members must be drawn from a panel consisting of the Deans, Heads of Departments, Heads of Administrative Departments and the Pro Vice Chancellors. The Registrar must appoint one of the members to chair the Appeals Committee;

2. In the case of an allegation of academic misconduct the members must be drawn from the Academic Council. The Academic Registrar must appoint one of the members to chair the Appeals Committee.
  3. The Appeals Committee may not include any person:
    - a) who has been involved in, associated with, or alleged to have been involved in or associated with the alleged misconduct or its investigation, the decision under appeal or the penalty imposed;
    - b) who is a student or staff member of the faculty in which the student is registered or assigned for administrative purposes.
- 7.8 The chair of the Appeals Committee must convene a hearing of the Appeals Committee to determine the appeal within **21 (twenty-one)** days after establishment of the Appeals Committee. The student must be given at least **seven** days' notice of the time and place of the meeting and the name of the chair of the Appeals Committee.
- 7.9 The student and the chair of the Appeals committee may agree, in writing, at any time to extend or shorten the time limits referred to in this section or to reschedule the date, time and place for any hearing of the Appeals Committee.
- 7.10 The chair of the Appeals Committee may adjourn and reconvene any meeting of the Appeal Committee as he/she deems necessary or appropriate.
- 7.11 The student may, no later than **24 hours** before the commencement of a meeting of the Appeals Committee notify the Chair of the Appeals Committee that he or she wishes to have one other specified person, who was not involved or associated with the alleged misconduct, to be present at the hearing and assist the student in presenting his/her case( "support person").
- Provided** that the support person accompanying the student-
- may act as an advocate on the student's behalf with the permission of the chair of the Appeals Committee;
  - may be excluded from any hearing by the chair if he or she disrupts the proceedings or impairs the smooth conduct of the hearing by reason of any unreasonable behaviour.

- 7.12 The Appeals Committee, in determining the allegation of misconduct,
1. may follow any procedure it considers appropriate;
  2. is not bound by the rules of evidence or other legal forms and may inform itself in relation to the matter in any manner it thinks fit;
  3. must act fairly and equitably having regard to the principles of natural justice in all the circumstances;
  4. must give the student the opportunity to present material submissions in support of the appeal and to respond to any other material relating to the appeal;
  5. must consider any material presented or made available pursuant to **Subsection 5.6(4)** hereof; and
  6. must allow the student to be accompanied by a support person nominated in accordance with the provisions of this Section.
- 7.13 The Appeals Committee must either uphold or dismiss the appeal in whole or in part. The Appeals Committee must dismiss an appeal unless a majority of the members are satisfied that the grounds for the appeal have been established.
- 7.14 If the Appeals Committee dismisses the whole or any part of an appeal it must confirm, set aside or vary any penalty imposed, or substitute any penalty, but must not increase the period of any suspension imposed under **Section 6** or impose any penalty which, in the opinion of the Appeals Committee, is more onerous than the penalty already imposed on the student under **Section 6**.
- 7.15 The Appeals Committee must, within **three** working days of any decision being made under **subsection 7.13** inform the student of its decision, the terms of its decision, any penalty imposed and provide the Chairman of the Student Disciplinary Committee and the Academic Registrar with a copy of this notice.
- In the case of an appeal relating to an allegation of academic misconduct, the chair of the Appeals Committee must report any decision made under this section to the next full meeting of the Academic Council.
- 7.16 There is no right of appeal to the Academic Council from any decision made under the provisions of this Section by an Appeals Committee.

**Provided** that nothing in this statute is intended to preclude a student from exercising any right to external review of any decision.

## **8. Miscellaneous Provisions:**

### **8.1 Declaration by Student:**

At the time of admission, every student shall be required to sign a declaration, on oath, that he shall submit to the disciplinary jurisdiction of the Vice Chancellor, the Authorities of the University and of the Pro Vice Chancellors, the Deans and Directors as the case may be.

### **8.2 Confidentiality:**

Any person or committee who exercises any power or carries out any function under this statute or hears any appeal must treat the subject matter in the strictest confidence save as required or permitted by this statute or by law.

### **8.3 Consequences of Undischarged Penalties, Exclusion or Suspension:**

1. While any penalty imposed in accordance with this statute remains outstanding or unpaid, whether in full or in part, or while a student is excluded or suspended from all of the University premises the student must not, without the written consent of the Vice Chancellor:
  - a) be permitted to register;
  - b) receive any results of assessment;
  - c) graduate or receive a diploma or any other certificate stating that the student is qualified to graduate or receive a diploma from the University; or
  - d) receive a certificate of academic record.
  
2. While a student is excluded or suspended from the University the student must not, without the written consent of the Vice Chancellor:
  - a) attend any classes;
  - b) sit any examinations;
  - c) submit any work for assessment;
  - d) gain any credit;

- e) access the University's library or computing and networking facilities; or
  - f) seek to access, use or otherwise enjoy any of the University premises, hostels, facilities, tutorials or other University activities specified in the notice of exclusion or suspension.
3. A student is not entitled to receive any credit(s) for any studies undertaken by the student at the University or any other institution, during a period when the student's registration is or was suspended, without the written consent of the Vice Chancellor or the Academic Registrar.

#### **8.4 Records:**

1. The Academic Registrar must keep a record of:
  - a) all findings of general and academic misconduct made under this statute; and
  - b) all penalties imposed in respect of such findings.
2. The records referred to in **sub-section (1)** form part of the student's disciplinary record and must form part of a student's file which will be made available to persons within the University or outside the University in accordance with the University's privacy policy.
3. The records referred to in **sub-section (1)** may be taken into account when assessing what penalty, if any, should be imposed or recommended under the provisions of this statute in any case where an allegation of misconduct has been upheld against a student.

#### **8.5 Reinstatement where suspended and forfeiture of fees:**

1. A student's registration must be automatically reinstated after the expiration of any period of suspension provided that the student has complied with any terms and conditions imposed as part of the suspension.
2. The Vice Chancellor or the Academic Registrar may decide to reinstate a student's registration after the expiration of any period of suspension even though the student has failed to comply with any terms and conditions imposed as part of the suspension.
3. No fees paid by a student relating to any period of suspension shall be refundable.

#### **8.6 Readmission where terminated and forfeiture of fees:**

1. A student whose registration has been terminated in accordance with this statute may

not register in any programme at the University without the written consent of the Vice Chancellor which consent may only be granted by the Vice Chancellor in exceptional circumstances.

2. No fees paid by a student shall be repayable to the student upon or by reason of termination.



## Statute 8.2: Staff Discipline

### 1. Definitions:

In this part, unless the context otherwise requires,-

- a) "Appellate Authority" in relation to a University employee means an Authority to whom an appeal under these Statutes lies.
- b) "Disciplinary Authority" in relation to the imposition of a penalty on a University Employee, means the Authority competent under these Statutes to impose on him that penalty.
- c) "Staff Disciplinary Committee" means the Committee constituted in terms of this Statute to deal with all matters pertaining to staff/employee discipline.
- d) "Suspending Authority" in relation to a University employee means an Authority competent under these Statutes to impose an order of suspension.

### 2. Suspension:

2.1 The Suspending Authority or any other Authority empowered by the Board of Management in this respect may, at any time, place a University Employee under suspension-

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
- (b) where a case against him in respect of any criminal offence is under investigation or trial;
- (c) where in the opinion of the Authority aforesaid he/she has engaged in activities prejudicial to the interests of the University; or
- (d) where final orders are pending in a Disciplinary proceeding,

if the appropriate Authority considers that, in the then prevailing circumstances, it is necessary, in the interest of the University, that the University Employee should be suspended from service of the University.

2.2 A University Employee shall be deemed to have been placed under suspension by an order of the Suspending Authority:

- (a) with effect from the date of his detention, if he is held in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
- (b) with effect from the date of his conviction, for an offence, if he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation:-

The period of forty-eight hours referred to in **Sub-clause (b) of Clause 2.2** shall be computed from the time of commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

2.3 An order of suspension made or deemed to have been made under this Section shall continue to remain in force until it is modified or reviewed by the Authority competent to do so.

Where a University Employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the University Employee shall continue to be under suspension until the termination of all or any of such proceeding.

2.4 Suspending Authority:

An order of Suspension under this Section may be imposed:

- a) On a University Employee (not being the Vice Chancellor, a Pro Vice Chancellor, the Registrar, the Chief Financial Officer, the Academic Registrar, a Dean of Faculty or a Director of a Directorate), by the Vice Chancellor, a Pro Vice Chancellor, the Registrar, the Dean of the concerned Faculty or the Director of the concerned Directorate;
- b) On a Pro Vice Chancellor, the Registrar, the Chief Financial Officer, the Academic Registrar, a Dean of Faculty or a Director of a Directorate by the Vice Chancellor or the Chancellor; and
- c) On the Vice Chancellor by the Chancellor or the Board of Governors.

**3. Continuance of suspension in case of further enquiry :**

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University Employee under suspension is set aside, in appeal or on revision, under these Sections and the case is remitted for further Inquiry or action or with any other direction the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

**4. Continuance of suspension in certain other cases :**

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University Employee is set aside or declared or rendered void in consequence of or by a decision of a

court of law and the Disciplinary Authority, on a consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University Employee shall be deemed to have been placed under suspension by the Suspending Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

**5. Modification or revocation of suspension :**

An order of suspension made or deemed to have been made under these Sections, may, at any time be modified or revoked by the Authority which made or is deemed to have made the order or by any higher Authority to which that Authority is subordinate.

**6. Payment of Subsistence Allowance :**

6.1 Whenever a University Employee is placed under suspension he shall be paid such subsistence and other allowances admissible under the University's rules for the time being in force regulating such matters:

**Provided** that where the period of suspension exceeds **twelve months** it shall be within the competence of the **Suspending Authority** to increase or reduce the amount of subsistence allowance for any period subsequent to the period of the first twelve months subject to the following conditions, namely:-

- a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding **fifty per cent** of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the Suspending Authority, the period of suspension has been prolonged for reasons not directly attributable to the University Employee.
- b) The amount of subsistence allowance may be reduced by a suitable amount not exceeding **fifty per cent** of the subsistence allowances drawn during the period of the first twelve months, if in the opinion of the Suspending Authority the prolongation of the period of suspension has been due to reasons directly attributable to the University Employee.

6.2 No employee shall be entitled to receive payment under **Section 6.1** unless he furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

**7. Imposition of Penalties:**

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on a University Employee, namely:-

**A. Minor Penalties:**

1. Censure;
2. Fine (in the case of persons on whom such penalty may be imposed under these Sections);
3. Withholding of increments or promotion;
4. Recovery from pay
  - a) of the whole or part of any pecuniary loss caused to the University or to a local Authority or any legally constituted body by negligence or breach of orders;
  - b) to the extent necessary, of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

**Explanation:-**

In case of stoppage of increments with cumulative effect the monetary value, equivalent to three times the amount of increments ordered to be withheld, maybe recovered.

**B. Major Penalties**

5. Reduction to a lower rank in the seniority list or to a lower grade or post or time-scale:  
***Provided*** that in the case of reduction of rank in the seniority list, such reduction shall be permanent.

**Note:-**

- 1) The period of reduction shall not be less than six months and not more than five years. If the period is not specified in the order, the period of reduction shall be deemed to be six months.
  - 2) Reduction to a lower stage in the time scale can be with or without the effect of postponing future increments. If no mention is made about this in the order, the reduction shall be deemed to be without the effect of postponing future increments.
6. Compulsory retirement;
  7. Removal from the University service which shall not be a disqualification for future employment, unless otherwise directed specifically; or
  8. Dismissal from the University service which shall be a disqualification for future employment.

**8. Disciplinary Authority:**

- a) The penalties specified in items **7(1) to 7(8) of Section 7** may be imposed on a University Employee (not being the Vice Chancellor, a Pro Vice Chancellor, the Registrar, the Chief Financial Officer, the Academic Registrar, a Dean of Faculty or a Director of a Directorate), by the Vice Chancellor, a Pro Vice Chancellor, the Registrar, the Dean of the concerned Faculty or the Director of the concerned Directorate.
- b) The penalties specified in items **7(1) to 7(8) of Section 7** may be imposed on a Pro Vice Chancellor, the Registrar, the Chief Financial Officer, the Academic Registrar, a Dean of Faculty or a Director of a Directorate by the Vice Chancellor or the Chancellor.
- c) The penalties specified in items **7(1) to 7(8) of Section 7** may be imposed on the Vice Chancellor by the Chancellor or the Board of Governors.

**9. Powers of Higher Authorities :**

The powers which an Authority may exercise under **Section 8** shall be exercisable by the higher authorities also.

**10. Bar of Jurisdiction:**

Where in any case, a higher Authority has imposed or declined to impose a penalty under these Sections, a lower Authority shall have no jurisdiction to proceed under these Sections in respect of the same case.

**11. Supersession :**

The order of a higher Authority imposing or declining to impose in any case a penalty under these Sections shall supersede any order passed by a lower Authority in respect of the same case.

**12. Procedure for imposing Major Penalties**

**12.1 Inquiry:**

No order imposing on a University Employee any of the penalties specified in items **7(5) to 7(8) of Section 7** shall be passed except after an Inquiry held, as far as may be, in the manner hereinafter provided, in **Sections 13 to 26**.

**13. Formal Inquiry how and when ordered :**

- 13.1 Whenever a complaint is received or on consideration of the report of an investigation, or for other reasons, the Disciplinary Authority or the Suspending Authority or any other Authority empowered by the Board of Management in this behalf is satisfied that there is prima facie case for taking action against a University Employee, such Authority shall frame a definite charge or charges which shall be communicated to the University Employee, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case.
- 13.2 The accused University Employee shall be required to submit, within a reasonable time, to be specified in that behalf, a written statement of his defence and also to state whether he desires to be heard in person. The University Employee may, on his request, be permitted to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement. **Provided** that the Disciplinary or other Authority referred to above may, for reasons to be recorded in writing, refuse him such access if in its opinion such records are not strictly relevant to the case or it is not desirable in the interest of the University to allow such access.
- 13.3 After the written statement is received within the time allowed, the Authority referred to above may, if it is satisfied that a formal enquiry should be held into the conduct of the University Employee, forward the record of the case to the Inquiring Authority or officer referred to in **Section 13.4** below and order that a formal enquiry may be conducted.
- 13.4 The formal Inquiry may be conducted by-
- a) The Staff Disciplinary Committee of the University; or
  - b) An officer or Committee authorised by the Staff Disciplinary Committee; or
  - c) An officer authorised by the Board of Management.

**14. Amendment of charges :**

The Authority or officer conducting the Inquiry (hereinafter referred to as the **Inquiring Authority**) may, during the course of the Inquiry, if it deems necessary, add to, amend, alter, or modify the charges framed against the accused University Employee, in which case the accused shall be required to submit within a reasonable time, to be specified in that behalf, any further written statement of his defence.

**15. Access to records :**

The University Employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for

reasons to be recorded in writing, in the opinion of the Inquiring Authority, such records are not relevant for the purpose or it is against the interest of the University to allow him access thereto.

**16. Inquiry into charge not admitted:**

On receipt of the further written statement of defence under **Section 14** or if no such statement is received within the time specified therefor or in cases where the accused is not required to file written statement under the said **Section 14**, the Inquiring Authority may inquire into such of the charges as are not admitted.

**17. Presentation of case:**

The Disciplinary Authority, if it is not also the Inquiring Authority, may nominate any person to present the case in support of the charges before the Inquiring Authority. The University Employee shall not engage a legal practitioner unless the person nominated by the Disciplinary Authority is a legal practitioner or unless the Inquiring Authority, having regard to the circumstances of the case, so permits.

**18. Presenting of evidence :**

The Inquiring Authority shall in the course of the Inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The University Employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the University Employee and the witnesses examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record the reasons in writing.

**Explanation:**

If the Inquiring Authority proposes to rely on the oral evidence of any witness, the Authority shall examine such witness and give an opportunity to the accused University Employee to cross examine the witness. Any previous written record of a statement made by a witness shall not be used or relied on and shall not form part of the record of the Inquiry except where the University Employee agrees, in writing, to treat it as such.

**19. Witnesses :**

The University Employee may present to the Inquiring Authority a list of witnesses whom he desires to examine in his defence. Where the witness to be examined is a University Employee, the Inquiring Authority himself shall normally try to secure the presence of the witness, unless he is of the view that the witness' evidence is irrelevant or not material to the case under Inquiry.

Where the witness proposed to be examined by the University Employee is a person other than a University Employee, the Inquiring Authority will be under no obligation to summon and examine him, unless the University Employee himself produces him, for examination.

**20. Report of Inquiry :**

At the conclusion of the Inquiry, the Inquiring Authority shall prepare a report of the Inquiry recording the findings on each of the charges together with reasons there for and forward it to the Disciplinary Authority. If in the opinion of such Authority, the proceedings of the Inquiry establish charges different from those originally framed, he may record the findings on such charges, provided that the findings on such charges shall not be recorded unless the University Employee has admitted the facts constituting them or has had an opportunity to defend himself against them.

**21. Record of Inquiry :**

The record of the Inquiry shall include-

- a) the charges framed against the University Employee and the statement of allegations furnished to him;
- b) his written statement of defence, if any;
- c) a summary of the oral evidence considered in the course of the Inquiry;
- d) the documentary evidence considered in the course of the Inquiry;
- e) the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the Inquiry; and
- f) a report setting out the findings on each charge and the reasons therefor.

**22. Findings of Disciplinary Authority:**

The Disciplinary Authority shall, where it is not also the Inquiring Authority, consider the records of the Inquiry and where it is considered necessary to depart from the findings of the Inquiring Authority, record its findings on each charge with reasons thereof.



**23. Imposition of major penalty:**

23.1 If the Disciplinary Authority having regard to the findings on the charges, is of the opinion that any of the penalties specified in items **(5) to (8) of Section 7** shall be imposed, it shall:

- (a) furnish to the University Employee a copy of the report of the Inquiring Authority and where the Disciplinary Authority is not the Inquiring Authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority; and
- (b) give a notice to the University Employee stating the action proposed to be taken against him and calling upon him to submit within a specified time, which may not generally exceed one month, such representation as he may wish to make against the proposed action.

23.2 The Disciplinary Authority shall consider the representation, if any, made by the University Employee in response to the notice under **sub-clause 23(1) (b)** and determine what penalty, if any, shall be imposed on the University Employee and pass appropriate orders thereon.

**24. Imposition of Minor penalty:**

If the Disciplinary Authority having regard to its findings is of the opinion that any of the penalties specified in items **(1) to (4) of Section 7** shall be imposed the Disciplinary Authority shall pass appropriate orders in the case.

**25. Communication of orders :**

Orders passed by the Disciplinary Authority shall be communicated to the University Employee who shall also be supplied with a copy of the report of the Inquiring Authority, and where the Disciplinary Authority is not the Inquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

**26. Inquiry to be expeditious :**

The enquiry shall be conducted as expeditiously as the circumstances of the case may permit, particularly against an Employee who is under suspension.

**27. Procedure for Imposing Minor Penalties:**

No order imposing any of the penalties specified in items **(1) to (4) of Section 7** shall be passed except after:

- (a) the University Employee is informed, in writing, of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make;
- (b) such representation, if any, is taken into consideration by the Disciplinary Authority.

**28. Record of proceedings in respect of minor penalties:**

The record of proceedings under **Section 27** shall include,-

- a) a copy of the communication to the University Employee of the proposals to take action against him;
- b) a copy of the statement of allegations communicated to him;
- c) his representation if any;
- d) the orders of the case together with the reasons therefor.

**29. Joint Inquiry in respect of one or more employees:**

Where two or more University Employees are concerned in any case, the Disciplinary Authority competent to impose the penalty of dismissal from service on all such University Employees or a higher Authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the Authority which may function as the Inquiring Authority for the purpose of such common proceedings.

**30. Special Procedure in certain cases :**

Notwithstanding anything contained in **Sections 12 to 25 and 27 to 29:**

- a) Where a penalty is imposed on a University Employee on the ground of conduct which had led to his conviction on a criminal charge; or
- b) where the Disciplinary Authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to follow the procedure prescribed in the said Sections; or
- c) where the Staff Disciplinary Committee or the Board of Management on receiving a referral from the Staff Disciplinary Committee, for reasons to be recorded in writing, is satisfied that in the interests of the University, it is not expedient to follow such procedure, the Disciplinary Authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

**31. Order not appealable:**

There shall be no appeal against an order passed under the provisions of these Sections, except as expressly provided in the Act or in these Sections.

**32. Appeals against orders of suspension :**

A University Employee may appeal against an order of suspension to the Authority to which the Authority which made or is deemed to have made the order is immediately subordinate.

**33. Appeal against penalties:**

An appeal from an order imposing a penalty by a Disciplinary Authority shall lie with the Authority to which the Disciplinary Authority which made or is deemed to have made the order is immediately subordinate.

**34. Appeal against other orders :**

34.1 A University Employee may appeal against an order which:

- (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of services as regulated by the laws of the University;
- (b) interprets to his disadvantage the provisions of any such laws to any Authority which made such laws.

34.2 An appeal against an order:

- (a) stopping a University Employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (b) reverting to a lower service, grade or post, a University Employee officiating in a higher service, grade or post, otherwise than as a penalty; and
- (c) determining the pay and allowances for the period of suspension to be paid to a University Employee on his reinstatement or determining whether or not such period shall be treated as period spent on duty for any purpose

shall lie, in respect of a University Employee, to the Authority to whom the Authority imposing the penalty is immediately subordinate.

**Explanation:-**

In this Section, the expression 'University Employee' includes a person who has ceased to be in University Service.

**35. Limitation :**

No appeal under **Section 34** shall be entertained unless it is submitted within a period of **sixty days** of the receipt of the order appealed against.

**36. Form and contents of appeal :**

Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the Authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

**37. Submission of appeals :**

Every appeal shall be submitted to the Disciplinary Authority which made the order appealed against.

**Provided** that if such Disciplinary Authority is not the head of the office in which the appellant may be serving or, if he is not in service, the head of the office in which he was last serving, or is not subordinate to the head of such office, the appeal shall be submitted to the head of such office, who shall forward it forthwith to the said Disciplinary Authority.

**Provided** further that a copy of the appeal may be submitted directly to the **Appellate Authority**.

**38. Withholding of appeals:**

The Disciplinary Authority which made the order appealed against may withhold the appeal, if

- a) it is an appeal against an order against which no appeal lies, or
- b) it does not comply with any of the provisions of **Sections 36 and 37**; or
- c) it is not submitted within the period specified in **Section 35**; or
- d) it is repetition of an appeal already decided and no new facts or circumstances are presented; or
- e) it is addressed to an Authority to which no appeal lies under these Sections.

**Provided** that an appeal withheld on the only ground that it does not comply with the provisions of **Sections 36 and 37** shall be returned to the appellant, and, if re-submitted within one month thereof, after compliance with the said provisions, shall not be withheld.

**39. Withholding of appeal to be communicated:**

Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor. When the appeal is withheld the Authority withholding the appeal shall forward a copy of the order communicated to the University Employee to the Appellate Authority.

**40. Transmission of appeals:**

The Disciplinary Authority which made the order appealed against shall, without any avoidable delay, transmit to the Appellate Authority every appeal which is not withheld under **Section 39** with his comments thereon and the relevant records.

**41. Appellate Authority's power to call for appeals :**

The Appellate Authority to which the appeal lies may direct transmission to him of an appeal withheld under **Section 38** and thereupon such appeal shall be transmitted to that Authority together with the comments of the Authority withholding the appeal and the relevant records.

**42. No appeal from an order withholding an appeal :**

No appeal shall lie against the withholding of an appeal by a competent Authority.

**43. Appeal against suspension:**

In the case of an appeal against an order of suspension, the Appellate Authority shall consider whether in the light of the provisions of the Sections and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

**44. Powers of an Appellate Authority:**

44.1 In the case of an appeal against an order imposing any of the penalties specified in **Section 7** the Appellate Authority shall consider:

- a) whether the facts on which the order was based have been established;
- b) whether the facts established afford sufficient grounds for taking action;
- c) whether the procedure prescribed in these Sections have been complied with, and if not, whether such non-compliance has resulted in violation of any laws of the University or in failure of justice;
- d) whether the findings are justified; and
- e) whether the penalty imposed is excessive, adequate or inadequate and pass orders
  - i. setting aside, reducing, confirming or enhancing the penalty; or

- ii. remitting the case to the Disciplinary Authority which imposed the penalty or to any other Authority with such direction as it may deem fit in the circumstances of the case:

**Provided** that-

- i. the Appellate Authority shall not impose any enhanced penalty which neither such Authority nor the Authority which made the order appealed against is competent, in the case, to impose;
- ii. no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such an enhanced penalty; and
- iii. if the enhanced penalty which the Appellate Authority proposes to impose is one of the penalties specified in items **(5) to (8) of Section 7** and an Inquiry under **Sections 30 to 42** has not already been held in the case, the Appellate Authority shall, subject to the provisions of **Section 30**, itself hold such Inquiry or direct that such Inquiry be held and thereafter on consideration of the proceedings of such Inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

44.2 In the case of an appeal against an order specified in **Section 34** the Appellate Authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

**45. Implementation of orders in appeal:**

The Disciplinary Authority which made the order appealed against shall give effect to the orders passed by the Appellate Authority.

**46. Procedure when the Authority who imposed penalty becomes the Appellate Authority:**

Notwithstanding anything contained in this part, where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the Appellate Authority under **Sections 32 to 34** in respect of the appeal against such order, such person shall forward the appeal to the Authority to which he is immediately subordinate, and such Authority for the purpose of **Sections 44 and 45**.

**47. Revision:**

Notwithstanding anything contained in these Sections, where there is a grave miscarriage of justice or a patent error in the facts in the records of the case of a subordinate Authority, it shall be open to the Board of Management at any time to call for the records and after examining them pass such orders as it may consider necessary.

**48. Time limit for revision:**

An application for revision of the order appealed against by the aggrieved party may be entertained only if preferred before the expiry of a period of **two months** from the date of receipt of the order.

**49. Submission of report :**

Every Authority, other than the Board of Management, empowered to impose any of the penalties specified in **Section 7** shall submit to the Board of Management a quarterly statement of cases where any of the aforesaid penalties have been imposed or where a University Employee is suspended under **Section 2**. Every Appellate Authority, other than the Board of Management, shall likewise submit to the Board of Management a quarterly statement of cases disposed of.

**50. Notices to Employees:**

50.1 A notice to an employee for the purposes of this Statute is sufficient if it is in writing and is:

1. delivered to the employee in person;
2. sent by registered or express post to the employee at the address shown on the employee's employment record as his or her postal address on the date of posting;
3. delivered by courier to the address shown on the employee's records as his or her postal address on the date of delivery;
4. e-mailed to the employee's allocated university e-mail account; or
5. sent in any other form or method approved by the Board of Management from time to time.

50.2 A notice is deemed to have been received by the employee-

1. on the seventh day after it was sent if sent by registered or express post to an address within India;
2. on the tenth day after it was sent if sent by registered post or express post to an address outside India;

3. if delivered by courier, on the date recorded in the courier company's records as the date of delivery;
4. if sent by email, 24 hours after the email was sent;
5. if sent in any other form or method approved by the Board of Management on such date as the Board of Management prescribes as the deemed date of receipt of that notice.

50.3 A copy of any notice sent must be retained by the Authority sending such notice.



## Statute 8.3: Student, Research Scholar & Staff Grievance Redressal Committees

### 1. Constitution of Grievance Redressal Committees:

1.1 The University shall constitute a mechanism for the purpose of receiving and redressing any grievances the students, research scholars and employees of the University may have. To this effect the University shall constitute the following Grievance Redressal Committees:

1. Student Grievances and Redressal Committee;
2. Research Scholar Grievances and Redressal Committee; and
3. Staff Grievances and Redressal Committee.

1.2 The three Grievance Redressal Committees shall observe the following general principles in their respective areas of jurisdiction:

1. Register and acknowledge grievances received or referred to them;
2. Make every attempt to adjudicate upon any grievance received as expeditiously as possible and also keep the complainant informed about the expected timeline for resolving the complaint.
3. Any complainant who is not satisfied with the actions taken to redress his grievance or by a decision made by the Committee may appeal to the Vice Chancellor for a reconsideration and/or review of the decision of the Committee within **ten** days of receiving notification of such decision. The Vice Chancellor's decision on such appeal shall be final.

### 2. Student Grievances and Redressal Committee:

#### 2.1 Constituting Authority:

- a) The **Student Grievances and Redressal Committee** (hereinafter the "**Committee**") shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the "**Constituting Authority**").
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

## 2.2 Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chair
2.	Administrative Registrars (Faculties)	Members
3.	Head Proctor and Proctors	Members
4.	Wardens	Members
5.	Heads of SPWCA Centres	Members & Secretary

Note:

*One of the Heads of SPWCA Centres will be appointed Secretary to the Committee;*

*The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.*

## 2.3 Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

## 2.4 Term of Office

- a) The Committee shall be re-constituted once every year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

## 2.5 Purpose:

The Committee shall have the following functions, powers and responsibilities:

- a) to receive complaints and petitions from students in respect of matters that affect them either as individuals or as a group;
- b) to enquire into grievances and make recommendations to the relevant authorities for remedial or suitable action;
- c) to recommend appropriate action against any complainant if the allegations made are found to be untrue or baseless.
- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

## 2.6 Admission of complaints & Procedure for Redressal:

- a) Complaints shall ordinarily be sent to the Secretary of the Committee.

- b) As soon as the Secretary receives any complaint seeking redressal of any grievance of the students he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Committee. The Committee shall then decide whether the complaint shall be entertained or not.
- c) After the Committee has decided that a complaint filed before it should be entertained, it shall commence the enquiry at the appointed time and place or on such other date to which the enquiry may be adjourned.
- d) At the enquiry the oral and documentary evidence on behalf of the complainant shall be presented first and the authorities of the University shall then be given an opportunity to present their oral and documentary evidence. Both the complainant and the authorities of the University shall be allowed to file any supplementary statements in support of their case. The Committee may at any stage of the enquiry examine the witnesses and put questions to them. After all the evidence is recorded the Committee may, if necessary, allow the parties concerned to argue their case before the Committee.
- e) The Committee shall record its findings in respect of the complaint after hearing all the arguments and recording all the evidence.
- f) Based on the findings the Committee shall recommend appropriate action by the concerned authority(ies) for redressal of the grievance.
- g) The Committee may also make recommendations for appropriate action against the complainant where the allegations made are found to be baseless, vexatious or defamatory.

## 2.7 Meeting Procedures

### a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chair considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

### b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

### c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in *Statute 2.3* on all matters not expressly provided for in the constitutive document.

- d. Quorum:  
Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.
- e. Chairperson of the meeting:  
The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.
- f. How matters are decided:
  - i. All decisions shall be taken by a simple majority.
  - ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.
- g. Minutes of meetings:
  - i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
  - ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
  - iii. Within Seven days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.
- h. Record Keeping:  
The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

### 3. **Research Scholar Grievances and Redressal Committee**

#### 3.1 Constituting Authority:

- a) The **Research Scholar Grievances and Redressal Committee** (hereinafter the “**Committee**”) shall be constituted by the **Pro Vice Chancellor (SEG)** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

### 3.2 Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	PVC (SEG)	Chairperson
2.	Academic Registrar	Member
3.	Coordinators – Doctoral Research Programme	Member
4.	Research Supervisors	Members
5.	Director – SPWCA	Secretary

Note:

*Depending upon the Research Scholar's affiliation, one of the Coordinators – Doctoral Research Programme will act as Secretary;*

*The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.*

### 3.3 Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

### 3.4 Term of Office

- c) The Committee shall be re-constituted once every year.
- d) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

### 3.5 Purpose:

The Committee shall have the following functions, powers and responsibilities:

- e) to receive complaints and petitions from scholars in respect of matters that affect them as individuals or the pursuit of their research studies;
- f) to enquire into grievances of scholars and make recommendations to the relevant authorities for remedial or suitable action;
- g) To recommend appropriate action against any complainant if the allegations made are found to be untrue or baseless.

- h) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

Note:

Whenever a scholar has a grievance the first point of contact is the Coordinator-Doctoral Research Programme.

3.6 Admission of complaints & Procedure for Redressal:

- a) Complaints shall ordinarily be sent to the Secretary of the Committee.
- b) As soon as the Secretary receives any complaint seeking redressal of any grievance of the students he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Committee. The Committee shall then decide whether the complaint shall be entertained or not.
- c) After the Committee has decided that a complaint filed before it should be entertained, it shall commence the enquiry at the appointed time and place or on such other date to which the enquiry may be adjourned.
- d) At the enquiry the oral and documentary evidence on behalf of the complainant shall be presented first and the authorities of the University shall then be given an opportunity to present their oral and documentary evidence. Both the complainant and the authorities of the University shall be allowed to file any supplementary statements in support of their case. The Committee may at any stage of the enquiry examine the witnesses and put questions to them. After all the evidence is recorded the Committee may, if necessary, allow the parties concerned to argue their case before the Committee.
- e) The Committee shall record its findings in respect of the complaint after hearing all the arguments and recording all the evidence.
- f) Based on the findings the Committee shall recommend appropriate action by the concerned authority (ies) for redressal of the grievance.
- g) The Committee may also make recommendations for appropriate action against the complainant where the allegations made are found to be baseless, vexatious or defamatory.

3.7 Meeting Procedures

- a) Ordinary Meetings:

Members of the Committee shall meet:

- i. When the Chair considers a meeting is necessary for the conduct of its business;  
or
- ii. When requested by three members of the Committee.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in *Statute 2.3* on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within Seven days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

#### 4. Staff Grievances and Redressal Committee:

##### 2.1 Constituting Authority:

- a) The **Staff Grievances and Redressal Committee** (hereinafter the “**Committee**”) shall be constituted by the **Registrar & CFO** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

##### 2.2 Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Registrar & CFO	Chair
2.	Chief Manager – HR & LA	Member & Secretary
3.	PVCs (HSG & SEG)	Members
4.	Deans (Faculties)	Members
5.	Directors (Directorates)	Members

Note:

*The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.*

##### 2.3 Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

##### 2.4 Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

##### 2.5 Purpose:

The Committee shall have the following functions, powers and responsibilities:

- a) to receive complaints and petitions from employees in respect of matters that affect them either as individuals or as a group;
- b) to enquire into grievances and make recommendations to the relevant authorities for remedial or suitable action;



- c) To recommend appropriate action against any complainant if the allegations made are found to be untrue or baseless.
- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

2.6 Admission of complaints & Procedure for Redressal:

- a) Complaints shall ordinarily be sent to the Secretary of the Committee.
- b) As soon as the Secretary receives any complaint seeking redressal of any grievance of the students he shall conduct a preliminary enquiry and if he finds it necessary he shall place it before the Committee. The Committee shall then decide whether the complaint shall be entertained or not.
- c) After the Committee has decided that a complaint filed before it should be entertained, it shall commence the enquiry at the appointed time and place or on such other date to which the enquiry may be adjourned.
- d) At the enquiry the oral and documentary evidence on behalf of the complainant shall be presented first and the authorities of the University shall then be given an opportunity to present their oral and documentary evidence. Both the complainant and the authorities of the University shall be allowed to file any supplementary statements in support of their case. The Committee may at any stage of the enquiry examine the witnesses and put questions to them. After all the evidence is recorded the Committee may, if necessary, allow the parties concerned to argue their case before the Committee.
- e) The Committee shall record its findings in respect of the complaint after hearing all the arguments and recording all the evidence.
- f) Based on the findings the Committee shall recommend appropriate action by the concerned authority(ies) for redressal of the grievance.
- g) The Committee may also make recommendations for appropriate action against the complainant where the allegations made are found to be baseless, vexatious or defamatory.

2.7 Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chair considers a meeting is necessary for the conduct of its business; or
  - ii) When requested by three members of the Committee.
- b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.
- c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.
- d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.
- e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee.
- f. How matters are decided:
  - i. All decisions shall be taken by a simple majority.
  - ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.
- g. Minutes of meetings:
  - i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
  - ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
  - iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.
- h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.



# Chapter 9: Intellectual Property

## Statute 9.1: Intellectual Property

### 1. General:

1.1 The University, as a matter of general principle, asserts ownership of all intellectual property created by its Academic Staff, Students, Research Scholars, Honorary appointees and any Visitors.

### 1.2 Definitions:

1. "academic staff" means a member of the teaching or research staff of the University;
2. "create" means to bring into existence or discover;
3. "creator" means any student, research scholar, member of the staff, honorary appointee or visitor who creates any intellectual property whether or not in conjunction with other persons;
4. "intellectual property" includes literary, artistic, musical and dramatic works, cinematographic and multimedia works in which copyright subsists, the performances of performing artists, sound recordings and broadcasts, inventions and scientific discoveries whether patentable or non-patentable, registered and unregistered designs, layouts, trademarks, service marks, commercial names and designations, databases, computer software and associated materials and generally any know-how and other proprietary information associated with any of the other items of "intellectual property";
5. "Specified agreement" means an agreement between the University and any party which deals with the ownership or other use of the intellectual property that may arise out of any research or other activity performed under that agreement.
6. "Staff" means any person employed by the University or engaged by the University under a contract.
7. "Student" means and includes-
  - a. a person who is registered in a research programme (research scholar) of the University;
  - b. a student or research scholar of another university or institution who has been permitted to undertake research studies at the University;

## **2. Ownership of intellectual property:**

- 2.1 All rights to intellectual property created by staff or other employees including honorary appointees and visitors in the course of or incidental to their employment or contractual engagement with the University or whilst engaged on any activity that is subject to an agreement with the University are owned by the University.
  
- 2.2 All rights to intellectual property created by students and research scholars in the course of their studies or incidental to any employment or contractual engagement with the University or whilst engaged on any activity that is the subject of an agreement with the University are owned by the University.
  
- 2.3 All rights to intellectual property created by staff, students, scholars, honorary appointees or visitors in the course of their studies, employment or contractual engagement or whilst engaged on any activity that is the subject matter of an agreement between the University and one or more third parties shall be owned by the parties concerned in terms of the agreement signed between the University and the third party(ies).

Note:

The third party or parties may be one or more companies, agencies, Universities or other institutions.

## **3. Other Provisions:**

- 3.1 A creator of intellectual property, including students, research scholars, staff, honorary appointees or visitors will execute all documents and perform all acts necessary or desirable to give full effect to the provisions of this statute in favour of the University. Where a creator fails to execute any document or do anything for that purpose the Vice Chancellor may execute all such documents and do all such acts as his or her attorney under power in accordance with any terms of any registration declaration signed by a student, research scholar or any terms of employment or contractual engagement signed by a member of the staff, honorary appointee or visitor.

- 3.2 The University may assign any intellectual property owned by it to third parties, including its creators, on such terms and conditions as it thinks fit or as provided under any specified agreement to which the University is a party.
- 3.3 The University may also acquire any intellectual property from third parties, including its creators, on such terms and conditions as it thinks fit or as provided under any specified agreement to which the University is a party.
- 3.4 Where the University profits or gains from any intellectual property it will share the net proceeds realised with the creators of that intellectual property in accordance with the policy approved by the Board of Management in this regard.

