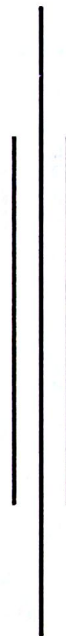




**RAFFLES**  
**UNIVERSITY**



**STATUES  
OF  
THE RAFFLES UNIVERSITY  
Neemrana (Alwar)**



राजस्थान राज-पत्र  
विशेषांक

RAJASTHAN GAZETTE  
Extraordinary

साधिकार प्रकाशित

Published by Authority

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राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा जारी किये गये  
कानूनी आदेश तथा अधिसूचनाएं।

**EDUCATION (Gr. IV) DEPARTMENT  
NOTIFICATION**

**Jaipur, August 5, 2013**

**S.O. 114 .-** In exercise of the powers conferred by sub-section (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.

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**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 sub-section (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

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- 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 procedure 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 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 of Studies for each School, comprising of such number of members as the President may, in consultation with the



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 or 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

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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 co-ordinate 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.
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(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, half-yearly 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) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;

(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.**

**Government Central Press, Jaipur.**



