

**LAW (LEGISLATIVE DRAFTING) DEPARTMENT**

**(Group –II)**

**NOTIFICATION**

**Jaipur, March 27, 2011**

No. F. 2(13) Vidhi /2/2011 – In pursuance of Clause (3) of Article 348 of the Constitution of India, the Governor is pleased to authorise the publication in the Rajasthan Gazette of the following translation in the English language of the Raffles Vishwavidhyalaya, Neemrana (Alwar) Adhinyam, 2011 Ka Adhyadesh Sankhyank 3) :-

(Authorised English Translation)

**THE RAFFLES UNIVERSITY, NEEMRANA (ALWAR)**

**ACT, 2011**

**(Act No. 3 of 2011)**

**[Received the assent of the Governor on the 25<sup>th</sup> Day of March, 2011]**

**An**

**Act**

to provide for establishment and incorporation of the Raffles University, Neemrana (Alwar) in the State of Rajasthan and matters connected therewith and incidental thereto.

Whereas, with a view to keep pace with the rapid development in all spheres of knowledge in the world and the country, it is essential to create world level modern research and study facilities in the State to provide state of the art educational facilities to the youth at their door steps so that they can make out of them human resources compatible to liberalized economic and social order of the world;

And whereas, rapid advancement in knowledge and changing requirements of human resources makes it essential that a resourceful and quick and responsive system of educational research and development be created which can work with entrepreneurial zeal under an essential regulatory set up and such a system can be created by allowing the private institutions engaged in higher education having sufficient resources and experience to establish universities and by incorporating such universities with such regulatory provisions as ensure efficient working of such institutions;

And whereas, the Gomber Education Foundation, New Delhi is a Trust registered under the Registration Act, 1908 (Central Act No. 16 of 1908) at Registration No. 5,883 of Book No. 4, Volume No. 1,845 dated 10.06.2005 in the office of the Sub-Registrar-I, New Delhi;

And whereas, the said Gomber Education Foundation, New Delhi has set up educational infrastructures, both physical and academic, as specified in Schedule I, at Village Majra Kath, Tehsil Behror, District Alwar in the State of Rajasthan and has agreed to invest the said infrastructure in a University for research and studies in the disciplines specified in Schedule II and has also deposited an amount of rupees one crore to be utilized in establishment of an endowment fund in accordance with the provisions of this Act;

And whereas, the sufficiency of the above infrastructure has been got enquired into by a committee, appointed in this behalf by the State Government consisting of the Vice-chancellor, Maharshi Dayanand Saraswati University, Ajmer, Commissioner, College Education Rajasthan, Jaipur, Dean, Faculty of Management, University of Rajasthan, Jaipur, and Superintendent Sawai Man Singh Hospital, Jaipur;

And whereas, if the aforesaid infrastructure is utilized in incorporation as a University and the said Gomber Education Foundation, New Delhi is allowed to run the University, it would contribute in the academic development of the people of the State;

Now, therefore, be it enacted by the Rajasthan State Legislature in the Sixty-second Year of the Republic of India, as follows:-

1. Short title, extent and commencement.-

- (i) This Act may be called the Raffles University, Neemrana (Alwar) Act, 2011.
- (ii) It extends to the whole of the State of Rajasthan.
- (iii) It shall be deemed to have come into force on and from 4th December, 2010.

2. Definitions.-In this Act, unless the context otherwise requires,-

- a) "AICTE" means All India Council of Technical Education established under All India Council of Technical Education Act, 1987 (Central Act No. 52 of 1987);
- b) "CSIR" means the Council of Scientific and Industrial Research, New Delhi- a funding agency of the Central Government;
- c) "DEC" means the Distance Education Council established under section 28 of Indira Gandhi National Open University Act, 1985 (Central Act No. 50 of 1985);
- d) "Distance education" means education imparted by combination of any two or more means of communication, viz. broadcasting, telecasting, correspondence courses, seminars, contact programmes and any other such methodology;

- e) "DST" means the Department of Science and Technology of the Central Government;
- f) "employee" means a person appointed by the University to work in the University and includes teachers, officers and other employees of the University;
- g) "fee" means collection made by the University from the students by whatever name it may be called, which is not refundable;
- h) "Government" means the State Government of Rajasthan;
- i) "higher education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
- j) "hostel" means a place of residence for the students of the University, or its colleges, institutions or centers, maintained or recognized to be as such by the University;
- k) "ICAR" means the Indian Council of Agriculture Research, a society registered under the Societies Registration Act, 1860 (Central Act No. 21 of 1860);
- l) "MCI" means Medical Council of India constituted under section 3 of the Indian Medical Council Act, 1956 (Central Act No. 102 of 1956);
- m) "NAAC" means the National Assessment and Accreditation Council, Bangalore, an autonomous institution of the UGC;
- n) "NCTE" means the National Council of Teacher Education constituted under section 3 of the National Council of Teacher Education Act, 1993 (Central Act No. 73 of 1993);
- o) "off campus centre" means a centre of the University established by it outside the main campus operated and maintained as its constituent unit, having the University's complement of facilities, faculty and staff;
- p) "PCI" means Pharmacy Council of India constituted under section 3 of the Pharmacy Act, 1948 (Central Act No. 8 of 1948);
- q) "prescribed" means prescribed by Statutes made under this Act;
- r) "regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, PCI, NAAC, ICAR, DEC, CSIR etc. and includes the State Government;
- s) "rules" means the rules made under this Act;
- t) "Schedule" means the Schedule to this Act;
- u) "Sponsoring Body" means the Gomber Education Foundation, New Delhi, a Trust registered under the Registration Act, 1908 (Central Act No. 16 of 1908) at Registration No. 5,883 of Book No. 4, Volume No. 1,845 dated 10.06.2005 in the office of the Sub- Registrar-I, New Delhi;
- v) "Statutes", "Ordinances" and "Regulations" mean respectively, the Statutes, Ordinances and Regulations of the University made under this Act;

- w) "student of the University" means a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction duly instituted by the University, including a research degree;
- x) "study centre" means a centre established and maintained or recognized by the University for the purpose of advising, counselling or for rendering any other assistance required by the students in the context of distance education;
- y) "teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
- z) "UGC" means the University Grants Commission, established under section 4 of the University Grants Commission Act, 1956 (Central Act No. 3 of 1956); and
- (za) "University" means the Raffles University, Neemrana (Alwar).

**3. Incorporation.-**

- 1) The first Chairperson and the first President of the University and the first members of the Board of Management and the Academic Council and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, are hereby constituted a body corporate by the name of the Raffles University, Neemrana (Alwar).
- 2) The movable and immovable property specified in the Schedule I shall be vested in the University and the Sponsoring Body shall, immediately after the commencement of this Act, take steps for such vesting.
- 3) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.
- 4) The University shall situate and have its headquarters at Village Majra Kath, Tehsil Behror, District Alwar (Rajasthan).

**4. The objects of the University.-**The objects of the University shall be to undertake research and studies in the disciplines specified in Schedule II and such other disciplines as the University may with the prior approval of the State Government, determine from time to time and to achieve excellence and impart and disseminate knowledge in the said disciplines.

**5. Powers and functions of the University.-**The University shall have the following powers and functions, namely:-

- (a) to provide for instruction in the disciplines specified in Schedule II and to make provisions for research and for the advancement and dissemination of knowledge;
- (b) to grant, subject to such conditions as the University may determine, diplomas or certificates, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on

persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

- (c) to organize and to undertake extra-mural studies and extension service;
- (d) to confer honorary degrees or other distinctions in the manner prescribed;
- (e) to provide instruction, including correspondence and such other courses, as it may determine;
- (f) to institute Professorships, Associate Professorships, Assistant Professorships and other teaching or academic posts required by the University and to make appointment thereto;
- (g) to create administrative, ministerial and other posts and to make appointments thereto;
- (h) to appoint persons working in any other university or organization having specific knowledge permanently or for a specified period;
- (i) to co-operate, collaborate or associate with any other university or authority or institution in such manner and for such purpose as the University may determine;
- (j) to establish study centers and maintain schools, institutions and such centers, specialized laboratories or other units for research and instructions as are in the opinion of the University, necessary for the furtherance of its object;
- (k) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (l) to establish and maintain hostels for students of the University;
- (m) to make provisions for research and consultancy, and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;
- (n) to determine standards for admission into the University, which may include examination, evaluation or any other method of testing;
- (o) to demand and receive payment of fees and other charges;
- (p) to supervise the residences of the students of the University and to make arrangements for the promotion of their health and general welfare;
- (q) to make special arrangements in respect of women students as the University may consider desirable;
- (r) to regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regard as may be deemed necessary by the University;
- (s) to make arrangements for promoting the health and general welfare of the employees of the University;
- (t) to receive donations and acquire, hold, manage and dispose of any movable or immovable property;
- (u) to borrow money with the approval of the Sponsoring Body for the purposes of the University;

- (v) to mortgage or hypothecate the property of the University with the approval of the Sponsoring Body;
  - (w) to establish examination centers;
  - (x) to ensure that the standard of degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by AICTE, NCTE, UGC, MCI, PCI and other similar bodies established by or under any law for the time being in force for the regulation of education;
  - (y) to set up off campus centre within<sup>1</sup> the State, subject to the provisions of any other law for the time being in force; and
  - (z) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.
6. **University to be self-financed.**-The University shall be self-financed and shall not be entitled to receive any grant or other financial assistance from the State Government.
7. **No power of affiliation.**-The University shall have no power to affiliate or otherwise admit to its privileges any other institution.
8. **Endowment Fund.**-(1) There shall be established an Endowment Fund, as soon as may be after coming into force of this Act with an amount of rupees one crore which has been deposited by the Sponsoring Body with the State Government.
- (2) The Endowment Fund shall be used as security deposit to ensure that the University complies with the provisions of this Act and functions as per provisions of this Act, Statutes and Ordinances. The State Government shall have the powers to forfeit in the prescribed manner, a part or whole of the Endowment Fund in case the University or the Sponsoring Body contravenes any of the provisions of this Act or Statutes, Ordinances, Regulations or rules made thereunder.
- (3) Income from the Endowment Fund may be utilised for development of infrastructure of the University but shall not be utilised to meet out the recurring expenditure of the University.
- (4) The amount of the Endowment Fund shall be invested and kept invested until the dissolution of the University in long term securities issued or guaranteed by the State Government or deposited and kept deposited until the dissolution of the University in the interest bearing Personal Deposit Account of the Sponsoring Body in the Government Treasury.
- (5) In case of investment in long term security, the certificates of the securities shall be kept in the safe custody of the State Government and in case of deposit in the interest bearing Personal Deposit Account in Government Treasury, the deposit shall be made with the condition that the amount shall not be withdrawn without the permission of the State Government.
9. **General Fund.**-The University shall establish a fund, which shall be called the General Fund to which following shall be credited, namely:-
- a) fees and other charges received by the University;
  - b) any contributions made by the Sponsoring Body;

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<sup>1</sup> The Rajasthan Private University's Laws (Amendment) Act, 2012 (Act. No. 10 of 2012) dated 02 May, 2012.

- c) any income received from consultancy and other work undertaken by the University in pursuance of its objectives;
- d) trusts, bequests, donations, endowments and any other grants; and
- e) all other sums received by the University.

10. **Application of General Fund.**-The General Fund shall be utilized for meeting all expenses, recurring or non-recurring in connection with the affairs of the University:

Provided that no expenditure shall be incurred by the University in excess of the limits for total recurring expenditure and total non-recurring expenditure for the year, as may be fixed by the Board of Management, without the prior approval of the Board of Management.

11. **Officers of the University.**-The following shall be the officers of the University, namely:-

- (i) the Chairperson;
- (ii) the President;
- (iii) the Pro-President;
- (iv) the Provost;
- (v) the Proctor;
- (vi) the Deans of Faculties;
- (vii) the Registrar;
- (viii) the Chief Finance and Accounts Officer; and
- (ix) such other officers as may be declared by the Statutes to be the officers of the University.

12. **The Chairperson.**-(1) The Chairperson shall be appointed by the Sponsoring Body with the consent of the State Government for a period of five years from the date on which he enters upon his office<sup>2</sup>:

Provided that a Chairperson shall notwithstanding the expiration of his term continue to hold office until his successor enters upon the office.

(2) Any vacancy in the office of Chairperson shall be filled within six months from the date of such vacancy.

(3) The Chairperson shall, by virtue of his office, be the head of the University.

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

(5) The Chairperson shall have the following powers, namely:-

- a) to call for any information or record in connection with the affairs of the University;
- b) to appoint the President;
- c) to remove the President in accordance with the provisions of sub-section (8) of section 13; and
- d) such other powers as may be prescribed by the Statutes.

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<sup>2</sup> The Rajasthan Private University's Laws (Amendment) Act, 2013 (Act. No. 03 of 2013) dated 25<sup>th</sup> March, 2013.

13. **The President**<sup>3</sup>.-(1) The President shall be appointed by the Chairperson from a panel of not less than three and not more than five persons recommended by the Board of Management.

(2) No person shall be eligible to appoint as President unless he is a distinguished academician having a minimum of ten years of experience as professor in a university or college or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization.

(3) The term of the office of the President shall be three years from the date on which he enters upon his office or until he attains the age of seventy years, whichever is earlier.

Provided that the same person shall be eligible for reappointment.

Provided further that a President shall, notwithstanding the expiration of his term, continue to hold office until his successor enters upon the office.

(4) For the purpose of selection of the President, the Board of Management shall invite applications from eligible persons through a public notice and while considering the names of persons to be appointed as President, the Board of Management shall give proper weightage to academic excellence, exposure to the higher education system in the country and adequate experience in academic and administrative governance and record its findings in writing and enclose the same with the panel to be submitted to the Chairperson.

(5) Any vacancy in the office of President shall be filled within six months from the date of such vacancy.

(6) The President shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of the authorities of the University.

(7) The President shall preside at the convocation of the University in the absence of the Chairperson.

(8) If in the opinion of the President, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter

Provided that if, in the opinion of the officer or authority concerned, such action should not have been taken by the President then such case shall be referred to the Chairperson, whose decision thereon shall be final:

Provided further that where any such action taken by the President affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him,

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<sup>3</sup> The Rajasthan Private University's Laws (Amendment) Act, 2018 (Act. No. 26 of 2018) dated 5<sup>th</sup> October, 2018.

an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the President.

(9) If, in the opinion of the President, any decision of any authority of the University is outside the powers conferred by this Act or Statutes, Ordinances, Regulations or rules made thereunder or is likely to be prejudicial to the interests of the University, he shall direct the authority concerned to revise its decision within fifteen days from the date of its decision and in case the authority refuses or fails to revise such decision, then such matter shall be referred to the Chairperson and his decision thereon shall be final.

(10) The President shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.

(11) If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of President in his office is prejudicial to the interests of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the President to relinquish his office from such date as may be specified in the order:

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

14. **The Pro-President.**-(1) The Pro-President shall be appointed by the Chairperson in consultation with the President.

(2) The Pro-President shall hold office for a period of three years and shall be eligible for re-appointment for a second term.

(3) The conditions of service of the Pro-President shall be such as may be prescribed by the Statutes.

(4) If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the Pro-President in his office is prejudicial to the interest of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the Pro-President to relinquish his office from such date as may be specified in the order:

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

(5) The Pro-President shall assist the President in such matters as are assigned to him by the President from time to time and shall exercise such powers and perform such functions as may be delegated to him by the President.

15. **The Provost.**-(1) The Provost shall be appointed by the President for such period and in such manner as may be prescribed by the Statutes.

(2) The Provost shall ensure discipline in the University and shall keep the various unions of the teachers and employees advised of the various policies and practices in the University.

(3) The Provost shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.

16. **The Proctor.**-(1) The Proctor shall be appointed by the President for such period and in such manner as may be prescribed by the Statutes.

- (2) The Proctor shall be responsible for the maintenance of discipline among the students and keep the various student's unions advised of the various policies and practices in the University.
- (3) The Proctor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
17. **The Dean of Faculty.**-(1) There shall be a Dean of each Faculty who shall be appointed by the President for a period of three years in such manner as may be prescribed by the Statutes.
- (2) The Dean shall convene meetings of the faculty, as and when required, in consultation with the President and shall preside over the same. He shall formulate the policies and development programme of the faculty and present the same to the appropriate authorities for their consideration.
- (3) The Dean of Faculty shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
18. **The Registrar.**-(1) The Registrar shall be appointed by the Chairperson, in such manner as may be prescribed by the Statutes.
- (2) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (3) The Registrar shall be the Member Secretary of the Board of Management and Academic Council but he shall not have a right to vote.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
19. **The Chief Finance and Accounts Officer.**-(1) The Chief Finance and Accounts Officer shall be appointed by the President in such manner as may be prescribed by the Statutes.
- (2) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties as may be prescribed by the Statutes.
20. **Other officers.**-(1) The University may appoint such other officers as may be necessary for its functioning.
- (2) The manner of appointment and powers and functions of such officers shall be such as may be prescribed by the Statutes.
21. **Authorities of the University.**-The following shall be the authorities of the University, namely:-
- (i) the Board of Management;
  - (ii) the Academic Council;
  - (iii) the Faculties; and
  - (iv) such other authorities as may be declared by the Statutes to be the authorities of the University.
22. **The Board of Management.**-(1) The Board of Management of the University shall consist of the following, namely:-
- (a) the Chairperson;
  - (b) the President;

- (c) five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists or specialists in disciplines specified in Schedule II;
- (d) one expert of management or information technology from outside the University, nominated by the Chairperson;
- (e) one expert of finance, nominated by the Chairperson;
- (f) Commissioner, College Education or his nominee not below the rank of Deputy Secretary; and
- (g) two teachers, nominated by the President.

(2) The Board of Management shall be the principal executive body of the University. All the movable and immovable property of the University shall vest in the Board of Management. It shall have the following powers, namely:-

- (a) to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- (c) to approve the budget and annual report of the University;
- (d) to lay down the policies to be followed by the University;
- (e) to recommend to the Sponsoring Body about the voluntary liquidation of the University, if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts; and
- (f) such other powers as may be prescribed by the Statutes.

(3) The Board of Management shall meet at least three times in a calendar year.

(4) The quorum for meetings of the Board of Management shall be five.

23. **The Academic Council.**-(1) The Academic Council shall consist of the President and such other members as may be prescribed by the Statutes.

(2) The President shall be the Chairperson of the Academic Council.

(3) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the rules, Regulations, Statutes or Ordinances, made thereunder, co-ordinate and exercise general supervision over the academic policies of the University.

(4) The quorum for meetings of the Academic Council shall be such as may be prescribed by the Statutes.

24. **Other authorities.**-The composition, constitution, powers and functions of other authorities of the University shall be such as may be prescribed by the Statutes.

25. **Disqualification for membership of an authority.**-A person shall be disqualified for being a member of any of the authorities of the University, if he-
- is of unsound mind and stands so declared by a competent court;
  - is an undischarged insolvent;
  - has been convicted of any offence involving moral turpitude;
  - is conducting or engaging himself in private coaching classes; or
  - has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
26. **Vacancies not to invalidate the proceedings of any authority of the University.**- No act or proceeding of any authority of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
27. **Filling up of emergent vacancies.**-Any vacancies occurred in the membership of authorities of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member:
- Provided that the person appointed or nominated as a member of an authority of the University on an emergent vacancy, shall remain member of such authority for only the remaining period of the member, in whose place he is appointed or nominated.
28. **Committee.**-The authorities or officers of the University may constitute such committees with such terms of reference as may be necessary for specific tasks to be performed by such committees. The constitution of such committees and their duties shall be such as may be prescribed by the Statutes.
29. **The Statutes.**-(1) Subject to the provisions of this Act, the Statutes of the University may provide for all or any of the following matters, namely:-
- the constitution, powers and functions of the authorities of the University as may be constituted from time to time;
  - the terms and conditions of appointment of the President and his powers and functions;
  - the manner and terms and conditions of appointment of the Registrar and Chief Finance and Accounts Officer and their powers and functions;
  - the manner in which and the period for which the Provost and the Proctor shall be appointed and their powers and functions;
  - the manner in which the Dean of Faculty shall be appointed and his powers and functions;
  - the manner and terms and conditions of appointment of other officers and teachers and their powers and functions;
  - the terms and conditions of service of employees of the University and their functions;
  - the procedure for arbitration in case of disputes between officers, teachers, employees and students;
  - the conferment of honorary degrees;

- (j) the provisions regarding exemption of students from payment of tuition fee and for awarding to them scholarships and fellowships;
- (k) provisions regarding the policy of admissions, including regulation of reservation of seats;
- (l) provisions regarding fees to be charged from students;
- (m) provisions regarding number of seats in different courses;
- (n) creation of new authorities of the University;
- (o) accounting policy and financial procedure;
- (p) creation of new departments and abolition or restructuring of existing departments;
- (q) institution of medals and prizes;
- (r) creation of posts and procedure for abolition of posts;
- (s) revision of fees;
- (t) alteration of the number of seats in different syllabi; and
- (u) all other matters which under the provisions of this Act are required to be, or may be, prescribed by the Statutes.

(2) The Statutes of the University shall be made by the Board of Management and shall be submitted to the State Government for its approval.

(3) The State Government shall consider the Statutes, submitted by the University and shall give its approval thereon within two months from the date of its receipt with such modifications, if any, as it may deem necessary.

(4) The University shall communicate its agreement to the Statutes as approved by the State Government, and if it desires not to give effect to any or all of the modifications made by the State Government under sub-section (3), it may give reasons therefor and after considering such reason, the State Government may or may not accept the suggestions made by the University.

(5) The State Government shall publish the Statutes, as finally approved by it, in the Official Gazette, and thereafter, the Statutes shall come into force from the date of such publication.

30. **The Ordinances.**-(1) Subject to the provisions of this Act or Statutes made thereunder, the Ordinances may provide for all or any of the following matters, namely:-

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for the degrees, diplomas and certificates of the University;
- (c) the award of the degrees, diplomas, certificates and other academic distinctions, the minimum qualifications for the same and the measures to be taken relating to the granting and obtaining of the same;
- (d) the conditions for award of fellowships, scholarships, stipends, medals and prizes;
- (e) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;

- (f) fees to be charged for the courses, examinations, degrees and diplomas of the University;
  - (g) the conditions of residence of the students of the University;
  - (h) provision regarding disciplinary action against the students;
  - (i) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
  - (j) the manner of co-operation and collaboration with other Universities and institutions of higher education; and
  - (k) all other matters which by this Act or Statutes made thereunder are required to be provided by the Ordinances.
- (2) The Ordinances of the University shall be made by the Academic Council which after being approved by the Board of Management, shall be submitted to the State Government for its approval.
- (3) The State Government shall consider the Ordinances submitted under subsection (2) within two months from the date of their receipt and shall either approve them or give suggestions for modifications therein.
- (4) The Academic Council shall either modify the Ordinances incorporating the suggestion of the State Government or give reasons for not incorporating any of the suggestions made by the State Government and shall return the Ordinances alongwith such reasons, if any, to the State Government and on receipt of the same, the State Government shall consider the comments of the Academic Council and shall approve the Ordinances of the University with or without such modifications.
31. **Regulations.**—The authorities of the University may, subject to the prior approval of the Board of Management, make regulations, consistent with this Act and the rules, Statutes and the Ordinances made thereunder, for the conduct of their own business and that of the committees appointed by them.
32. **Admissions.**—(1) Admission in the University shall be made strictly on the basis of merit.
- (2) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the universities conducting similar courses or by any agency of the State:  
Provided that admission in professional and technical courses shall be made only through entrance test.
- (3) Reservation in admission to the University for scheduled castes, scheduled tribes and other backward classes, women and handicapped persons shall be provided as per the policy of the State Government.
33. **Fee structure.**—(1) The University may, from time to time, prepare its fees structure and sent it for approval of the committee constituted for the purpose.
- (2) The committee shall consider the fees structure prepared by the University and if it is satisfied that the proposed fees is—
- (a) sufficient for :-

- i. generating resources for meeting the recurring expenditure of the University; and
  - ii. the savings required for the further development of the University; and
- (b) not unreasonably excessive, it may approve the fees structure.
- (3) The fees structure approved by the committee under sub-section (2) shall remain in force for three years and the University shall be entitled to charge fees in accordance with such fees structure.
- (4) The University shall not charge any fees, by whatever name called, other than that for which it is entitled under sub-section (3).
34. **Examinations.**-At the beginning of each academic session and in any case not later than 30th of August of every calendar year, the University shall prepare and publish a schedule of examinations for each and every course conducted by it and shall strictly adhere to the schedule.  
**Explanation.**-"Schedule of Examination" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations:  
Provided that if, for any reason whatsoever, the University has been unable to follow this schedule, it shall, as soon as practicable, submit a report to the State Government incorporating the reasons for making a departure from the published schedule. The Government may, thereon, issue such directions as it may deem fit for the compliance of the schedule.
35. **Declaration of results.**-(1) The University shall strive to declare the results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within forty-five days from such date:  
Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the reasons for such delay to the State Government. The State Government may, thereon, issue such directions as it may deem fit.  
(2) No examination or the results of an examination shall be held invalid only for the reasons that the University has not followed the time schedule as stipulated in section 34 or, as the case may be, in section 35.
36. **Convocation.**-The convocation of the University shall be held in every academic year in the manner as may be prescribed by the Statutes for conferring degrees, diplomas or for any other purpose.
37. **Accreditation of the University.**-The University shall obtain accreditation from the NAAC, as per the norms of the NAAC and inform the State Government and such other regulating bodies which are connected with the courses taken up by the University about the grade provided by the NAAC to the University. The University shall get renewed such accreditation from time to time as per the norms of the NAAC.
38. **University to follow rules, regulations, norms, etc. of the regulating bodies.**-Notwithstanding anything contained in this Act, the University shall be bound to

comply with all the rules, regulations, norms, etc. of the regulating bodies and provide all such facilities and assistance to such bodies as are required by them to discharge their duties and carry out their functions.

39. **Annual report.**-(1) The annual report of the University shall be prepared by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfilment of its objects and copy of the same shall be submitted to the Sponsoring Body.
- (2) Copies of the annual report prepared under sub-section (1) shall also be presented to the State Government.
40. **Annual accounts and audit.**-(1) The annual accounts including balance sheet of the University shall be prepared under the directions of the Board of Management and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose.
- (2) A copy of the annual accounts together with the audit report shall be submitted to the Board of Management.
- (3) A copy of the annual accounts and audit report along- with the observations of the Board of Management shall be submitted to the Sponsoring Body.
- (4) Copies of annual accounts and balance sheet prepared under sub-section (1) shall also be presented to the State Government. The advice of the State Government, if any, arising out of the accounts and audit report of the University shall be placed before the Board of Management. The Board of Management shall issue such directions, as it may deem fit and compliance shall be reported to the State Government.
41. **Powers of the State Government to inspect the University.**-(1) For the purpose of ascertaining the standards of teaching, examination and research or any other matter relating to the University, the State Government may cause an inspection, to be made in such manner as may be prescribed, by such person or persons as it may deem fit.
- (2) The State Government shall communicate to the University its recommendations in regard to the result of such inspection for corrective action. The University shall adopt such corrective measures and make efforts so as to ensure the compliance of the recommendations.
- (3) If the University has failed to comply with the recommendations made under sub-section (2) within a reasonable time, the State Government may give such directions as it may deem fit for such compliance.
42. **Powers of the State Government to call for information.**-(1) The State Government may call for information from the University relating to its working, functions, achievements, standard of teaching, examination and research or any other matters as it may consider necessary to judge the efficiency of the University in such form and within such time as may be prescribed by rules.
- (2) The University shall be bound to furnish the information as required by the State Government under sub-section (1) within the prescribed time.
43. **Dissolution of the University by the Sponsoring Body.**-(1) The Sponsoring Body may dissolve the University by giving a notice to the effect in the prescribed manner

to the State Government and the employees and the students of University at least one year in advance:

Provided that dissolution of the University shall have effect only after the approval of the State Government and the last batches of students of the regular courses have completed their courses and they have been awarded degrees, diplomas or awards, as the case may be.

(2) On the dissolution of the University all the assets and liabilities of the University shall vest in the Sponsoring Body.

**44. Special powers of the State Government in certain circumstances.**-(1) If it appears to the State Government that the University has contravened any of the provisions of this Act or the rules, Statutes or Ordinances made thereunder or has violated any of the directions issued by it under this Act or has ceased to carry out any undertakings given by it to the State Government or a situation of financial mismanagement or mal-administration has arisen in the University, it shall issue notice requiring the University to show cause within forty-five days as to why an order of its liquidation should not be made.

(2) If the State Government, on receipt of reply of the University on the notice issued under sub-section (1), is satisfied that there is a prima facie case of contravening any of the provisions of this Act or the rules, Statutes or Ordinances made thereunder or of violating directions issued by it under this Act or of ceasing to carry out the undertakings given by it or of financial mismanagement or mal-administration, it shall make an order of such enquiry as it may consider necessary.

(3) The State Government shall, for the purposes of any enquiry under sub-section (2), appoint an inquiry officer or officers to inquire into any of the allegations and to make report thereon.

(4) The inquiry officer or officers appointed under sub-section (3) shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (Central Act No. 5 of 1908) while trying a suit in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of any such document or any other material as may be predicable in evidence; and
- (c) requisitioning any public record from any court or office.

(5) The inquiry officer or officers inquiring under this Act shall be deemed to be a civil court for the purposes of section 195 and Chapter 26 of the Code of Criminal Procedure, 1973 (Central Act No. 2 of 1974).

(6) On receipt of the enquiry report from the officer or officers appointed under sub-section (3), if the State Government is satisfied that the University has contravened any of the provisions of this Act or the rules, Statutes or Ordinances made thereunder or has violated any of the directions issued by it under this Act or has ceased to carry out the undertakings given by it or a situation of financial mismanagement and mal-administration has arisen in the University which threatens

the academic standard of the University, it shall make orders for liquidation of the University and appoint an administrator and thereupon the authorities and officers of the University shall be subject to the order and direction of the administrator.

(7) The administrator appointed under sub-section (6) shall have all the powers and be subject to all the duties of the Board of Management under this Act and shall administer the affairs of the University until the last batch of the students of the regular courses have completed their courses and they have been awarded degrees, diplomas or awards as the case may be.

(8) After having been awarded the degrees, diplomas or awards, as the case may be, to the last batches of the students of the regular courses, the administrator shall make a report to the effect to the State Government.

(9) On receipt of the report under sub-section (8), the State Government shall, by a notification in the Official Gazette, issue an order dissolving the University and from the date of publication of such notification the University shall stand dissolved and all the assets and liabilities of the University shall vest in the Sponsoring Body from such date.

**45. Power to make rules.**-(1) The State Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Act.

(2) All rules made under this Act shall be laid, as soon as may be, after they are so made, before the House of the State Legislature, while it is in session, for a period of not less than fourteen days which may be comprised in one session or in two successive sessions and if before the expiry of the session in which they are so laid or of the session immediately following, the House of the State Legislature makes any modification in any such rules or resolves that any such rules should not be made, such rules shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done there under.

**46. Power to remove difficulties.**-(1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order published in the Official Gazette, make provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Provided that no order under this section shall be made after the expiry of a period of two years from the date of commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, shall be laid before the House of the State Legislature.

**47. The Act to have overriding effect.**-The provisions of this Act and the rules, Statutes, Ordinances made thereunder shall have effect notwithstanding anything to the contrary contained in any other law, for the time being in force, relating to the matters in respect of which the State Legislature has exclusive power to make laws.

**48. Repeal and savings.**-(1) The Raffles University, Neemrana (Alwar) Ordinance, 2010 (Ordinance No. 03 of 2010) is hereby repealed.

(2) Notwithstanding such repeal, all things done, actions taken or orders made under the said Ordinance shall be deemed to have been done, taken or made under this Act.

**SCHEDULE - I**

Infrastructure

1. Land: 49.24 Acres of land comprising in Khasra No. 387, Village Majra Kath, Tehsil Behror, District Alwar (Rajasthan).
2. Buildings :
  - (i) Administrative Block :
    - a. Number and Category of Units : 17

Category of Units	No. of Units
President's Office	1
President's Waiting Lounge	1
Admission Office	1
Meeting Rooms	2
Student Waiting Area	1
Reception and Lobby	1
Conference Room	1
Office of Registrar	1
Office of Controller of Examinations	1
Office of Finance and Accounts	1
Registrar Office	1
Accounts Office	1
Pantry	1
Additional Office Space	1
Board Room	1
Security Office	1

b. Measurement of total covered area: 1,783 Sq. Mtrs.

(ii) Academic Block :

(a) Number and Category of Units : 54

Category of Units	No. of Units
1	2
Class Rooms	10
Lecture Rooms with Audio Visual Projection	4
Lecture Hall	1
Laboratories	6
Machine Room and Workshop	1
Faculty Conference Room	1
Faculty Rooms	12
Store Rooms	2
Central Library	1
Departmental Library	1
Information Technology Hub	1
Drawing Hall	1
General Administration	1
Project/Study/Research Rooms	10
Dean/Principal Office	2

(b) Measurement of total covered area: 9,334 Sq. Mtrs.

Measurement of total covered area: 11,117 Sq. Mtrs.

(iii) Residential Block :

Student Residence:

(a) Number and Category of Units : 222

Category of Units	No. of Units
Single rooms for Boys	108
Single rooms for Girls	108
Common rooms	2
Reception	2
Warden's Office	2

(b) Measurement of total covered area 4,578 Sq. Mtrs.

Total built up area: 15,695 Sq. Mtrs.

3. Faculty:

Professor - 1  
Assistant Professor (Senior) - 1  
Assistant Professors - 2

Visiting Professor - 1

4. Academic Facilities:

(ii) Library :

S. No.	Branch	No. of Titles	No. of Books
1	Engineering	1,134	4,134
2	Management	648	1,529
3	General	357	803
4	Commerce	83	525
5	Economics	55	535
	Total	2,277	7,526

(iii) Laboratory :

S. No.	Name of Laboratory	No. of Units
1	Physics Laboratory	1
2	Chemistry Laboratory	1
3	Electronics Laboratory	1
4	Computer Laboratories	3
5	Machine Room/ Workshop	1

(iii) Reading Room :

Yes, as part of Central Library and also part of project/study/research rooms.

(iv) Journals: 21

(v) Other Facilities :

High speed broadband  
LCD Projectors in Lecturer Rooms Overhead Projector  
Project and Study Rooms attached to hostels

5. Facilities for co-curricular activities:

Outdoor Facilities:

Athletics Track  
Basketball  
Soccer Ground  
Tennis  
Volleyball

Indoor Facilities:

Gymnasium at hostel  
Multipurpose Hall

## SCHEDULE – II

Disciplines in which university shall undertake study and Research

1. Engineering and Technology
2. Architecture and Planning
3. Computer Science and Application
4. Basic and Applied Sciences
5. Management
6. Business and Economics
7. Humanities and Social Sciences
8. International Trade and Commerce
9. Fine Arts and Performing Arts
10. Design
11. Law
12. Education
13. Library Sciences and Informatics
14. Journalism, Mass Communication and Media
15. Pharmaceutical Sciences and Nursing
16. Environment
17. Earth Sciences
18. Life Sciences
19. Space Science
20. Food and Nutrition Science
21. Hospitality

सत्य देव टांक

Principal Secretary to the Government

Government Central Press, Jaipur

**EDUCATION (Gr. IV) DEPARTMENT**

**NOTIFICATION**

**Jaipur, August 5, 2013**

S.O. 114 .- In exercise of the powers conferred by subsection (3) and (4) of section 29. of the Raffles University, Neemrana (Alwar) Act, 2011 (Act No. 3 of 2011), the State Government hereby approves the following Statutes of the Raffles University, Neemrana (Alwar) and publish finally approved Statutes as required by sub-section (5) of section 29 of the said Act, namely:-

**“STATUTES  
OF  
THE RAFFLES UNIVERSITY, NEEMRANA (ALWAR)**

In exercise of powers conferred by sub-section (1) and (2) of section 29 of the Raffles University, Neemrana (Alwar) Act, 2011 (Act No. 3 of 2011), the Board of Management of the Raffles University, Neemrana, (Alwar) hereby makes the following Statutes, namely:-

**PART -1  
PRELIMINARY**

- 1. Short title and commencement.**- (1) These Statutes may be called Statutes of the Raffles University, Neemrana (Alwar), 2013.  
(2) They shall come into force from the date of their publication in the Official Gazette by the State Government.
- 2. Definitions.** (1) In these Statutes, unless the context otherwise requires, -

- (a) “Act” means the Raffles University, Neemrana (Alwar) Act, 2011 (Act No. 3 of 2011);

(b) “Authorities of the University” means authorities specified in section 21 of the Act and includes authorities declared by these Statutes; and

(c) “Schedule” means Schedule appended to these Statutes.

(2) Words or expressions used but not defined in these statutes shall have the same meaning as assigned to them in the Act.

## **PART-2**

### **CONSTITUTION, POWERS AND FUNCTIONS OF THE AUTHORITIES**

#### **Chapter-I**

#### **BOARD OF MANAGEMENT**

- 3. Tenure of nominated members.-** The tenure of members: in each category referred to in clauses (c), (d), (e) and (g) of subsection (1) of section 22 of the Act shall be ordinarily for two years from the date of nomination. However, the persons so nominated may be re-nominated for further term as may be decided by the Sponsoring body, Chairperson or President, as the case may be.
- 4. Powers and functions.-** In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely:-
- (a) To hold, control and administer the property, assets and funds of the University;
  - (b) To accept, on behalf of the University, donations, bequests, or gifts of movable or immovable property;
  - (c) To manage and invest money belonging to, or kept in trust with, the University;
  - (d) To borrow money for the purposes of the University with the approval of the sponsoring Body;
  - (e) To enter into, comply with, vary, enforce, or cancel contracts;

- (f) To take /authorize whatever measures necessary to protect and defend the interests of the University in any legal or other proceedings by or with third parties;
- (g) To authorize opening, operation and closure of accounts with banks and other financial institutions and signing of any financial documents and Ordinances on behalf of the University subject to the regulations framed with regards to the Accounting Policy and Financial Management.
- (h) To determine the form of Common Seal of the University and make provisions for safe custody and use thereof;
- (i) To prepare fee structure for various programmes of Study or for other academic activities for the approval of the committee constituted for the purpose as specified under section 33 of the Act, from time to time, and make regulations thereof;
- (j) To ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof, in consultation with the Academic Council;
- (k) To determine the various categories of teacher, officers and other staff of the University as well as their terms and conditions of service;
- (l) Unless otherwise provided in the Act , to make/authorize/ approve all appointments of Officers, teachers, and other employees of the University;
- (m) To appoint Emeritus Professors, Professors of Eminence, and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of service;
- (n) To constitute standing/special committees consisting of one or more of members of the Board of Management, or persons outside the University, and to mandate such committees to perform functions as assigned to them by the Board of Management;
- (o) To establish norms relating to consultancy undertaken by or within the University in any field of expertise of its teaching faculty;

- (p) To establish and administer centres of the University or online programmes of study of the University, inside and/or outside the State of Rajasthan, subject to relevant laws;
- (q) To establish and administer distance education / online programmes, subject to relevant laws;
- (r) To enter into collaboration / agreements with other Universities, including foreign Universities, and /or educational institutions to augment the activities of the University, including programmes of exchange of students and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's facilities and to institute double/ triple/jointly organized academic degrees under such agreements as per the standards recognized by the regulatory bodies in India; and
- (s) To take all measures necessary and convenient to enable the University to exercise its powers and perform its functions, pursuant to section 5 of the Act, and in furtherance of the Objectives of the University as embodied in the Preamble to the Act, as the Board of Management may deem appropriate.

**5. Meeting of the Board of Management.-** (1) The meetings of the Board of Management shall be presided over by the Chairperson and in absence of the Chairperson, the member of the Board of Management nominated by the Chairperson shall preside over the meeting.

- (2) Meetings of the Board of Management shall be held in the University Campus unless the Chairperson otherwise directs.
- (3) The Registrar shall issue to each member a notice of the time and place of the meeting together with the agenda, at least 10 days prior thereto.
- (4) The Chairperson may, at his discretion, convene a Special meeting of the Board of Management at the short notice which shall normally not less than two days.

The Registrar shall give notice of the time and place of the meeting by post/mail/email/phone as the circumstances in each case may permit.

- (5) Any member who wishes to move a proposal to be included in the Supplementary agenda of an ordinary meeting of the Board of Management, shall forward the same to the Registrar 'as to reach not later than 7 days before the date fixed for the meeting. The Registrar shall place such proposals before the Chairperson for his/her decision.
- (6) Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chair.
- (7) The Chairperson, at any meeting may at his/her discretion, adopt a procedure for discussion of matters placed before the Board of Management.
- (8) All decisions taken at the Board meeting shall be recorded.
- (9) At the meeting of the Board, the Chairperson shall have a vote and a casting vote.
- (10) The quorum at a meeting shall be five.

## **Chapter-II**

### **ACADEMIC COUNCIL**

- 6. Composition of the Academic Council.-** (1) The Academic Council shall consist of the following persons, namely –
- (a) The President, as its Chairperson;
  - (b) The Pro-President;
  - (c) Deans of Faculties;
  - (d) Directors of Schools;
  - (e) Principals /Heads of Departments

- (f) One teacher from each School nominated by the President, in consultation with the Chairperson;
  - (g) One Professor, one Associate Professor and one Assistant Professor from each School, in addition to the persons appointed under sub-clause (c) to (e) hereof, nominated by the President, on the basis of seniority, and by rotation;
  - (h) Such number of external experts, as may be co-opted by the President;
  - (i) Controller of Examinations as *ex officio* member without a right to vote; and
  - (j) The Registrar of the University shall be the Member Secretary.
- (2) All nominated members shall hold their membership for a maximum period of two years at a time.
- (3) The Chairperson may also nominate eminent Academics/ Professors for a period of two years.
- (4) Academic Council shall meet once in a Semester or as often as the President may desire.
- (5) In the absence of the President, a member of the Academic Council nominated by the President shall preside over the meeting.
- (6) The Quorum for a meeting of the Academic Council shall be one third of the appointed members of the Academic Council.

### **Chapter-III**

#### **BOARD OF ADVANCED STUDIES AND RESEARCH**

**7. Board of Advanced Studies and Research.-** (1) There shall be a Board of Advanced Studies and Research, hereinafter referred to as the BASR, of the University which shall consist of the following members:-

- (a) The President;

- (b) Pro-President;
  - (c) Deans of Faculties; and
  - (d) Teachers/experts from outside the University subject to a maximum of five, nominated by the Chairperson as members for a maximum period of two years at a time.
- 
- (2) The BASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.
  - (3) The President shall preside over the meetings of the BASR. In the absence of the President, the Pro-President, shall preside.
  - (4) The BASR shall regulate and oversee the formulation and conduct of all Post Graduate, Doctoral and Post Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.
  - (5) The BASR\_ shall consider and may approve (recommendations of the Boards of Studies of Schools on all academic matters within the scope of sub-clause (4) hereof.
  - (6) The BASR shall formulate procedure for consideration and approval of proposals for registration for M. Phil/Ph. D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation of research work under such post-graduate and doctoral programmes, and recommend them to the Academic Council.
  - (7) The BASR may authorize the President to act on recommendations made by examiners on M. Phil, dissertations and Ph. D. thesis, in accordance with the procedurg laid down in this behalf by relevant Ordinances or Regulations.

- (8) The BASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.
- (9) The BASR shall submit its periodic reports to the Academic Council.
- (10) The BASR may make recommendations to the Academic Council on all matters within its scope of its functions.

#### **Chapter-IV**

### **SCHOOLS OF STUDIES**

- 8. Establishment of Schools of Studies.-** Pursuant to clause (a) and (e) of section 5 of the Act, the Board of Management, in consultation with the Academic Council, may establish Schools of Studies and appoint a Professor as Director to head each School.
- 9. Departments/ Centres.-** (1) Each School may comprise of Departments, Centres and/or other academic units, as the Board of Management may, in consultation with the President, determine.-
  - (2) Each Department /Centre shall consist of —
    - (a) Principal / Head of the Department or a person “for the time being in-charge of the Department, appointed by the President in consultation with the Chairperson
    - (b) Teachers assigned to the Department;
    - (c) Such Honorary/Adjunct/Visiting/Professor Emeritus attached to the Department as determined by the Board of Management.
    - (d) Persons (howsoever designated) appointed to conduct or assist in teaching or research in the Department.
    - (e) Such other persons as the Board of Management may the Board of determine;
    - (f) Such administrative support staff as the Board of Management may, from time to time, allocate.

- (3) The powers and functions of the Head of a Department or a person in-charge of a Department shall be as prescribed by the Board of Management.

**10. Board of Studies of Schools.** - (1) There shall be a Board studies for each School, comprising of such number of members as the President may, in consultation with Chairperson, nominate from time to time, including the following, namely:-

- (a) The Dean of the Faculty of which the School is a part, as Chairman;
  - (b) The Director (or where there is no Director, the Principal of the School);
  - (c) A teacher of the School, nominated by the President;
  - (d) An Associate Professor and an Assistant Professor of the School, nominated by the President; and
  - (e) Two or more experts from outside the University, to be nominated by the President in consultation with the Chairperson.
- (2) The tenure of all nominated members of a Board of Studies (other than those who are members ex officio), shall be two years.
  - (3) Meetings of Board of Studies shall be under the direction and control of the Dean as Chairman. In the absence of the Dean, the Director of the School shall preside over as the Chairman of the Board of Studies.
  - (4) Subject to the control and direction of the Academic Council, the Board of Studies of a School shall have the following powers and functions, namely:-
    - (a) to recommend various courses of study , award of degrees , number of seats of each such courses and to regulate the teaching and research work in the various disciplines assigned to the School with a view to ensuring standards of excellence;
    - (b) to promote interdisciplinary teaching and research between the various Departments within the School and in coordination with other Schools;
    - (c) to consider the programmes of study and research of the various Departments of the School;

- (d) to develop programmes of study and research at School level, and/or at inter-School level wherever possible;
- (e) to develop, periodically review, and recommend to the Academic Council programmes of study and research, and syllabi for different examinations, in consultation with various Departments of the School;
- (f) to consider and recommend to the Board of Advanced Study and Research of the University proposals for registration research topics for the M. Phil/Ph. D. programmes of the School;
- (g) to consider reports and proposals from the various Departments of the School, including those on creation, abolition or reallocation of academic posts; and forward them to the Academic Council with its own recommendations;
- (h) to develop and recommend to the Academic Council, schemes and methods for improvement of standards of teaching and research; and
- (i) to consider/take action on any matter referred to the Board of Studies by the Academic Council or by the Board of Advanced Study and Research and recommend for the establishment of School Research Committee to register Ph. D. candidates and to carry out Ph. D. programme by the respective Schools.

### **PART-3**

#### **APPOINTMENT, TERMS AND CONDITIONS OF SERVICE, POWERS, AND FUNCTIONS OF OFFICERS OF THE UNIVERSITY**

- 11. Chairperson.-** (1) The Chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act.
- (2) The Chairperson shall perform his duties in an honorary capacity. However, he may be paid such remuneration and allowances not less than that of the President and all other terms and conditions of service of his appointment shall be as applicable to the President.

- (3) In addition to the powers as specified in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-
- (a) all such powers and functions as may vest in him by virtue of his being the head of the University; and
  - (b) such other powers and functions as may be assigned to him by the Board of Management, from time to time.
- (4) When any exigency arises and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate decisions or action-as he may deem fit and necessary in the best interests of the University.
- (5) In pursuance of any decisions pr actions specified in clause (4), or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the authorities, officers, teachers, other academic staff, other employees, ministerial staff, and/or students of the University and such authority, officer, teacher, other academic staff, employee, ministerial staff, and/or student and they shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by him/her.
- (6) Any or all the actions or decisions taken by the Chairperson in exercise of his/her powers shall not be invalid merely for being inconsistent with any of these Statutes, Ordinances and/or Regulations made hereunder, upon ratification by the Board of Management.

**12. President.-** (1) The President shall be appointed in accordance with the provisions of section 13 of the Act.

- (2) The President shall be a distinguished scholar, a person with substantial experience in academic administration. The remuneration of the President shall be as specified in Schedule-I.

- (3) Whenever the office of the President falls vacant for any reason other than the expiry of the first term of appointment of the incumbent or the President is not available for any reason for a period of more than one month, the Board of Management may, in the interest of the University, assign the responsibilities of the President to the Pro-President and in case Pro-President is also not available then to other senior officer not below the rank of Professor, until a suitable person appointed as the President, assumes office as such.
- (4) The President shall have the overall supervision and control of all activities of and in the University, and in addition to the powers as specified in section 13 of the Act, he shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:-
- (a) to investigate into any incident involving a member of the University, including a student;
  - (b) to institute/authorize institution of inquiries into incidents, situations or affairs of the University;
  - (c) to call for information from any officer, teacher, : member of ministerial staff, or student of the University;
  - (d) to give directions to any student, teacher, officer, or any other employee of the University;
  - (e) to require submission of reports from all bodies/committees/ councils/ boards. of the University constituted under these Statutes;
  - (f) to establish and review, from time to time, the disciplinary jurisdiction and control] of the Office of the President over all students and all employees of the University, and the procedure(s) for exercise of disciplinary powers by designated officer, and to take all measures necessary in this connection, including designation and empowerment of one or more functionaries, in consultation with the Chairperson;

- (g) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
  - (h) to recommend the Chairperson on all matters relating to holding of any annual and special convocation, or special meeting in honour of any distinguished individual or for commemoration of any event.
  - (i) to make proposals to the Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University; and
  - (j) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.
- (5) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act, after consultation with the Chairperson.
- (6) The Chairperson may, however, assign such other functions to the President as deemed necessary.
- (7) The President may seek the assistance of the Pro President in exercise of his powers and in performance of his functions.

**13. Pro-President.**- (1) The Pro-President shall be appointed in accordance with section 14 of the Act.

- (2) The Chairperson, in consultation with the President, shall consider a panel of eminent Professors/ academicians from within or outside the University, and select one of them for appointment as the Pro President.
- (3) The remuneration of the Pro-President shall be as specified in Schedule-II.
- (4) The Pro-President shall assist the President in exercise of his powers and performance of his functions.

- (5) In the absence of the President or when he is unable for any reason to exercise the powers and perform the functions of the President; the Chairperson may authorize and empower the Pro President or in absence of the Pro-President, any senior officer not below the rank of Professor, to exercise the powers and perform the functions of the President, until such time as he may deem appropriate.
- (6) The Chairperson may, however, assign such other functions to the Pro-President as deemed necessary.
- (7) In the absence of the President, the Pro-President shall preside over meetings of University authorities, whose Chairman the President is.

**14. Provost.-** (1) The Provost shall be appointed by the President, in accordance with sub-section (1) of section 15 of the Act.

- (2) The President, with the prior approval of the Chairperson, may select and appoint a senior teacher of the University to function as Provost in an honorary capacity, for a period of two years.
- (3) The Chairperson may fix an appropriate honorarium to be paid to the Provost.
- (4) The Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures thereof.
- (5) Without prejudice to sub-section (2) of section 15 of the Act, the President may prescribe additional powers and functions to the office of the Provost.
- (6) The President may, from time to time, authorize the Provost with any special responsibilities, as he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or

student of the University causing or likely to cause breach of the peace and order in the University campus.

- (7) The President shall, with the prior approval of the Chairperson, make provision for necessary administrative support for the office of Provost.

**15. Proctor.-** (1) The Proctor shall be appointed by the President, in accordance with sub section (1) of section 16 of the Act.

- (2) The President, with the prior approval of the Chairperson, may select and appoint a senior teacher of the University to function as Proctor in an honorary capacity, for a period of three years.
- (3) The Board of Management may fix an appropriate honorarium to be paid to the Proctor.
- (4) The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures for the same.
- (5) Without prejudice to sub-section (2) of section 16 of the Act, the President may prescribe additional powers and functions to the office of Proctor.
- (6) The President may, from time to time, authorize the Proctor with any special responsibilities, as he may deem 'appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any student of the University causing or likely to cause breach of the peace and order in the University campus.
- (7) The President may, as he may deem appropriate, require the Proctor to work in harmony with the Provost, and determine the norms of such working relationship.

- (8) The President shall, with prior approval of the Chairperson, make provision for necessary administrative support for the office of Proctor.

**16. Deans of Faculties.-** (1) A Dean shall be appointed for each faculty by the President, in accordance with sub-section (1) of section 17 of the Act.

- (2) The President, with prior approval of the Chairperson, may select and appoint a Dean for each faculty. The Dean of a Faculty shall hold the position in an honorary capacity for a maximum period of three years at a time.
- (3) The Board of Management may fix an appropriate honorarium to be paid to the Dean of a Faculty.
- (4) The Dean of each Faculty shall convene the meetings of the heads of the Schools of each Faculty of which he has the charge, as and when required, in consultation with the President.
- (5) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council, with the approval of the President.
- (6) The Dean shall coordinate the function of the various disciplines /Schools under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.
- (7) The Dean or his/her nominee shall attend all meetings of all Boards of Study of the Schools forming part of the Faculty and report to the President.
- (8) Without prejudice to sub-section (2) of section 17 of the Act, the President may prescribe additional powers and functions to the office of the Dean.

- (9) The Dean shall preside over the meetings of his Faculty. In the absence of the Dean, the meetings of the Faculty shall be presided over by the senior most teacher of the School within the Faculty.
- (10) The President shall, with the prior approval the Chairperson, make necessary provision of administrative support for office of the Dean of each Faculty.

**17. Registrar.-** (1) The Registrar of the University shall be appointed by the Chairperson in accordance with section 18 of the Act.

- (2) The Registrar shall be appointed by the Chairperson in consultation with the Board of Management. However in the absence of a regular Registrar, the Chairperson may, appoint an officer of the University to function as Registrar in an honorary capacity so that the functions of the Registrar are not hampered during the process of selection of the Registrar.
- (3) The Board of Management may fix an appropriate remuneration to be paid to the Registrar.
- (4) The Registrar shall arrange for secretarial and other administrative assistance to all University bodies, established under the Ordinance and these Statutes. He/ She shall prepare draft minutes of meetings of these bodies and submit them to the President / Pro-President for approval, and thereafter circulate them among the members of the respective bodies.
- (5) The Registrar shall assist the President and Pro President whenever his assistance is required by them.
- (6) The Registrar shall assist in coordination of activities of various Schools / Centres / Institutes.

- (7) The Registrar shall sign/execute contracts and other legal documents on behalf of the University, with the prior approval of the Chairperson.
- (8) The Registrar, with the prior approval of the Chairperson, may initiate any legal proceedings on behalf of the University or take all necessary action to protect the interest of the University in any legal proceedings instituted by or on behalf of the University as well as in any legal proceedings instituted against the University. In furtherance of these functions –
- (a) Subject to sub-clause (c) of this clause, the Registrar shall represent the University in all proceedings instituted on behalf of or against the University;
  - (b) The Registrar, with the prior approval of the Chairperson, may appoint any Advocate or legal consultant, sign Vakalatnamas or other agreements on behalf of the University, disburse all or any fees or remunerations there under ;
  - (c) The Registrar, with prior approval of the Chairperson, may sign, verify and file necessary papers before the Court/Tribunal/ Authority/ Arbitrator etc. He shall coordinate with Advocates / consultants, and when necessary, represent/appear before any Court/Tribunal/ Arbitrator /Government Authorities on behalf of the University to give evidence on oath or otherwise and do all such acts, deeds, things as may be necessary to prosecute or defend to protect the interest of the University and shall report to the Chairperson;
  - (d) The Registrar, with the prior approval of the Chairperson, may appoint or authorize any officer/s who may be given special charge of all or any of the matters referred to under sub-clause (c): However the Chairperson may also authorize any officer/s to perform all such actions as the Registrar may himself be authorized to perform under sub-clause (c) above; and
  - (e) The Registrar or any officer so authorized under sub-clause (d) shall perform all such actions as may be directed by the Chairperson for the protection and in defense of the interest of the University in any legal or other proceedings instituted by or against the University.

- (9) The Registrar shall hold the custody of the Common Seal and the records of the University, subject to the directions of the Board of Management and the Chairperson.
- (10) The Chairperson may entrust/appoint any person/officer to carry Out all or any of the functions of the Registrar.
- (11) The Chairperson may, however, assign such other functions to the Registrar as deemed necessary.
- (12) Subject to the foregoing, the Registrar shall be the operational head of University administration.

**18. Chief Finance and Accounts Officer.-** (1) The Chief Finance and Accounts Officer shall be appointed by the President in accordance with section 19 of the Act.

- (2) The Chief Finance and Accounts Officer shall be appointed by the President with prior written approval of the Chairperson.
- (3) A person to be-appointed as Chief Finance and Accounts Officer shall be qualified and experienced in institutional financial and accounting affairs. However in absence / unavailability of Chief Finance and Accounts Officer, his functions may be assigned to other officers of the University with prior written approval of the Chairperson.
- (4) The Board of Management may fix an appropriate remuneration to be paid to the Chief Finance and Accounts Officer.
- (5) The Board of Management may require the Chief Finance and Accounts Officer to perform the following functions, namely:-

- (a) to supervise ,and control the keeping of accounts and account records of the University and its associated bodies (if any), and in particular, the University's Endowment Fund, General Fund and such other funds as may be required to be administered by the University;
  - (b) to prepare and submit to the Chairperson quarterly, halfyearly and annual cash-flow projections and status of accounts for these periods for the consideration of the Board of Management.
  - (c) to prepare and submit to the Board of Management, through & the Chairperson, the annual budget ~and statement of accounts of the University;
  - (d) (d) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;
  - (e) (e) to institute a system of periodic internal audit of accounts of the University and to facilitate such external audit, as may be required by the Chairperson;
  - (f) to set up, in consultation with the Chairperson, a viable inventory mechanism for the property, and other physical | assets of the University;
  - (g) to prepare and submit to the Board of Management, through the Chairperson, the annual report on the finances and accounts of the University; and
  - (h) to function under the supervision and direction of the Chairperson and the Board of Management.
- (6) The Chairperson may, however, assign such other functions to the Chief Finance and Accounts Officer as deemed necessary;

#### **PART-4**

### **TERMS AND CONDITIONS OF SERVICE, DUTIES AND FUNCTIONS OF OTHER OFFICERS OF THE UNIVERSITY**

- 19. Other Officers.-** (1) The Board of Management shall periodically appoint a Committee consisting of the President, the Pro-President, the Registrar and two nominees of the Chairperson, which shall, taking into account the various requirements of the

University, make recommendations regarding creation of number and categories of posts required for proper functioning of the University. The Committee shall lay down, in detail, the basic qualifications required for and the powers and functions of each such post.

- (2) Appointments on such posts may be on ad hoc, contract or regular basis. The persons appointed on the contract basis shall be governed by the terms of their contract.
- (3) The University may also engage service providers, however, such service providers or persons employed by them shall not be deemed to be the employees of the University.
- (4) The “Other officers” shall be appointed by the Registrar with the prior written approval of the Chairperson.

**20. Mode of appointment to administrative and/or ministerial posts.-** (1) The Board of Management may time to time appoint a Committee consisting of the Registrar and two nominees of the Chairperson, which shall, taking into account the various requirements of the University, make recommendations regarding creation of number and categories of posts required for proper functioning of the University. The Committee may recommend the basic qualifications required for each of the post.

- (2) Such posts may be on ad hoc, contract or regular basis. The persons appointed on the contract basis shall be governed by the terms of their contract.
- (3) The University may also engage service providers, however, such service providers or persons employed by them shall not be deemed to be the employees of the University.
- (4) All Administrative and/or ministerial staff shall be appointed by the Registrar with the prior written approval of the Chairperson.

- 21. Teachers and Other Academic Staff.-** (1) There shall be the following categories of teachers, namely:
- (a) Professors;
  - (b) Associate Professors; and
  - (c) Assistant Professors.
- (2) The University may appoint Director / Deputy Director / Assistant Director of Physical Education.
- (3) The University may appoint Librarian / Deputy Librarian / Assistant Librarian in the University.
- (4) The minimum qualification, eligibility criteria, duties and functions, remuneration, terms and conditions of each category of Teachers and other academic staff shall be as specified in Schedule-III.
- (5) Such posts may be on ad hoc, contract, visiting or regular basis. The persons appointed on the contract basis shall be governed by the terms of their contract.
- (6) The Board of Management may require the teachers to perform, in an honorary capacity, duties in relation to the University activities, in addition to those they are required to perform as teachers in their respective disciplines.
- (7) The Board of Management may likewise establish or abolish posts for different categories of teachers, from time to time.
- (8) The Board of Management may likewise establish or abolish posts for different categories of research fellows/ scholars/ associates, and technical staff, and determine the eligibility criteria and selection process.

**22. Laboratories and their staff. -** (1) The Board of Management may time to time appoint a Committee consisting of the Registrar and two nominees of the:-Chairperson, which shall, taking into account the various requirements of the Laboratories of the University, make recommendations regarding creation of number and categories of posts required for proper functioning of the University. The Committee may recommend the basic qualifications required for each of the Post.

(2) Such posts may be on ad hoc, contract or regular basis. The persons appointed on the contract basis shall be governed by the terms of their contract.

(3) The University may also engage service providers, however, such service providers or persons employed by them shall not be deemed to be the employees of the University.

(4) Such staff shall be appointed by the Registrar with the prior written approval of the Chairperson.

## **PART-5**

### **GRIEVANCE REDRESSAL AND RESOLUTION OF DISPUTES**

**23. Grievance Redressal and Disputes Settlement Mechanisms.-** (1) The President may, in consultation with the Chairperson, appoint a senior teacher as the Dean of Students Welfare to oversee the welfare of the students. The President may, likewise, appoint another teacher to assist the Dean in performance of his functions. The Dean of Students Welfare shall have the overall charge of all extra-mural activities of the students. He shall be assisted by such staff as may be deemed appropriate by the Chairperson.

(2) Grievances or complaints, if any, from students shall be heard by the Dean of Students Welfare and he may make appropriate recommendations to the President.

- (3) The Board of Management shall establish appropriate grievance redressal mechanisms for dealing with grievances or complaints, if any, from teachers, senior officers and other employees of the University. For this purpose, there shall be a Grievance Cell directly under the President.
- (4) If any dispute is not resolved by negotiation or mediation, it shall be resolved by arbitration by an officer appointed by the University for the purpose. The arbitrator shall comply with the principles of natural justice in performance of his duties. The award of the arbitrator shall be final and binding.
- (5) External or outside individual or agency shall not be allowed to participate or represent in the grievance redressal proceedings.

**24. Committee for Grievance Settlement of faculty and staff.-** The President, with the prior approval of the Chairperson, shall constitute a Committee to hear the Grievances of the Faculty members and Staff of the University and to recommend to the President, for appropriate action. The Committee shall consist of the following, namely:-

- (a) A Dean (in his absence a Senior Professor) shall chair such Committee.
- (b) The other two members shall be from Faculty out of whom one shall be a lady.
- (c) The Registrar shall be ex-officio Member Secretary of such Committee.
- (d) The committee shall submit its report/recommendations in writing to the President.
- (e) The President on receipt of such recommendations/report, shall, with the approval of Chairperson take such remedial measures as may be required.
- (f) The Committee 'shall follow the following procedure, namely:
  - i. All complaints and grievances of the faculty shall be submitted to the Registrar in writing by the aggrieved persons clearly specifying the nature of grievances with detailed enumeration of all the facts and\_ situations pertaining to his/her grievance, including identity of person/s involved or affected.

- ii. The Registrar shall with the approval of the President place before such Standing Committee any complaints or grievances received by him.
  - iii. The committee may meet at such times as notified by the Registrar from time to time.
- (g) Any faculty/staff member aggrieved by the decision of the President may appeal to the Chairperson within 15 days from the date of the Order.
- (h) The decision of the Chairperson shall be final.

**25. Committee for Grievance Settlement of students.-** (1) Ordinarily all' students' grievances shall be dealt with by the Proctor. However, in case of an incident involving a number of students or the matter is of a serious nature, the President may, constitute a Committee to enquire into and report on such incident or matter.

- (2) The above mentioned committee shall be in addition to other statutory committees e.g, the Anti Ragging Committee, Prevention of Sexual Harassment Committee etc., as required by the University Grant Commission.

## **PART-6**

### **ADMISSION, FEE STRUCTURE, EXEMPTION, SCHOLARSHIPS, FELLOWSHIPS, STIPEND AND REVISION OF FEES**

**26. Admissions.-** Admission of the students to the University shall be made as per the provisions of the Act.

**27. Fee Structure, Exemption, Scholarships, Fellowships and Stipend.-** (1) The Board of Management shall prepare the fee structure for various programmes of study and send it for the approval of the Committee constituted under section 33 of the Act. The Board of Management may also prescribe refundable caution money/ Security deposit for different purposes, in order to ensure use of University property by the students with due

diligence and care, access to the library/laboratory or other academic purposes, such as participation in seminars/ workshops/ conferences organized by the University.

- (2) The Board of Management may, on the recommendation of the President, establish schemes for award of full or partial free ships or scholarships to deserving students.
- (3) The Board of Management may, on the recommendation of the President, establish schemes for award of fellowships and stipends to deserving students.
- (4) The Board of Management may, on the recommendation of the President, establish schemes for award of publication grants to enable Ph. D. students to publish their Ph. D. thesis, to enable University teachers to publish their research work.

## **PART-7**

### **CONTROLLER OF EXAMINATIONS**

**28. Appointment, Powers and Functions of Controller of Examinations.** — (1) The President with the prior written approval of the Chairperson shall appoint a Controller of Examinations.

- (2) The Controller of Examinations shall have the following powers and functions, namely:
  - (a) to oversee all arrangements concerning conduct of examinations in the University.
  - (b) to coordinate in setting of question papers by the course instructors;
  - (c) to arrange moderation of question papers and evaluation of answer-scripts, where necessary;
  - (d) to arrange for printing and safe-keeping of the question papers;
  - (e) to regulate the conduct of examinations;
  - (f) to ensure expeditious evaluation of answer scripts;

- (g) to prepare and publish the results;
  - (h) to ensure secrecy, safety and security of all documents relating to the examinations, including the question-papers and the answer-scripts;
  - (i) to report to the President on the conduct of examinations and publication of result as frequently as necessary;
  - (j) to do all things necessary and convenient for the efficient functioning of the office of the Controller of Examinations; and
  - (k) to prepare and publish schedule of examinations in consultation with the Head of respective schools.
- (3) In the absence /unavailability of the Controller of Examination, all or any of his functions may be entrusted to any Officer of the University.
- (4) Controller of Examinations shall take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results.
- (5) Subject to the Statute, the Academic Council shall, with the prior approval of the Board of Management, make appropriate regulations to establish an independent regulatory mechanism for the conduct of all University examinations under the control of the Controller of Examinations, and award of degrees, Ph. D., diplomas, and certificates.

## **PART - 8**

### **ACCOUNTING POLICY AND FINANCIAL PROCEDURE**

- 29. Accounting Policy and Financial Procedure.-** (1) The Board of Management shall make Regulations to lay down the accounting policy and the financial procedure of the University, and establish appropriate system of audit.

- (2) The Chief Finance and Accounts Officer, under the direction and supervision of the Chairperson, shall, ensure implementation of the above accounting policy and financial procedure, including appropriate system of internal and external audit

## **PART - 9**

### **RESPONSIBILITY OF CHAIRPERSON AND BOARD OF MANAGEMENT TO IMPLEMENT STATUTES**

#### **30. Responsibility of Chairperson and Board of Management to implement Statutes.**

- (1) The Chairperson and the Board of Management shall have the responsibility to implement the provisions of the Act, these Statutes and Ordinances.
- (2) The Chairperson and the Board of Management may take all such measures and decisions and issue appropriate directions to implement the Act, these Statutes, Ordinances and Regulations made there under, as they may deem fit in the best interests of the University.
- (3) The Chairperson and the Board of Management may issue directions, general or specific, to any other Authority established under the Act or these Statutes, or Ordinances or Regulations made there under.
- (4) The Board of Management shall, in conformity with the provisions of the Act, take immediate steps to make Ordinances or Regulations to regulate matters provided there under and for the conduct of business of the university bodies.

### **Schedule - I**

#### **Remuneration for the post of the President**

- i. The terms and conditions of the appointment, salary, facilities and perks shall be approved by the Board of Management.
- ii. The remuneration for the President shall be at par with the UGC guidelines and shall be determined by individual contract based on qualification, experience, age, retirement, superannuation and pension benefits etc. of the candidate.
- iii. A suitable rent free accommodation will be provided to the President.
- iv. A suitable car belonging to the University along with Driver will be at disposal of the President for all official work.
- v. Any revision of above shall also be approved by the Board of Management.

### **Schedule-II**

#### **Remuneration for the post of the Pro President**

- i. The terms and conditions of the appointment, salary, facilities and perks shall be approved by the Chairperson.
- ii. The remuneration for the President shall be at par with the UGC guidelines and shall be determined by individual contract based on qualification, experience, age, retirement, superannuation and pension benefits etc. of the candidate.
- iii. Any revision of above shall also be approved by the Chairperson.

### **Schedule-III**

#### **Remuneration for the Teachers & Academic Staff**

- i. The terms and conditions of the appointment, salary, facilities and perks shall be approved by the Chairperson.

- ii. The remuneration for the President shall be at par with the UGC guidelines and shall be determined by individual contract based on qualification, experience, age, retirement, Superannuation and pension benefits etc. of the candidate.
- iii. Any revision of above shall also be approved by the Chairperson.

By Order of Board of Management  
of the Raffles University, Neemarana (Alwar)  
Anil Sardana,  
Registrar"

[No.F. 3 (8) Edu-4/2013]

By Order of the Governor,  
राजीव स्वरूप,

Principal Secretary to the Government,

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Government Central Press, Jaipur.