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PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 31st July, 2020.

GUJARAT PRIVATE UNIVERSITIES ACT, 2009.

No: GH/SH/35/EPU/2020/1539/KH1:- In exercise of the powers conferred by the Section 26 of the Gujarat Private Universities Act, 2009 (Gujarat Act No.8 of 2009), the Government of Gujarat hereby approves the First Statutes of the Atmiya University, Rajkot as proposed by the Governing Body of the Atmiya University, Rajkot in its meeting held on 14th Sep., 2019.

By order and in the name of the Governor of Gujarat,

PAKESH THAKORE,

Under Secretary to Government.

CHAPTER-I**(General)****1. Short Title and Commencement**

The "First Statutes" means the first Statutes of Atmiya University, Rajkot, Gujarat, India. These Statutes shall come into force with effect from the date of publication in the Official Gazette of the State Government. The Statutes are in conjunction with the provisions of the Gujarat Private Universities Act 2009. In case of any changes in the provisions of the Act or the Rules or the Statutes, the provisions of the Act shall prevail. Nothing in these Statutes shall be deemed to bar the University from amending the Statutes subsequently, according to the provision of Section 27 of the Act and the amended Statutes, if any, shall be applicable with immediate or prospective effect from such a date as prescribed in the notification. The first statutes have been framed under section 26 of the Gujarat Private Universities Act, 2009 in the first meeting of Governing Body dated 15/09/2018 vide Agenda 13 and resolution No. 13 of the Atmiya University, Rajkot.

2. Definitions

Subject to the provisions of the Gujarat Private Universities Act, 2009 as amended from time to time in the first Statute of the University :-

- A) **“Act”** means Gujarat Private Universities Act, 2009.
- B) **“Section”** means a section of the Act.
- C) **“Sponsoring Body”** in relation to the ATMIYA University means **Sarvodaya Kelavani Samaj, Yogidham Gurukul, Kalawad Road, Rajkot**, registered under the Gujarat Public Trusts Act, 1950 (**Registration No. : F/28/Rajkot Dt. 29/01/1963**).
- D) **“University”** means the ATMIYA University; it includes teaching, research, outreach, administrative and technical departments, Faculty and Schools, Centres, Cells and other Institutes or units established / managed by ATMIYA University.
- E) Words and expressions used but not defined in these Statutes shall have the meanings as assigned to them in the Act.

3. Objectives of the University

Subject to the provisions of the Gujarat Private Universities Act, 2009 as amended from time to time, the objects of the University described in the section 4 of the Act, the university shall also have the following

Objectives:

- (a) to provide for instruction, teaching, learning and training in the University in the field of higher education and make provisions for research, advancement and dissemination of knowledge;
- (b) to establish, maintain and manage Faculty, Schools /Institutions and Centres of Excellence, to create, organize, preserve and disseminate knowledge in the fields of Sciences, Technology, Humanities, Social Sciences, Education, Management, Commerce, Law, Pharmacy, Healthcare and any other field and to provide research, higher education, professional education, distance learning and e-learning facilities of high order, as per their current status or as they may develop in future. In short, to establish state of the art facilities for education and training;
- (c) to develop infrastructure for research, higher education, professional education, teaching, training, extension and outreach, including continuing education, distance learning and e-learning, to create capabilities for upgrading infrastructure to global standards;
- (d) to offer the academic programmes of the University through distance education, online education, correspondence and any other mode matching with the environmental developments such as technology need, after obtaining appropriate approvals from the Regulatory Bodies and that of the State Government;
- (e) to set up off-campus centres, study centres and examination centres within the State, subject to the permission of the Regulatory Bodies and that of the State Government under any law made by the Parliament and any regulation, rules, etc, made by the Regulatory Bodies and that of the State Government;
- (f) to create higher levels of intellectual abilities;

- (g) to establish state of the art facilities for education and training;
- (h) to carry out teaching and research and offer continuing education programmes;
- (i) to create Centres of Excellence for research and development and for sharing knowledge and its applications;
- (j) to provide consultancy to the industry and public organizations;
- (k) to establish main campus or infrastructure in the State of Gujarat necessary for the furtherance of its objects;
- (l) to establish examination centers;
- (m) to confer degrees, diplomas, grant certificates and other academic distinctions on the basis of examination or any other method of evaluation subject to the guidelines of the Regulatory Bodies;
- (n) to develop training facilities in the field of higher education.
- (o) to provide for arrangement for national and global participation in the field of higher education;
- (p) to develop and introduce the educational programmes at certificate, diploma, degree, post-graduate, doctorate and post - doctoral levels and to maintain a high standard of education; to collaborate with national and global institutions, to offer programmes and to create capabilities for upgrading programmes to the global standards subject to the guidelines of the Regulatory Bodies;
- (q) to maintain the academic standards of the degree, diploma, certificate and other academic distinctions;
- (r) to establish close linkages with the industry, business, educational institutions and other sections of the society to make teaching, research, training, documentation, publication, use of various media and outreach activities at the University relevant to the needs of the University, society, and various stakeholders at national and international levels;
- (s) to pursue any other objectives as may be approved by the State Government.

4. Powers and Functions of the University

The University shall exercise the powers and shall perform the functions as stipulated in section 5 of the Gujarat Private Universities Act, 2009.

5. Seal of the University

The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University after approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time as per the procedure laid in the Act.

6. Subsequent Statutes

The subsequent statutes shall be made by the Board of Management (as per section 27(2) of the Act) with the approval of Governing Body and shall be submitted to the State Government for its approval/modification or suggestions as per section 27 (3, 4 & 5) of the Act.

7. First and Subsequent Ordinance

The First Ordinances of the University may provide for the subjects as per clause 28(1) of the Act. The same shall be made by the President which after being recommended by the Board of Management and approved by the Governing Body, shall be submitted to the State Government for its approval as per clause 28(2) of the Act. **Subsequent Ordinances** shall be made by the Academic council which after approved by the Board of Management shall be submitted to the State Government as per clause 29(1) of the Act.

CHAPTER-II

Officers of the University

(u/s 13 of Gujarat Private Universities Act, 2009)

The following shall be the officers of the University, namely:-

- a. The President.
- b. The Vice President.
- c. The Provost (Vice - Chancellor).
- d. The Registrar.
- e. The Chief Finance and Accounts Officer.
- f. The Controller of Examinations.

- g. Such other officers as may be approved by the Governing Body and declared by the subsequent Statutes / Ordinances.

1. The President

- A. The President shall be appointed by the Sponsoring Body in consultation with the State Government, for a period of three years by following such procedure and on such terms and conditions as may be prescribed by the Statutes as per section 14(1) of the Act.
- B. The custody of all original documents related to land, buildings, investments and other important documents of proprietary in nature shall be in the office of the President.
- C. The President shall be the head of the University and enjoy such powers as conferred hereafter and elaborated under section 14(4) of the Act.

Powers and functions of the President

- i. to take appropriate decision in matters connected to Governance and Management of the University.
- ii. to arrive at decisions in matters connected to proprietary issues of sponsoring body and the University.
- iii. to advise/issue appropriate orders to the Provost (Vice Chancellor) in the matter of propriety, academic and governance issues, and also review the decisions of the Vice President and the Provost (Vice Chancellor).
- iv. to appoint First Provost (Vice Chancellor) of the University for effective governance of the University. President may appoint the first Provost (Vice Chancellor) for a period of one year or until a regular Provost (Vice Chancellor) is appointed.
- v. The President in his capacity shall exercise, notwithstanding the Statutes and Ordinances, issue directives, take appropriate decisions in academic and non-academic matters and in the best interest of the University with the approval of Governing Body/Board of Management.
- vi. to create statutory/non-statutory positions in the University for effective administration of the University. Such statutory positions shall be created with amendment to the Statutes / Ordinances, as the case may be.
- vii. In case of dispute in any statutory meetings, the matter may be referred to the President, and his decision shall be final.
- viii. The President shall be the Chairperson of the Governing Body and at the convocation of the University for conferring degrees, diploma or other academic distinctions and in his absence, by any other member of the Governing Body nominated by the President.
- ix. to appoint the Vice-President for effective governance of the university.
- x. to remove the Vice-President or Provost (Vice Chancellor) in accordance with Sub-section (6) of section 15 of the Act. Creation of any post, selection, appointment and termination shall be done only by the President as per the rules prescribed in the Ordinances.
- xi. to make the first Ordinances of the University which shall be made by the Board of Management, approved by the Governing Body and subsequently submitted to the State Government. These powers shall be exercised as per section 28 (2) of the Act.

2. The Vice President (u/s13(e) of the Act)

- a) The Vice President shall be appointed by the President and approved by the Governing Body for a period of three years. The reappointment for another term of three years shall be made by the President with the approval of Governing Body.
- b) The powers and function of the Vice President are as under :-
- i. The Vice President shall be an Officer of the University.
- ii. The Vice President shall carry out the functions of the President in his absence.
- iii. The Vice President shall carry out such functions as are delegated to him / her by the President.

3. The Provost (Vice Chancellor) (u/s15 of the Act)

- A. The Provost (Vice Chancellor) shall be appointed by the Governing Body out of the panel of three persons recommended by the search committee consisting of members in accordance with section 15 (1)(sub section i,ii&iii) of the Act, and shall, subject to the provisions of the sub-section 15(6), hold office for a term of three years.
- i. Provided that, after expiry of the term of three years, he/she shall be eligible for re-appointment for another term of three years.
 - ii. Provided further that a Provost (Vice Chancellor) shall continue to hold the office even after expiry of his term till new Provost (Vice Chancellor) takes charge of the office, but in any case this period shall not exceed one year:
- B. The President may appoint the **first Provost (Vice Chancellor)** for a period of **one year** or until the regular Provost (Vice Chancellor) is appointed under this section whichever is earlier.

Functions and Powers of the Provost (Vice Chancellor)

- i. He/she shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University in accordance with section 15 (2,3&4) of the Act.
- ii. The Provost (Vice Chancellor) shall be the *ex-officio* Chairman of the Academic Council as per section 22(2) of the Act.
- iii. The Provost (Vice Chancellor) shall strategise the growth and development of the University, in consultation with the President of the University.
- iv. The Provost (Vice Chancellor) shall oversee and ensure innovation, implementation and growth of academic, research and other initiatives of the University in a sustained and enhanced manner.
- v. The Provost (Vice Chancellor) shall have all the powers necessary for the proper maintenance of discipline in the University and he/she may delegate any such powers to such person or persons as he/she deems fit in consultation with the President and Board of Management / Governing Body.
- vi. The Provost (Vice Chancellor) shall keep the President informed of all the developments (Academic, Academic Administration, Examination, Evaluation and other activities) of the University on a monthly basis through a special report/appraisal reports.
- vii. The Provost (Vice Chancellor) shall execute such other duties as may be stipulated by the President from time to time, or as indicated in the Ordinances, Rules or subsequent Statutes.
- viii. Where in the opinion of the Provost (Vice Chancellor) it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to Board of Management /Governing Body.
- ix. Provided further that where any such action taken by the Provost (Vice Chancellor) affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management /Governing Body and it may confirm or modify or reverse the action taken by the Provost (Vice Chancellor).

4. The Registrar

- a) The appointment of the Registrar shall be made by Chairperson of the Sponsoring Body, in accordance Sec. 16 (1) of the Act.
- b) The qualifications of the Registrar shall be as per the prevailing norms of the Regulatory Body / State Government.
- c) He/she shall be appointed for a term of **three years** and shall be eligible for re- appointment for a further period up to **three years**.
- d) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absent or due to any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the President may appoint for the purpose.

- e) The Registrar shall be the *ex-officio non-voting Member Secretary* of the Governing Body, Board of Management and Academic Council as per section 16(3) of the act; he/she shall be the member of other statutory boards but he/she will have no voting rights as per Sec. 16(3) of the Act.
- f) It shall be the duty of the Registrar—
- i. to be the custodian of the records, the common seal and such other property of the University as the Governing Body, Board of Management and the Academic Council shall commit to his/her charge.
 - ii. to issue all notices for convening meetings of the Governing Body, Board of Management, and the Academic Council, and of any other Committees as indicated by those authorities from time to time.
 - iii. to maintain the Minutes of all the meetings of the Governing Body, Board of Management, and the Academic Council, and of any other Committees of the University.
 - iv. to conduct the official correspondence with members of the Governing Body, Board of Management and the Academic Council, and of any other Committees of the University.
 - v. to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose.
 - vi. to ensure that the registers of equipments are maintained upto date and that stock checking is conducted of equipments and other consumables in all offices, departments, centres, specialized laboratories and other spaces.
 - vii. The Registrar shall be responsible for conduct of all legal matters and proceedings of the University.
 - viii. The President can terminate the services of the Registrar on the charges of misconduct, irregularity and inefficiency in discharge of the duties.
 - ix. The Registrar shall perform such other duties as may be specified in the Statutes, Ordinances, Regulations, Rules and Manuals and the notifications as may be required from time to time by the Governing Body, Board of Management and Academic Council or the President, the Vice President, the Provost (Vice Chancellor) and by Government of Gujarat.

5. The Chief Finance and Accounts officer (CF & AO)

- a) The Chief Finance and Accounts officer (CF & AO) shall be appointed by the President in accordance with Sec. 13(d) and 17(1) of the Act.
- b) The procedure for selection of CF & AO shall be as determined in the Ordinances.
- c) The CF & AO shall be appointed for a term of **three years** and shall be eligible for re-appointment for a period upto another **three years** as decided by the President.
- d) The emoluments and other terms and conditions of service of the CF & AO shall be such as may be prescribed from time to time as determined in the Ordinances.
- e) When the office of the CF & AO is vacant or when he is, by reason of illness, or any other cause, absent & unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the President may appoint for the purpose.
- f) The CF & AO shall be the *ex-officio member* Secretary of the Finance Committee, but shall not be deemed to be a member of this Committee.

Powers and functions of the Chief Finance and Accounts Officer (CF & AO)

- a) The CF & AO shall exercise general supervision over the funds of the University and report to the President.
- b) Perform such other financial functions as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by notifications/manuals.

- c) Subject to the control of the Governing Body, the CF & AO shall :
- i. hold and manage the property and investments of the University including various funds created under the Act with the concurrence of the President.
 - ii. ensure that the limits fixed by the Governing Body for recurring and non-recurring expenditure for a year are not exceeded and that all expenditures are expended on the purpose for which they are granted or allotted;
 - iii. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Governing Body.
 - iv. keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - v. watch the progress of the collection of revenue and advise on the methods of collection employed;
 - vi. bring to the notice of the Provost (Vice Chancellor)/Registrar unauthorized expenditures and other financial irregularities and suggest disciplinary action against persons at fault; and
 - vii. call for from any Office, Faculty, School, Department, Centre, Laboratory, Constituent College or Institution maintained by the University any information/stock verification or returns that he may consider necessary for the performance of his/her duties with prior permission of the Provost (Vice Chancellor), Registrar & President.

6. Controller of Examinations

- a) The Chairman of the Sponsoring Body, in accordance with Sec. 13 (e) of the Act, shall appoint the Controller of Examinations on the recommendation of a Selection Committee constituted by the President for the purpose, and in such manner as may be prescribed from time to time.

Powers and Functions of Controller of Examinations

The Controller of Examinations shall have the following powers and functions:

- a) He/she shall be responsible for every matter concerning examinations and shall report directly to the Provost (Vice Chancellor).
- b) The Controller of Examinations shall be responsible for smooth conduct of examinations and shall undertake all activities relating to the examinations including preparation of panels of examiners, confidentiality, etc after getting the approval of the Provost (Vice Chancellor).
- c) He/she shall perform such other duties as may be assigned to him by the Provost (Vice Chancellor) and assist the Provost (Vice Chancellor) in carrying them out as per provisions of the Act, Statutes, Ordinances, Regulations and Rules relating to the examinations, and report to the Provost (Vice Chancellor).
- d) He/she shall be the custodian and accountable for University Degree Certificates printed and issued, statement of marks printed and issued, transcripts printed and issued, question papers printed and distributed as well as answer scripts printed, distributed, returned and disposed.
- e) He/she shall act as the Chief Coordinator for the various divisions in the Examination Section and strictly adhere to the schedule in conduct of examinations during the academic year.
- f) The qualifications, conditions of service and other powers and functions of the Controller of Examinations shall be as determined in the Ordinances, Regulations and Rules.

7. Other Officers

- a) The posts of other officers of the University shall be as per the Governance Structure of the University approved by the Governing Body and detailed in the Ordinances, Regulations, Policies and Rules.
- b) The University may appoint such other officers as may be necessary for its functioning as per Section 18 (1) of the Act by the President on the recommendations of the Selection Committee after getting the posts sanctioned from the Board of Management and Governing Body.
- c) The other officers of the University shall exercise their powers and functions as may be specified in the Statutes, the Ordinances or the Regulations mentioned from time to time.

CHAPTER-III**AUTHORITIES OF THE UNIVERSITY****(u/s 19 of Gujarat Private Universities Act, 2009)**

The following shall be the authorities of the University:

1. The Governing Body
2. The Board of Management
3. The Academic Council
4. The Finance Committee
5. The Board of Studies
6. Other Authorities such as Faculty, Schools, Centres, Cells, Councils and Committees or others as determined in the Ordinances.

1. The Governing Body

- A. The Governing Body shall be the supreme authority of the University as per section 20(4) & shall exercise powers as specified in Sec.20(5) of the Act. The Constitution of the Governing Body, the meeting pattern shall be in accordance with Sec. 20(1) of the Act.

B. Composition

The first Governing Body shall be constituted by the President of the University.

Composition of Governing Body:

- i. The President
- ii. The Provost (Vice Chancellor)
- iii. Four persons to be nominated by the Sponsoring Body out of whom two shall be eminent educationists.
- iv. Two Deans or Directors of the constituent Schools or Centres of the University, by rotation, to be nominated by the Provost (Vice Chancellor).
- v. One expert of Management or Information Technology from outside the University to be nominated by the Governing Body.
- vi. Three experts representing other disciplines such as finance, legal, social sector to be nominated by the Governing Body.
- vii. One eminent industrialist to be nominated by the Governing Body.
- viii. Secretary to the Government of Gujarat, Higher & Technical Education or his / her representative not below the rank of Deputy Secretary to the Government or the Deputy Commissioner shall be the ex-officio member.
- ix. The President shall be the Chairperson of the Governing Body. In his absence, a member of the Governing Body nominated by the Chairperson shall chair the meeting.
- x. The Registrar shall be the Member –Secretary of the Governing Body without voting rights.
- xi. The President shall co-opt an official or non-official individual to be a non-voting member for a particular meeting.

C. Tenure

The tenure of the members of the Governing Body, other than ex-officio members as per Sec 20 (3) shall be for **three years** and are eligible for re-nomination for the next term as per Sec 20(3d).

D. Conduct of Deliberations

- i. The Governing Body shall meet at least thrice in a calendar year on the dates to be fixed by the President. The meeting notice and agenda need to be sent to the members as per the procedure determined in the Ordinances. However, the President may convene a special meeting of the Governing Body whenever he/she thinks fit.

- ii. Minimum four members shall form a quorum for a meeting of the Governing Body.
- iii. If any urgent decision/action which requires approval of Governing Body and the meeting of Governing Body is not scheduled to be held in near future, with the permission of Chairperson, such business can be transacted and approved by circulation of papers to the members. Such business/transaction will be deemed to be approved on the receipt of assent /s/approval from the majority of the members of the Governing Body and the same would be considered as having been approved by the Governing Body in its meeting.

E. **Powers of the Governing Body (Us 20(5) of the Act).**

- a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or Rules made there under;
- 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 there under;
- c) to approve the budget and annual report of the University;
- d) to lay down the extensive policies to be followed by the University; .
- e) to recommend to the Sponsoring Body about the voluntary liquidation of the University;

2. The Board of Management

A. The Board of Management shall be the Executive Body to frame and recommend to the Governing Body all academic and administrative matters of the University. The constitution of the Board of Management shall be in accordance with Sec. 21 of the Act.

B. **Composition:** The Board of Management shall consist of the following persons as per Sec 21(1) of the Act.

- i) The President
- ii) The Provost (Vice Chancellor)
- iii) Two members of the Governing Body, to be nominated by the Sponsoring Body.
- iv) Two members who are not the member of the Governing Body, to be nominated by the Sponsoring Body.
- v) Three persons amongst the faculty members of the University, to be nominated by the Sponsoring Body.
- vi) One faculty member, to be nominated by the President.
- vii) The Registrar shall be the member Secretary.
- viii) The President shall be the Chairperson of the Board of Management.

Provided that the President may at his discretion, nominate any other member of the Governing Body to be the Chairman of the Board of Management.

C. **Tenure**

The tenure of the members of the Board of Management, other than Government nominees, an Ex-Officio person, shall be for **three** years and are eligible for re-nomination. However, the Sponsoring Body may substitute its nominees at any time without a cause.

D. **Conduct of deliberations**

- i. The Board shall meet once in every **two months**.
- ii. The quorum for any meeting of the Board of Management shall be minimum **four members**.

E. **Powers and functions of the Board of Management:**

Subject to the provisions of the Act, the Statutes, Ordinances, Regulations and the Rules, the Board of Management shall, in addition to all other powers vested in it, have the following powers, namely, to recommend to the Governing Body:-

- i. Proposals of new authorities, academic and support staff posts to Governing Body for approval.
- ii. Consideration of the disciplinary reports in such cases wherein dismissal is contemplated in respect of administrative or academic posts and also at the non-teaching officers at the level of Assistant Registrar and above.
- iii. Constitution of various statutory and non statutory Committees and recommend to Governing Body for approval.
- iv. Selection of a common seal for the University and provide for the custody and use of such seal with the approval of Governing Body.
- v. Ratification or provision of post-facto recommendation for any appointments made or any decisions taken in the interest of the University.
- vi. Recommend Creation of new Departments and abolition or restructuring of the existing departments in consultation with the President and recommend to Governing Body for approval.

3. The Academic Council

The Academic Council shall be the principal academic body of the University and subject to the provisions of the Act, Statutes, Ordinances, Rules and Regulations and made there under, coordinate and exercise general supervision over the academic policies of the University pursuant to section 22(3) of the Act.

A. **Composition:** The constitution of Academic Council shall be in accordance with Sec. 22 of the Act and Statutes with following members:

- i. The Provost (Vice Chancellor) shall be the Chairperson (as per section 22(2))
- ii. All Faculty Deans.
- iii. All Chairpersons of the Board of Studies.
- iv. The Registrar.
- v. The Controller of Examinations.
- vi. University Librarian.
- vii. Not more than **two external experts** in the field of education, to be nominated by the President as recommended by the Provost (Vice Chancellor).
- viii. Not less than **two** persons, who are not employees of the University but who is a technocrat / from professional organizations, communication field etc.
- ix. Not more than one member to be nominated by the Sponsoring Body.
- x. Senior Dean / HOD shall be the Member Secretary of the Academic Council.
- xi. Provost (Vice Chancellor) may co-opt members up to a maximum of **three** for a particular meeting for a special cause or expertise on the subject or for a particular agenda.

B. Tenure

- i. The members of the Academic Council, other than ex-officio members, shall hold office for a term of **two** years from the date of their appointment or co-option, as the case may be and are eligible for re-nomination for another term.
- ii. Vacancies if any during the term may be filled as determined in the Statutes and shall be for the residual term of the outgoing member.

C. Conduct of deliberations:

- i. The Provost (Vice Chancellor) shall preside in all meetings of the Academic Council as a chairperson pursuant to section 22(2) of the Act.
- ii. The Council shall meet **twice** in a year.
- iii. **Quorum:** One third (**33 percent**) of members of the Academic Council including the Chairperson shall be the quorum for any meeting of the Academic Council.
- iv. Special Meeting: The Provost (Vice Chancellor) may, whenever he/she deems fit, convene a Special meeting of the Academic Council for the transaction of any urgent business.

D. Powers and Functions of the Academic Council

Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:

- i. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching in Faculties/ Centers/ Institutions, evaluation of research and improvement of academic standards;
- ii. To bring about and promote inter or trans-Faculty co-ordination and to establish or appoint such Committees or Boards as may be deemed necessary for the purpose;
- iii. To consider matters of general academic interest either on its own initiative, or on a reference by a Faculty or the Board of Management, or Governing Body or President or Vice President and to take appropriate action thereon.
- iv. To frame such Regulations and Rules consistent with the Statutes and the Notifications /Manuals regarding the academic functioning of the University, research, innovation, consultancy, collaborations, discipline, and attendance.
 - a) To appoint paper setters, examiners and moderators.
 - b) To recommend for the appointment of Visiting Professors, Emeritus Professors, Distinguished Professors. Consultants and Scholars and determine the terms and conditions of such appointments; and
 - c) To exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act or the Statutes, (u/s 29 of the Act) for recommendation to the Board of Management and approval of Governing Body.

4. The Finance Committee

A. There shall be a Finance Committee formed in accordance with Sec. 19 (d) of the Act.

B. Composition

- i. The President shall be the Chairman of the Finance Committee.
- ii. Vice President.
- iii. A member of the Sponsoring Body nominated by the President.
- iv. An expert in the field of economics of education / University finance / Auditor.
- v. Provost (Vice Chancellor).
- vi. Registrar.
- vii. Chief Finance & Account Officer shall be the **member Secretary** of the Finance Committee.

C. Tenure

All the members of the Finance Committee, other than the *ex-officio* member, shall hold office for a term of **two years**.

D. Conduct of deliberations

- i. The Finance Committee shall meet at least twice every year to strategise and plan the finances for the growth & development of the University; to scrutinize proposals for expenditure, and to examine the accounts.
- ii. Three members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.

E. Powers and Functions of the Finance Committee

- a) All proposals relating to recommendations of the required posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before the Board of Management and Governing Body considers them for approval.

- b) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Governing Body for approval.
- c) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).
- d) The Finance Committee shall also consider for approval of the extramural funding received by the University and their expenditures.

5. The Board of Studies

A. There shall be Boards of Studies formed in accordance with Sec. 19 (d) of the Act.

B. Composition

- i. The Board of Studies may be Department / School / Faculty specific, as the case may be, covering all the programmes & courses offered by the University.
- ii. The composition of the Board of Studies and other working details would be as determined by the Ordinances.

C. Tenure

- i. The term of office of its members shall be **three years**.

D. Conduct of deliberations

- i. Each Board of Studies will meet **twice** in a year and at other times when convened by the Provost (Vice Chancellor).
- ii. **Fifty percent** of the total membership of the Board shall form a quorum.

E. Powers and functions of Board of Studies

Each Board of Studies shall have the following powers and functions:

- a) The Board of Studies frames the academic inputs for execution of the programs and courses of the University to place them before the Academic Council.
- b) To design and develop the structure and content of the program/course to be launched / or in progress under the Faculty.
- c) To approve the detailed syllabus in accordance with the program/course structure as planned by the University.
- d) To suggest the improvement of the standard of Teaching and Research.
- e) Subject to the overall supervision of the Academic Council, the functions of a Board of Studies shall be to consider for introduction of new courses/programs and research under the Faculty on a need basis.

6. Other Authorities as may be specified (Section 19(d) of the Act)

- a) The authorities 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 (u/s 25 of the Act).
- b) The Provost (Vice Chancellor) of the University, in consultation with the President, may appoint as many Standing or other Committees as deemed fit, and may appoint members to such Committees for proper administration of the University. There shall be provision for establishment of the Committees as determined by the Ordinances from time to time.
- c) The Provost (Vice Chancellor), in consultation with the President, may consider any other Statutory or non-Statutory Committee as deemed necessary.
- d) No act or proceedings of any authority of the University shall be invalid merely by reason of any vacancy in or defect in the constitution of any authority or body of the University, (u/s 24 of the Act).

CHAPTER IV**The Faculty/ Schools/Departments/Centres/Cells****(Section 27(1) (d) of Gujarat Private Universities Act, 2009)**

1. Subject to the provisions of this Act and the Ordinances, Regulations, Policies and Rules made under:
 - a) the Governing Body, on the recommendations of the Academic Council and Board of Management, may as determined in the Ordinances:
 - i. determine the Governance Structure of the University.
 - ii. determine the Faculty, Schools, Departments, Centres and Cells for the effective academic, research and enabling developments of the University
 - iii. include, exclude or modify any of the above to keep abreast of the changing national and global trends and demands.

CHAPTER V**Faculty Members and Support Staff of the University****(Sec. 26(1)(d) of Gujarat Private Universities Act 2009)**

1. **Recognized Faculty Members of the University:**
 - a) Faculty Members of the University shall be the appointed teachers of the University.

Appointed teachers of the University shall be :

 - i. Salaried employees of the University appointed as Faculty members (includes any academic designations as defined by any Regulatory Body of the University) of the University, as determined in the Ordinances from time to time.
 - ii. The designations of the Faculty Members would be as per the prevailing nomenclature prescribed by the Regulatory Body of the University.
 - iii. Emeritus Professors, Distinguished Professors, and other eminent academicians may be appointed on the recommendation of the Academic Council/Board of Management to the Governing Body. The Governing Body is final Authority to approve all appointments of the university
 - iv. All appointments of the recognized faculty members shall be made in accordance with the Recruitment Rules of the University in force from time to time, based on the prevailing norms of the Regulatory Body / Bodies.
2. **Terms and conditions of service and code of conduct of the faculty members and other academic staff of the University**
 - a) All the teachers and other staff of the University shall be governed by the terms of appointment and conditions of service and code of conduct as are specified in the Statutes, the Faculty HR Manual and the Notifications.
 - b) The emoluments of the support staff shall be such as may be prescribed, by the University from time to time, and as detailed in the Ordinances, Regulations and Policies and Rules.

CHAPTER VI**MISCELLANEOUS**

1. **Graduation and Convocation**
 - a) Convocation of the University for conferring of Degrees or for other purposes shall be held in such a manner as may be specified in the Ordinances and Regulations.
 - b) The Controller of Examinations shall coordinate the activities of the Convocation in consultation with the Provost (Vice Chancellor).

2. Award of Degrees, Diploma and Certificates

- a) Award of degrees, diploma and certificates shall be issued to the candidates under the seal of the University and signed by the Provost (Vice Chancellor) and shall be presented to the successful candidate on the date of Convocation or at a function that may be arranged.
- b) *Issue of Duplicate Degree, Diploma and / or Certificate:* A duplicate certificate shall not be granted except in cases which on the recommendation of the Controller of Examinations, the Provost (Vice Chancellor) is satisfied, as per the procedures laid down in the Ordinances, Regulations and Policies.
- c) *Issue of Provisional Certificate:* Any candidate, who has been successful in the final degree/diploma examination and completed all the requirements for award of a degree, may apply for a Provisional Certificate till such time the Convocation is held. The Controller of Examinations shall issue a Provisional Degree Certificate to the applicant which will remain valid till the degree is awarded in the convocation.

3. Honorary Degrees

- a) The Governing Body may, on the recommendation of the Board of Management and Academic Council and by a resolution passed, make proposals to the President for the conferment of Honorary Degrees to be awarded to people of eminence for their exceptional contribution in various fields except from the person associated with University/Trust /Sponsoring Body.
- b) The Honorary Degree shall be conferred only at the Convocation.
- c) The President shall sign the degree for an Honorary Degree.
- d) No Employee, trustee or officer holding any position in the sponsoring body or associated with the University is eligible for an honorary degree.

4. Policies of the University

- a) The Board of Management may recommend to the Governing Body, the Policies framed by the various Committees / authorities for approval.
- b) The various Policies are as determined by the Ordinances, Regulations and Rules from time to time.
- c) These Policies would also include the Admission Policy, including the reservation of seats.
- d) The policies framed shall be in consonance with the UGC norms /State government /MHRD and any other regulatory body as may be applicable from time to time

5. Fees, Scholarships and Fellowships

- a) The Finance Committee may recommend the fees to be fixed to the Board of Management and final approval by the Governing Body.
- b) The Board of Management may recommend the Scholarships, Fellowships and other forms of financial assistance to the students for approval of the Governing Body.
- c) Fees, Scholarships and Fellowships recommended shall be in accordance with the Fee Regulatory Committee and Regulation of Admission and Fixation of Fees Act,2007 and also policy of Board of Management/Governing Body.

6. Maintenance of discipline amongst students of the University

- a) All powers relating to the maintenance of discipline and disciplinary action in relation to the students of the University shall vest with the Provost (Vice Chancellor).
- b) There shall be a Disciplinary Committee of the University to assist the Provost (Vice Chancellor) in the exercise of the powers referred to in Chapter III-(6)(a) of the Statutes, who shall be appointed by the Provost (Vice Chancellor).
- c) The Provost (Vice Chancellor) may delegate all or any of the powers referred to in Chapter III-(6)(a) of the Statutes, as he deems proper, to such other university officers as he may notify in this behalf.

7. Membership of authorities of the University.

Membership of a university authority of a person holding a post is valid only during the tenancy of the tenure of his/her post. Once the person ceases to hold the given post he/she forgo his/her right of memberships.

8. Disqualification (Us section 23(1) of the Act)

- a) A person shall be disqualified for being chosen as, and for being a member of any of the authorities or bodies of the University; if
 - i. His/her is of unsound mind;
 - ii. His/her is undischarged duties;
 - iii. His/her has been convicted by a court of law of an offence involving moral turpitude
 - iv. His/her is conducting or engaging himself in private coaching with or without pecuniary gain; or
 - v. His/her has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.

9. Delegation of Powers

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

10. Private Partners

Private Partners shall include any individual, organization, Industry, Trust, Association of persons, corporate, Private and Public Limited Companies, funding agencies, venture capitalists, which invests and/or supports substantially in the corpus, new projects, research and development, laboratory infrastructure/ up gradation and creating Chairs/ Professorships in the University.

The investment may be in the nature of monetary, intellectual property and development of physical and academic infrastructure. The University at its discretion as decided by the President can remunerate the private partners as deemed fit.

11. Collaboration with Indian and Foreign Universities / Institutions

The University shall have collaborations with Indian and Foreign Universities/Institutions, Industry, Professional Bodies on the following, which is inclusive but not exhaustive :

- a) Emerging knowledge areas
- b) Best educational practices
- c) Academic Programs
- d) Collaborative Research, Publication and IPR
- e) Faculty Exchange
- f) Student Exchange
- g) Technology relevance in academic delivery
- h) On any other innovative areas/practices
- i) Industry designed curriculum for the Programs and delivery
- j) Any other as may be determined from time to time.

The feasibility and its viability of such collaborations shall be recommended by the Board of Management for approval by the Governing Body.

12. Arbitration of disputes

- a) The procedure for arbitration in cases of disputes between employees or students and the University, shall be as determined in the Ordinances, Regulations and Policies.
- b) The procedure for arbitration and legal pursuance in cases of disciplinary concerns and disputes of any nature shall also be as determined in the Ordinances, Regulations and Policies.