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Education Department

Notification

The 11th September 2018

No. 15/M 1-53/2014-1630—Under the provisions of section 30 of Bihar Private Universities Act 2013 the State Government has been pleased to approve the following first statute for Sandip University, Sijoul, Madhubani established vide State Government notification no. 1146 dated 08.06.2017

CHAPTER - 1
PRELIMINARY

1.1 Short Title and Commencement of the Statutes.—

- (1) These Statutes may be called the First Statutes of the Sandip University, Sijoul, Madhubani, Bihar.
- (2) These Statutes shall come into the force from the date of publication of the Statutes in the official Gazette of Government of Bihar.

1.2 Definitions.—In these statutes, unless the context otherwise requires:-

- (1) “Act” means, The Bihar Private Universities Act, 2013;
- (2) “Adult and Continuing Education and Extension Services” means educational activities undertaken by the University, other than regular training activities for the purpose of transference of technology to the backward areas of the State and includes the work which may be undertaken by the University for organizing villagers or groups of families for developmental activities and making them self-reliant by

ensuring that necessary services, assistance and help are made available to them from the concerned quarters including the Government Departments and various organizations approved by the State Government;

- (3) “Board of Management” means, the Board of Management constituted under section 23 of the Act;
- (4) “Campus” means, the area of University within which it is established;
- (5) “Department” is a part of School running one or more courses in a University;
- (6) "Distance Education" means education imparted by combination of any two or more means of communication, viz. broadcasting, telecasting, correspondence courses, seminars, contact programmes and any other such methodology;
- (7) “Employee” means, any person appointed by the University and includes teachers, officers and other employees of the University;
- (8) “Fee” means, monetary collection made by the University or its colleges, institutions or study centers, as the case may be, from the students by whatever name it may be called;
- (9) “Government” or the “State Government” means, the Government of Bihar;
- (10) “Governing Body” means, the Governing Body constituted under section 22 of the Act;
- (11) “Higher Education” means, study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
- (12) "Hostel" means a place of residence for the students of the University, or its colleges, institutions or centers, maintained or recognized to be as such by the University;
- (13) “Notification” means a notification published in the *Official Gazette*;
- (14) “*Official Gazette*” means, the *Bihar Government Gazette*;
- (15) “Prescribed” means, prescribed by statutes or ordinances or regulations, as the case may be, under this Act;
- (16) "Regulating body" means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education and Technical education, such as UGC, AICTE, NCTE, MCI, PCI, NAAC, ICAR, DEC, CSIR etc. and includes the State Government;
- (17) “Rules” means the rules made under this Act;
- (18) “School” is combination of various departments run in the University wherein these departments are specialized in one particular area or faculty or subjects;
- (19) “Section” means a section of this Act;
- (20) “Sponsoring Body” means, the Sandip Foundation, registered as a Trust under the Maharashtra Public Trust Act; XXIX of 1950;
- (21) “State” means, State of Bihar;
- (22) “Statutes”, “Ordinances” and “Regulations” means respectively, the statutes, ordinances and regulations of the University;
- (23) “Student” means, a person enrolled in the University for taking a course of study for a certificate, diploma, degree or other academic distinction instituted by the University, including research degree;

- (24) “Study Center” means a center established and maintained or recognized by the University for the purpose of advising, counseling or for rendering any other assistance required by the students in the context of education, distance education and online education;
- (25) “Teacher” means, a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the University, who is so designated under this Act;
- (26) “University” means, Sandip University, Sijoul established and incorporated under section 6 of the Bihar Private Universities Act, 2013.

CHAPTER – 2 OFFICERS OF THE UNIVERSITY

2.1 Officers of University.—The following shall be the officers of the University namely:-

- (1) the Visitor;
- (2) the Chancellor;
- (3) the Vice-Chancellor;
- (4) the Pro-Vice-Chancellor;
- (5) the Deans of Faculties;
- (6) the Registrar;
- (7) the Controller of Examinations;
- (8) the Chief Finance and Accounts Officer;
- (9) the Director of Students’ Welfare.

2.2 The Visitor

Appointment of the Visitor.—An academican of eminence or a person having long standing experience in administration or social work of recognition may be Visitor of the university. The visitor shall be appointed by the Sponsoring Body for a term of three years.

2.3 Powers and Duties of the Visitor.—The Visitor shall, when present, preside at the convocation of the University for conferring degrees and diplomas. The Visitor shall have the following powers, namely:-

- (1) to call for any paper or information relating to the affairs of the University;
- (2) on the basis of the information received by the Visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of this Act or Statutes, Ordinances, Regulations and rules made thereunder, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

2.4 Removal of the Visitor.—The Visitor may be removed from his office by the sponsoring body, if it is satisfied that the incumbent:

- (1) becomes insane and stands so declared by a competent court;
- (2) has been convicted by a court for any offence involving moral turpitude;
- (3) becomes an un-discharged insolvent and stands so declared by a competent court;
- (4) become physically unfit and incapable of discharging the functions or

- duties of the office due to protracted illness or physical disability; or
- (5) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the statutes, or has abused the powers vested in him or if the continuance of the Visitor in the office has become detrimental to the interests of the University:

Provided that, the Visitor shall be given a reasonable opportunity to show-cause by the sponsoring body before taking recourse to action under clauses (4) and (5) above in this Statute for his removal from the said office.

2.5 The Chancellor

Appointment of the Chancellor:-

- (1) The Chancellor shall be an academician of eminence or a person having long standing experience in administration or social work of recognition. He shall be appointed by the sponsoring body for a period of three years with the approval of the Visitor. He shall be eligible for re-appointment for one more term of three years with the approval of the Visitor.
- (2) There shall be a search committee, appointed by the Sponsoring Body to recommend suitable names for appointment of Chancellor. The search committee shall consist of following:
- (i) two members of the Sponsoring body, nominated by the Chairman and one of them shall be appointed as the Chairman of the Search Committee; by the Chairman of the Sponsoring Body;
 - (ii) One academician of eminence or a person of long standing experience in administration or social work of recognition nominated by the sponsoring body;
- (3) The search committee shall recommend names of three suitable persons to the sponsoring body for appointment of the Chancellor.
- (4) The Chancellor shall be the head of the University.
- (5) The Chancellor shall preside at the meetings of the Governing Body and shall, when the Visitor is not present, preside at the convocation of the University for conferring degrees, diplomas or other academic distinctions.

2.6 Powers and Duties of the Chancellor

- (1) The Chancellor shall have the following powers, namely:
- (i) to call for any information or record;
 - (ii) to appoint the Vice-Chancellor;
 - (iii) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 17 of the Act;
- (2) The Chancellor may call any information or records from any officers or authority of the University, relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the Chancellor, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against any one as he deems fit and the Vice-Chancellor shall comply with such directives.
- (3) The Chancellor shall have the right to conduct either, *suomotu* or on a representation received by him, an inspection of a School, hostel, office, or any other establishment or part of the University and of the

examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University.

- (4) The Chancellor shall communicate to the Vice-Chancellor, the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the communication made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the Chancellor and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall take action on the advice given by the Chancellor within a reasonable time.
- (5) The Vice-Chancellor shall, alongwith his opinion, communicate to the Chancellor the action proposed to be taken by the concerned authority.
- (6) Where the Authority concerned does not take action to the satisfaction of the Chancellor within the time limit, if any, fixed by the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- (7) Without prejudice to the foregoing provisions, the Chancellor may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University:

Provided that, before making any such order, he shall call upon the Officer or the Authority, as the case may be, of the University to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the Chancellor the same shall be considered.

- (8) Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose by the Governing Body shall be subject to confirmation by the Chancellor.
- (9) In case of resignation or termination of the Vice-Chancellor, the Chancellor shall nominate the Senior Director or Dean as Officiating Vice-Chancellor due to temporary absence of the regular incumbent.
- (10) In case of an emergency like illness, absence or death of the Chancellor, in his absence, the Vice-Chancellor shall perform the duties of the Chancellor till the Chancellor reassumes his office or a new Chancellor is appointed as the case may be. However, such a period will normally not exceed six months.
- (11) The Chancellor shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- (12) The Chancellor shall be the appointing and disciplinary authority for the following officers of the university, namely:
 - (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Deans of Faculties;
 - (iv) the Registrar;

- (v) the Controller of Examinations;
 - (vi) the Chief Finance and Accounts Officer.
- (13) The Chancellor may in writing under his signature, to the Sponsoring Body, resign from his office by giving a notice of three months. The Sponsoring Body may accept his resignation.

2.7 Removal of the Chancellor.—The Chancellor may be removed from his office by the sponsoring body on the recommendation of the Visitor, if it is satisfied that the incumbent:

- (1) becomes insane and stands so declared by a competent court;
- (2) has been convicted by a court for any offence involving moral turpitude;
- (3) becomes an un-discharged insolvent and stands so declared by a competent court;
- (4) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or
- (5) willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes, or has abused the powers vested in him or if the continuance of the Chancellor in the office has become detrimental to the interests of the University:

Provided that, the Chancellor shall be given a reasonable opportunity to show-cause by the sponsoring body before taking recourse to action for his removal from the said office.

2.8 Vice-Chancellor

Appointment, Terms and Conditions of the Vice-Chancellor:

- (1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (1) of Section 17 of the Act, hold office for a term of three years:

Provided that, after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years.

Provided further that a Vice-Chancellor shall continue to hold the office even after expiry of his term till new Vice-Chancellor joins. However, in any case this period shall not exceed one year after re-appointment.
- (2) There shall be a three member search committee constituted by appointed by the Chancellor for appointment of Vice-Chancellor.
 - (i) a nominee of the Sponsoring body nominated by the Chairman, who shall act as the Chairman of this committee;
 - (ii) an eminent educationist nominated by the Sponsoring body;
 - (iii) Vice-Chancellor or former Vice-Chancellor of the other University nominated by the Sponsoring body.
- (3) The Search Committee shall recommend a panel of not more than five names in alphabetical order to the Governing Body in a sealed envelope for appointment to the post of Vice-Chancellor within such period as the Chancellor may stipulate while appointing the Search Committee.
- (4) The Vice-Chancellor shall be appointed by the Chancellor from the panel of three persons recommended by the Governing Body. The Chancellor

may call all the members from the panel for discussion and appoint one of them as Vice Chancellor.

- (5) In case the Search Committee fails to make a unanimous recommendation, each member of the Committee shall submit a panel of not more than five names to the Governing Body and the Governing Body shall recommend a panel of three persons to the Chancellor for appointment of the Vice-Chancellor.
- (6) Non Submission of the panel by any member of the Search Committee shall not invalidate the appointment of the Vice-Chancellor.
- (7) The Vice-Chancellor shall hold office for a term of three years from the date on which he enters upon his office or till attaining the age of 65 years, whichever is earlier and shall be eligible for reappointment for one more term of three years.

Provided that, the Vice-Chancellor shall continue to hold his office after the expiry of his term till new Vice-Chancellor joins for a period not exceeding one year, in the aggregate.

- (8) The eligibility and criteria for the post of Vice-Chancellor shall be as may be prescribed by the rules and regulations issued by the University Grants Commission from time to time.
- (9) The Vice-Chancellor may by writing addressed to the Chancellor, resign from his office by giving a notice of three months.
- (10) If the vacancy occurs in the office of the Vice-Chancellor because of leave, illness, suspension pending departmental enquiry, resignation, termination or otherwise; the Chancellor may appoint Pro-Vice-Chancellor or in his absence, a suitable person to act as the Vice-Chancellor for a period not exceeding six months, in the aggregate.

2.9 Powers and Duties of Vice-Chancellor

- (1) The Vice-Chancellor shall be the principal executive and academic officer of the University responsible for the development of the University and shall have the powers of superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (2) The Vice-Chancellor shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, Regulating bodies and University Grants Commission are strictly followed and complied with.
- (3) The Vice-Chancellor shall have the power to convene the meetings of any of the authorities, bodies and committees as and when he considers it necessary so to do.
- (4) The Vice-Chancellor shall have the power to constitute committees which he deems necessary for the performance of the duty assigned to him by or under the Act.
- (5) The Vice-Chancellor shall oversee and monitor officers and staff; the working, performance and administration of the departments; institutions of specialized studies, laboratories, library, museums, hostels and schools maintained by the University.
- (6) The Vice-Chancellor may call for reports from the University Schools, hostels, or any other department imparting education or working under or supervision of the University in respect of any of the activities, as he may deem it necessary for the proper functioning of the University.

- (7) The Vice-Chancellor shall supervise and control the residence, conduct and discipline of the students of the University. He shall also oversee the general welfare of the students of the University.
- (8) The Vice-Chancellor shall, with the approval of the Board of Management, enter into, vary, carry out or cancel contracts on behalf of the University in exercise of the performance of the powers and duties assigned to him by or under the Act.
- (9) The Vice-Chancellor shall have power to call for any documents and information from any of the school of the University in respect of any matter connected with teaching, examination, research, finance or any matter affecting the discipline or efficiency of teaching in the schools, as he thinks fit and necessary.
- (10) In absence of the Chancellor, the Vice-Chancellor shall preside over the meetings of Governing Body and convocation of the University.
- (11) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, in his opinion the same is not consistent with the provisions of the Act, Statutes, Ordinances or Regulations or that such decision or resolution is not in the interest of the university and refer it back to the authority, body or committee concerned for reconsideration within fifteen days from the date of its decision or resolution. In case the authority, body or committee refuses to revise such decision or resolution wholly or partly or fails to take any decision within fifteen days then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- (12) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as would, in the ordinary course, have dealt with the matter.
In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an emergency, or on the action taken (where such action does not affect any person in the services of the University), or on both, the matter shall be referred to the Chancellor whose decision thereon shall be final:
Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which he receives notice of such action, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.
- (13) Where any matter is required to be regulated by the Statutes, Ordinances and Regulations, but no Statutes, Ordinances or Regulations are made in that behalf the Vice-Chancellor may, for the time being, regulate matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Governing Body or other authority or body concerned for approval. He may, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances and Regulations, as the case may be, required to be made in that behalf.

- (14) As the Chairman of the authorities or bodies or committees of the University, the Vice-Chancellor shall have the power to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member, and shall report the matter accordingly, to the Chancellor.
- (15) The Vice-Chancellor shall place before the Governing Body a report of the work of the university periodically as provided under the Ordinances.
- (16) The Vice-Chancellor shall be disciplinary authority for teachers and Class I (Group A) officers of the University.
- (17) The emoluments and other terms and conditions of service of Vice-Chancellor shall be such as may be prescribed by the Human Resource Manual of the University.

2.10 Removal of the Vice-Chancellor.—The Vice-Chancellor may be removed from his office by the sponsoring body on the recommendation of the Chancellor, if it is satisfied that the incumbent:

- (1) becomes insane and stands so declared by a competent court;
- (2) has been convicted by a court for any offence involving moral turpitude;
- (3) becomes an un-discharged insolvent and stands so declared by a competent court;
- (4) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or
- (5) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions, or has abused the powers vested in him or if the continuance of the Vice-Chancellor in the office is detrimental to the interests of the university:

Provided that the Vice-Chancellor shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal.

Provided further that the Chancellor may, at any time before making such order, place the Vice-Chancellor under suspension, pending enquiry.

2.11 Pro-Vice-Chancellor

- (1) The Pro-Vice-Chancellor shall be appointed by the Chancellor from amongst the Professors of the University on the recommendation of Vice-Chancellor with the approval of the Board of Management.
- (2) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging his duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the University authorities and bodies as assigned or in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor.
- (3) The Pro-Vice-Chancellor may resign from his post by submitting an application in writing to the Vice-Chancellor and on accepting the resignation resume his duties back as a Professor.
- (4) The provisions of removal of Vice-Chancellor shall *mutatis* and *mutandis* apply for removal of Pro-Vice-Chancellor.
- (5) The emoluments and other terms and conditions of service of the Pro-

Vice-Chancellor shall be such as may be prescribed by the Human Resource Manual of the University.

- (6) The Pro-Vice-Chancellor shall work under the control, direction and superintendence of the Vice-Chancellor.

2.12 Dean of Faculties

Appointment, Terms and Conditions of the Dean:

- (1) The Dean of the Faculty shall be appointed by the Chancellor on the recommendation of duly constituted Selection Committee consisting of the following:
- (i) The Vice-Chancellor – Chairman;
 - (ii) A nominee of the Governing Body appointed by the Chancellor – Member;
 - (iii) Registrar – Member Secretary.
- (2) The Dean of the faculty shall be appointed from amongst the Professor in the school of subjects under the faculty:
- Provided that where there is no Professor in the school, the Vice-Chancellor shall appoint, for time being, a teacher in the faculty as Dean.
- (3) The Dean shall be appointed for a period of three years and shall not be eligible for consecutive or subsequent terms unless there is no other Professor eligible or suitable for the appointment as Dean.
- (4) The Dean shall be the Chief Executive and Academic Officer of the faculty and shall supervise and control over the affairs of the school and will take decision on the recommendation of the various heads of the School or Departments. He will be accountable to Vice-Chancellor.
- (5) The emoluments and other terms and conditions of service of the Dean shall be such as may be prescribed by the Human Resource Manual of the University.
- (6) The Deans shall work under the control, direction and superintendence of the Vice-Chancellor.

2.13 Powers and Duties of the Dean of Faculties

The Powers and duties of the Dean shall include:

- (1) He shall preside over the meetings of departments under the school and shall see that the various decisions taken at these meeting are implemented and submit its report to the Vice-Chancellor;
- (2) He shall be responsible for the academic development and application of quality benchmarks for the various academic programmes, maintenance of standards of teaching and research and training of teachers within his faculty;
- (3) The Dean shall also exercise the following powers and perform following duties:
 - (i) facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
 - (ii) arrange for feedback responses from the students, the teachers, the non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;

- (iii) organize of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (iv) arrange for document of the various programs/activities of higher education, leading to quality improvement;
- (v) coordinate the quality-related activities, including adoption and dissemination of good practices; development and maintenance of institutional database through management information system for the purpose of maintaining /enhancing the quality;
- (vi) develop quality culture in higher education;
- (vii) planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by University for academic competence of the faculty members;
- (viii) make proposals to the Board of Management for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes and making regulations for their award;
- (ix) recommend to the Board of Management through the Academic Council proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science & Technology Parks, entrepreneurship development and industry incubation centre, IPR centre, workshops, hobby centers, museums, etc.;
- (x) control, regulate and coordinate research activities to maintain standards of teaching and research in the University Departments;
- (xi) make recommendations to the Academic Council for conduct of post-graduate courses in University Departments;
- (xii) make recommendations to the Academic Council regarding the norms of recognition of post-graduate teachers and research guides in post-graduate departments in the University;
- (xiii) make recommendations to the Academic Council regarding the norms of recognition of Under-Graduate teachers and project guides for undergraduate Courses;
- (xiv) recommend to the Academic Council the course structure for undergraduate, post-graduate, M. Phil., pre-Ph.D., and Ph. D. courses;
- (xv) exercise such other powers and perform such other duties as directed by the Vice-Chancellor;
- (xvi) co-ordinate and supervise the procedure of admission of students made by the various University Teaching Departments or Institutes;
- (xvii) make arrangements for classes including, evening classes, diploma courses, etc.;
- (xviii) get the academic calendars prepared;
- (xix) prepare proposals of fellowship and other distinctions;

- (xx) co-ordinate with other Deans in respect of matters of inter-faculty;
- (xxi) consider and decide upon the grievance of students regarding enrollment, eligibility and migration.

2.14 Registrar

Appointment, Terms and Conditions of the Registrar:

- (1) The Registrar shall be a whole-time salaried officer of the University and shall be appointed by the Chairperson of the sponsoring body on the recommendation of a Selection Committee, for a tenure of three years, which may be renewed for similar term by the Chairperson of the sponsoring body.
- (2) Selection Committee for Appointment of Registrar shall consists of the following:
 - (i) the Vice-Chancellor, *ex-officio* Chairman;
 - (ii) one nominee of the Sponsoring Body;
 - (iii) two persons, nominated by the Governing Body from amongst its members;
 - (iv) two experts having special knowledge in the field related to the post who are not connected with the University, nominated by the Vice-Chancellor.
- (3) The qualifications and experience for appointment of the Registrar shall be such as may be prescribed by the University Grants Commission and approved by the Government.
- (4) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Human Resource Manual of the University:

Provided that the term of appointment of the Registrar shall not be continued beyond the date of his attaining the age of sixty five years.

Provided further that notwithstanding his attaining the age of sixty five years, he shall continue in the office until his successor is appointed and enters upon his office for a period upto one year.

- (5) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a suitable person to officiate as the Registrar until the Registrar resumes duties.
- (6) The Registrar may by writing under his signature addressed to the Chancellor, resign from his office by giving notice of three months.
- (7) The Registrar shall work under control, direction and superintendence of the Vice-Chancellor.

2.15 Power and Duties of Registrar

- (1) The Registrar shall be member Secretary of the Governing Body, the Academic Council, the Board of Management and Grievance Redressal Committee. He shall place before these authorities all such information as may be necessary for the transaction of the business. He shall also be the Member Secretary of Selection Committee for the appointment of the teachers of the University. However, he shall not be entitled to vote.
- (2) The Registrar shall be the chief administrative officer of the University. Subject to the decision of the authorities of the University, he shall have

the power to enter into agreements, contracts, sign documents and authenticate records on behalf of the University.

- (3) The Registrar shall be the disciplinary authority for non-teaching staff of group B, C and D (class II, III and IV) of the University:

Provided that the employee may prefer an appeal to the Vice-Chancellor against the order of the Registrar imposing any of the penalties within a period of thirty days from the date order.

- (4) The Registrar in his work shall be assisted by a number of other officers including Deputy and Assistant Registrars. They shall work under the control, direction and superintendence of the Registrar.
- (5) To represent the University in suits or proceedings by or against the University, the Registrar shall sign powers of attorney and verify the pleadings.
- (6) The Registrar shall make available such papers and documents and other information as the Chancellor or the Vice-Chancellor may require.
- (7) It shall be the duty of the Registrar:
- (i) to be custodian of the records, the common seal and such other property of the University as the Board of Management may commit to his charge;
 - (ii) to issue all notices convening meetings of the Governing Body, Board of Management, Academic Council or any other committee appointed by the authority of the University or Vice-Chancellor;
 - (iii) to prepare the agenda of the meetings of the authorities of the University and circulate the same to the concerned members;
 - (iv) shall receive complaints and suggestions regarding improvement of administration;
 - (v) shall perform such other duties as may be directed by the Vice-Chancellor.

2.16 Removal of the Registrar.—The Registrar may be removed from his office if the Chancellor is satisfied that the incumbent:

- (1) becomes insane and stands so declared by a competent court;
- (2) has been convicted by a court for any offence involving moral turpitude;
- (3) becomes an un-discharged insolvent and stands so declared by a competent court;
- (4) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or
- (5) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions, or has abused the powers vested in him or if the continuance of the Registrar in the office is detrimental to the interests of the university:

Provided that the Registrar shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal.

Provided further that the Chancellor may, at any time before making such order, place the Registrar under suspension, pending enquiry.

2.17 Chief Finance and Accounts Officer**Appointment of Chief Finance and Accounts Officer:**

- (1) The Chief Finance and Accounts Officer shall be a whole time salaried officer of the University and shall be appointed by the Chancellor on the recommendation of Selection Committee for a tenure of three years, which may be renewed for a similar term by the Chancellor following due process of selection.
- (2) Selection Committee for appointment of Chief Finance and Accounts Officer shall consist of the following:
 - (i) the Vice-Chancellor, *ex-officio* Chairman;
 - (ii) one nominee of the Sponsoring Body;
 - (iii) two persons, nominated by the Governing Body from amongst its members;
 - (iv) two experts having special knowledge in the field related to the post who are not connected with the University, nominated by the Vice-Chancellor.
- (3) The Chief Finance and Accounts Officer shall be an officer of the University responsible for handling finance, accounts and audit of the University.
- (4) The qualifications of Chief Finance and Accounts Officer shall be as under:
 - (i) Post Graduate preferably in Commerce or Economics or MBA in Financial Management with minimum ten years' experience of working in any University or Institute or Organization to manage finance, accounts and audit;
 - (ii) Desirable CA or equivalent attainments.
- (5) The emoluments and other terms and conditions of service of Chief Finance and Accounts Officer shall be such as may be prescribed by the Human Resource Manual of the University:

Provided that the term of appointment of Chief Finance and Accounts Officer shall not be continued beyond the date of his attaining age of sixty two years.

Provided further that notwithstanding his attaining the age of sixty two years, he shall continue in the office until his successor is appointed and enters upon his office for a period upto one year.
- (6) When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a suitable person to officiate as the Chief Finance and Accounts Officer until the Chief Finance and Accounts Officer resumes duties.
- (7) The Chief Finance and Accounts Officer may by writing under his signature addressed to the Chancellor, resign from his office by giving a notice of three months.
- (8) The Chief Finance and Accounts Officer shall work under the direction, supervision and control of the Vice-Chancellor.
- (9) The Chief Finance and Accounts Officer shall be member secretary of the Finance Committee and the Central Purchase Committee and may be invited to a meeting of the Board of Management or the Governing

Body, as and when required, but he shall have no right to vote.

- (10) The Chief Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts, balance sheet and audit report of statutory auditor to the Finance and Accounts Committee, the Board of Management and the Governing Body.

2.18 Powers and Duties of Chief Finance and Accounts Officer

The duties of the Chief Finance and Accounts Officer shall be to:

- (1) exercise general supervision over the funds of the university, and shall advise the Vice-Chancellor as regards the finances of the university;
- (2) hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the university;
- (3) ensure that the limits fixed by the university for recurring and non recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted; keep watch on the state of the cash and bank balance and of investments;
- (4) keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;
- (5) collect the income, disburse the payments and maintain the accounts of the University;
- (6) arrange for the conduct of continuous internal audit of the accounts of the University and shall pre-audit such bills as may be required in accordance with any standing orders in that behalf;
- (7) perform such other functions in respect of financial matters as may be assigned to him by the Governing Body or the Board of Management or the Vice-Chancellor;
- (8) ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable materials in all offices, University Departments, workshops and stores of the university is conducted regularly;
- (9) probe into any unauthorized expenditure and other financial irregularities and suggest to the competent authority, disciplinary action against persons at fault;
- (10) propose to the Vice-Chancellor that explanation be called for unauthorized expenditure or other financial irregularities from any university teacher;
- (11) propose to the Registrar that explanation be called from any non-teaching staff for unauthorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
- (12) call from any office, centre, laboratory, departments or schools of the university, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities;
- (13) have the accounts of the University audited regularly;
- (14) submit unaudited quarterly report to the Chancellor, Governing Body and Board of Management;

- (15) exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor.

2.19 Removal of the Chief Finance and Accounts Officer

The Chief Finance and Accounts Officer may be removed from his office if the Chancellor is satisfied that the incumbent:

- (1) becomes insane and stands so declared by a competent court;
- (2) has been convicted by a court for any offence involving moral turpitude;
- (3) becomes an un-discharged insolvent and stands so declared by a competent court;
- (4) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or
- (5) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions, or has abused the powers vested in him or if the continuance of the Chief Finance and Accounts Officer in the office is detrimental to the interests of the university:

Provided that the Chief Finance and Accounts Officer shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal.

- (6) If at any time upon representation made or otherwise and after making such enquiry as may be deemed necessary, the situation so warrants that the continuance of Chief Finance and Accounts Officer is not in the interest of University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of Chief Finance and Accounts Officer:

Provided that before taking any action the Chief Finance and Accounts Officer shall be given an opportunity of being heard.

Provided further that the Chancellor may, at any time before making such order, place the Chief Finance and Accounts Officer under suspension, pending enquiry.

2.20 Controller of Examinations

Appointment, Terms and Conditions of the Controller of Examination

- (1) The Controller of Examination shall be appointed by the Chancellor on the recommendation of a duly constituted Selection Committee consisting of the following:
 - (i) the Vice-Chancellor, *ex-officio* Chairman;
 - (ii) one nominee of the Sponsoring Body;
 - (iii) two persons, nominated by the Governing Body from amongst its members;
 - (iv) two experts, nominated by the Vice-Chancellor, having special knowledge in the field related to the post, who are not connected with the University.
- (2) The Controller of Examination shall be a whole-time salaried officer of the University appointed for a tenure of three years, which may be renewed for a similar terms by the Chancellor.

- (3) The qualifications and experience for appointment of the Controller of Examinations shall be such as may be prescribed by the University Grants Commission and approved by the Government.
- (4) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Human Resource Manual of the University:
Provided that the term of appointment of the Controller of Examinations shall not be continued beyond the date of his attaining the age of sixty five years.
Provided further that notwithstanding his attaining the age of sixty five years, he shall continue in the office until his successor is appointed and enters upon his office, or for a period of one year, whichever is earlier.
- (5) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or otherwise, unable to perform the duties of his office, the Vice-Chancellor may appoint a suitable person to officiate as the Controller of Examinations.
- (6) The Controller of Examinations may by writing under his signature addressed to the Chancellor, resign from his office by giving a notice of three months.

2.21 Powers and Duties of Controller of Examinations

- (1) The Controller of Examinations shall be the principal Officer in-charge to conduct examinations and declaration of their results and making it available on internet and intranet for the students. He shall discharge his functions under the supervision, direction and control of the Vice-Chancellor.
- (2) The Controller of Examinations shall be the Member Secretary of the Board of Examination and may be invited to a meeting of the Board of Management or Governing Body, as and when required. But he shall have no right to vote.
- (3) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding and conducting examinations and tests properly and timely declaration of their results.
- (4) Subject to the prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities, namely:
 - (i) to prepare and announce in advance the calendar of examinations which shall be placed before the Board of Examinations;
 - (ii) to appoint Examiners and Moderators from the list approved by the Board of Examinations;
 - (iii) to arrange for printing of question papers and blank answer books and their safe custody;
 - (iv) to arrange to get performance of the candidates at the examinations properly assessed and to process results;
 - (v) to postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons or department or school alleged to have committed malpractices;

- (vi) to implement the recommendations of the Board of Examinations pertaining to conducting and supervising the online examinations pattern for the courses wherever feasible;
 - (vii) to take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - (viii) to make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure efficiency and confidentiality;
 - (ix) to submit report regarding conduct of examinations to the Board of Examination and Academic Council.
- (5) The Controller of Examination shall advise the Vice-Chancellor in all matter related to the Examinations and shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Board of Examinations, the Vice-Chancellor and the Chancellor.
- (6) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or otherwise, unable to perform his duties the Vice-Chancellor may appoint a suitable person to officiate as the Controller of Examinations until the Controller of Examinations resumes duties.

2.22 Removal of the Controller of Examinations

The Controller of Examination may be removed from his office if the Chancellor is satisfied that the incumbent:

- (1) becomes insane and stands so declared by a competent court;
- (2) has been convicted by a court for any offence involving moral turpitude;
- (3) becomes an un-discharged insolvent and stands so declared by a competent court;
- (4) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or
- (5) has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions, or has abused the powers vested in him or if the continuance of the Controller of Examinations in the office is detrimental to the interests of the university or miserably failed in his duties in supervising and controlling examinations which in result has seriously affected credibility and reputation of the University:

Provided that the Controller of Examinations shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal.

Provided further that the Chancellor may, at any time before making such order, place the Controller of Examination under suspension, pending enquiry.

2.23 Director of Students' Welfare

- (1) The Director of Students' Welfare shall be nominated by the Vice-Chancellor from amongst the teachers of the University, who possess teaching experience of not less than ten years and who is not below the rank of Associate Professor.

- (2) The Director shall hold office for a term of three years and shall be eligible for re-appointment.
- (3) (i) The Director of Students' Welfare shall be assisted by a team of teachers, nominated by the Vice-Chancellor, who shall perform their duties in addition to their normal duties of teacher. The teachers so nominated shall be called Assistant Director of Students' Welfare.
(ii) One of the Assistant Director of Students' Welfare shall be appointed from amongst the lady teachers of the University who shall look after the welfare of the girl students.
- (4) It shall be the duty of the Director of Students' Welfare and the Assistant Director of Students' Welfare to assist the students in matters requiring help and guidance and, in particular, to help and advise students and prospective students in:
 - (i) obtaining admission to the University and its courses;
 - (ii) the choice of suitable courses and hobbies;
 - (iii) finding living accommodation;
 - (iv) making boarding arrangements;
 - (v) obtaining medical advice and assistance;
 - (vi) securing scholarships, stipends, part-time employment and other pecuniary assistance through earn and learn scheme;
 - (vii) obtaining travel facilities for holidays and educational excursions;
 - (viii) securing facilities for further studies abroad and; conducting themselves in proper pursuit of academic studies as to maintain the traditions of the University.
- (5) The Director of Students' Welfare may communicate with the guardian of students in respect of any matter requiring his assistance when necessary.
- (6) The Vice-Chancellor may on the recommendation of the Director of Students' Welfare take disciplinary action against students.
- (7) The Director of Students' Welfare may be paid honorarium out of the funds of the University as the Vice-Chancellor may decide with prior approval of the Board of Management.
- (8) The Director of Students' Welfare shall work under the direction, supervision and control of the Vice-Chancellor.

CHAPTER – 3

AUTHORITIES OF THE UNIVERSITY

3.1 Authorities of the University

The following shall be the authorities of the University:

- (1) the Governing Body;
- (2) the Board of Management;
- (3) the Academic Council;
- (4) the Board of Examinations;
- (5) the Faculty;
- (6) the Boards of Studies;
- (7) the Planning and Monitoring Board.

3.2 Governing Body

- (1) The Governing Body shall be the principal executive authority to lay policy of the University.
- (2) The Governing Body shall consist of the following members, namely:
 - (i) the Chancellor; Chairperson;
 - (ii) the Vice-Chancellor;
 - (iii) five persons, nominated by the sponsoring body out of whom two shall be eminent educationists;
 - (iv) one expert of management or information technology from outside the University, nominated by the Chancellor;
 - (v) one expert of finance nominated by the Chancellor;
 - (vi) the Registrar shall be member secretary, but shall not have right to vote.
- (3) The term of the members, other than ex-officio, of the Governing Body shall be three years.

3.3 Meetings of Governing Body

- (1) The Governing Body shall meet at least three times in a calendar year. A meeting of the Governing Body shall be convened by giving advance notice of fifteen days:

Provided that any emergency meeting of the Governing Body may be held without any notice if the quorum is complete either by the presence or the members at the venue of the meeting or the members joined through Video conference.
- (2) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the University as soon as possible after the meeting.
- (3) The quorum for the meeting of the Governing Body shall be four.
- (4) Each member of the above Governing Body including its Chairman shall have one vote and decisions at the meeting of the Governing Body shall be taken by simple majority of members present. In case of a tie, the Chairman shall have a casting vote.
- (5) Any business, which may be necessary to be urgently transacted by the Governing Body, may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

- (6) If a member, other than the Vice Chancellor does not attend three consecutive meetings of the Governing Body without leave of absence granted by the Chairman, he ceases to be a member of the Governing Body.

3.4 Powers and Duties of Governing Body

- (1) The Governing Body shall be the supreme authority of the University and principal executive body of the University and shall have the following powers, namely:
- (i) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act and Statutes and Ordinances of the University;
 - (ii) 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 Rules or regulations made there under;
 - (iii) to approve the budgets and annual report of the University;
 - (iv) to lay down the policies to be followed by the University;
 - (v) to make the amend or repeal statutes;
 - (vi) to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts;
 - (vii) to carry out such activities as may be necessary or feasible in furtherance of the objects of the University;
 - (viii) to provide instruction, training and research in such branches of learning as the University may think fit and to make provision for research and advancement and dissemination of knowledge particularly in professional and innovative courses;
 - (ix) to establish and maintain departments of the University;
 - (x) to develop innovative patterns of teaching for the courses run in the University;
 - (xi) to make provisions for curricular, co-curricular, extracurricular activities for the students and employees;
 - (xii) to create academic, administrative support staff and other necessary posts;
 - (xiii) to hold examination and to grant and confer degrees, titles, diplomas, certificates and other academic distinctions on persons who have pursued and passed an approved course of study of the University, subject to such conditions as the University may determine and to withdraw any such degrees, titles, diplomas, certificates and other academic distinction on good and sufficient cause;
 - (xiv) to recognize academic credits acquired through examinations, periods of study (whether in full or in part) of other universities, institutions or other places of higher learning as equivalent to examinations and periods of study in the University and to withdraw such recognition at any time;

- (xv) to consider the recommendation of the Board of Management, and thereupon confer honorary degrees or other academic distinctions;
- (xvi) to hold and manage endowments and arrange other properties and funds of the University and to raise loans required for the purposes of the University by seeking approval of the sponsoring bodies;
- (xvii) to fix fees and to demand and receive such fees and other charges as may be prescribed;
- (xviii) to institute and maintain hostels and to recognize places of residence for the students of the University and to withdraw such recognition accorded to any such places of residence;
- (xix) to supervise and control the places of residence for the students of the University and to regulate the discipline of the students of the University and to make arrangements for promoting their health;
- (xx) to create academic, technical, administrative, ministerial and other posts and to make appointments thereto;
- (xxi) to regulate and enforce discipline amongst the employees of the University and to take such disciplinary measures as may be necessary;
- (xxii) to institute professorship, associate professorship, assistant professorship and any other teaching academic or research posts as may be deemed necessary by the University and to appoint duly qualified persons as professors, associate professors, assistant professors, research assistant or otherwise as teachers and researchers of the University;
- (xxiii) to provide for printing, reproduction and publication of research and other works and to organize exhibitions;
- (xxiv) to organize and conduct refreshers courses, orientation courses, workshops, seminars, conferences and other programs for teachers, evaluators and other academic staff;
- (xxv) to determine standards of admission to the University with the approval of the Academic Council;
- (xxvi) to co-operate with other organizations in matters of education, training and research;
- (xxvii) to co-operate with institutions with higher learning in any part of the world having objects wholly or partly similar to those of the University, through faculty exchange programme and scholars and generally in such manner as may be conducive for furtherance of the objects of the University;
- (xxviii) to regulate expenditure and to manage the funds of the University;
- (xxix) to establish and maintain within the premises of the University or elsewhere such classrooms, study halls, etc., as the University may consider necessary, and to adequately furnish the same;
- (xxx) to receive grants, subscriptions, donations and gifts for the purpose of the University consistent with the objects for which the University is established;

- (xxxi) to establish, the centers, sub-centers, or study centers in the State of Bihar for promotion of distance education and online education;
 - (xxxii) to purchase, take on lease or accept as gift or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper, to construct buildings or alter and maintain any such buildings or works.
- (2) The Governing Body may by a resolution, delegate to the Chancellor, Vice- Chancellor, Pro-Vice-Chancellor or any other officer, such of its powers as it may deem fit, subject to the condition that the action taken by the Chancellor or the Vice-Chancellor or the Pro-Vice-Chancellor or the officer concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Governing Body.

3.5 Board of Management

- (1) The Board of Management shall consist of the following members, namely:
- (i) the Vice-Chancellor;- Chairperson;
 - (ii) two members of the Governing Body, nominated by the sponsoring body;
 - (iii) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (iv) three persons from amongst the teachers, nominated by the sponsoring body;
 - (v) two teachers, nominated by the Vice-Chancellor;
 - (vi) the Registrar shall be Member Secretary but shall not have right to vote.
- (2) The Board of Management shall meet at least once in every two months.
- (3) The quorum for meetings of the Board of Management shall be five.
- (4) The term of the nominated members of the Board of Management shall be of three years. No member shall be nominated for more than two consecutive terms.

3.6 Powers and Functions of Board of Management

- (1) The Board of Management shall exercise the following powers and perform the following duties, namely:
- (i) to accept financial accounts and audit report;
 - (ii) to present the budget estimate as received from the finance committee with its own modification, if any, to the Governing Body for its consideration and approval;
 - (iii) to perform any other function that may be assigned by the Governing Body and the Chancellor;
 - (iv) to make, amend or repeal Statutes for approval of Governing Body;
 - (v) to recommend to the Governing Body to make, amend or repeal Ordinances recommended by Academic Council;
 - (vi) to consider and approve the report of the selection committee and forward the same to the Governing Body for information;

- (vii) to monitor, control and administer the general activities of the University;
 - (viii) to frame fee structure for various courses and decide criterion for exemption in fee to needy and meritorious students;
 - (ix) to create teaching and other academic posts including Chairs;
 - (x) to appoint such Professors, Associate Professors, Assistant Professors and other academic staff including Chair Professor, as may be necessary, on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
 - (xi) to promote inter-disciplinary research through joint appointments of teaching staff in various Schools and Departments;
 - (xii) to create administrative, ministerial and other necessary posts and to define their duties and conditions of their service and to make appointments thereto in the manner prescribed by the ordinances;
 - (xiii) to regulate and enforce discipline among employees in accordance with the Human Resource Manual;
 - (xiv) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agencies or persons as it may think fit;
 - (xv) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;
 - (xvi) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
 - (xvii) to enter into vary, carry out and cancel, agreements and contracts on behalf of the University;
 - (xviii) to appoint examiners and moderators and, if necessary, to remove them, and to fix their emoluments and travelling and other allowances;
 - (xix) to select a common seal for the University and provide for the use of such seal;
 - (xx) to make such special arrangements as may be necessary for the residence of women students;
 - (xxi) to institute and decide the policy for award of fellowships, scholarships, studentships, medals and prizes;
 - (xxii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
 - (xxiii) to enter into partnership with industry and non-government organization for the advancement of knowledge and establish a corpus fund out of the profits of such partnership; and
 - (xxiv) to exercise such other powers and duties which are not assigned to any other authorities of the University.
- (2) The Board of Management shall have the power of management and administration of the revenues and property of the University and all other matters otherwise not provided for, anywhere in these Statutes.

- (3) The Board of Management shall, from time to time, prepare its fees structure and forward it for approval of the committee constituted by the State Government for the purpose.
- (4) The Board of Management shall not charge any fees, by whatever name called, other than that for which it is prescribed.
- (5) Fees for duplicate mark-sheets, Re-evaluation of answer papers, issuance of degree certificates and for such other matters shall be charged from the students, as prescribed by the Board of Management.
- (6) The Board of Management shall take action in regard to the number, qualifications and emoluments of teachers after considering the advice of Academic Council and the Schools concerned.
- (7) The Board of Management shall give due consideration to every resolution of the Governing Body and take such action thereon as necessary and report to the Governing Body, the action taken.

3.7 Academic Council

- (1) The Academic Council shall be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension and collaboration programmes in academic matters and evaluation of work-load of the teachers.
- (2) The Academic Council of the University shall consist of the following persons, namely:
 - (i) the Vice-Chancellor, Chairperson;
 - (ii) the Pro-Vice-Chancellor, if any;
 - (iii) the Deans of faculties;
 - (iv) the Chairmen of the Board of Studies;
 - (v) the Controller of Examinations shall be the permanent invitee and he shall have right to speak on matters pertaining to examinations but shall not have right to vote;
 - (vi) the Registrar shall be the Member Secretary of the Academic Council but shall not have the right to vote.
- (3) The Academic Council shall meet as often as may be necessary but not less than twice a year.
- (4) One-third members of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (5) Any business which may be necessary for the Academic Council to transact except such as may be placed before its meeting, may be circulated along with the proposed resolution among all its members. The resolution so circulated and approved by a simple majority of total members shall be effective and binding as if such resolution has been passed in the meeting of the Academic Council.

3.8 Powers and Duties of Academic Council

- (1) The Academic Council shall be the principal academic authority of the University and shall be responsible for regulating and maintaining the standards of teaching, research and examination in the University.
- (2) The Academic Council shall exercise the following powers and duties, namely:
 - (i) to recommend to the Board of Management regarding institution of degrees, diplomas, certificates and other academic distinctions;

- (ii) to recommend to the Board of Management to make, amend or repeal Ordinances on issues related to the students and academic matters;
- (iii) to allocate subjects to the faculties;
- (iv) to make proposals for the establishment of schools of the University, departments of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;
- (v) to consider and make recommendations regarding new proposals for creation of professorships, professorship of chair, associate professorships, assistant professorship, Head of Research and Publication and non vocational academic staff required by the university;
- (vi) to promote research within the University, acquire reports on such research from time to time;
- (vii) to make proposal to the Board of Management for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes and make regulations for their award;
- (viii) to prescribe qualifications and norms for appointment of papers setter, examiners, moderators and others, concerned with the conduct of examinations;
- (ix) to appoint committees to review periodically the utility and practicability of the existing courses of study and the desirability or necessity of reviewing or modifying them in the light of new knowledge or changing societal requirements;
- (x) to make proposal for the conduct of interfaculty and area or regional studies, common facilities, such as instrumentation centres, workshops, hobby centers, museums, etc.;
- (xi) to prescribe norms for recognition of teacher of the University as M.Phil./Ph.D. Guide;
- (xii) to make proposals to the Board of Management to prescribe fees and other charges;
- (xiii) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under the Act, the Statutes, Ordinances, and Regulations;
- (xiv) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Schools, evaluation of research and improvement of academic standards;
- (xv) to bring about and promote inter-School co- ordination and to establish or appoint such committees or boards as may deem necessary for the purpose;
- (xvi) to consider matters of general academic interest either on its own initiative, or on a reference by a School or the Board of Management, and to take appropriate action thereon;
- (xvii) to recognize diploma and degrees of other Universities including foreign Universities and to determine equivalence of such diplomas and degrees in consonance of existing norms;

- (xviii) to assess the viability of collaboration of academic programme with other universities including foreign university and make such recommendation of tie-up to the Governing Body.
- (3) Academic Council shall, generally, advise the university on all academic matters and submit to the Board of Management the details of the academic calendar and feasibility reports on academic programmes.

3.9 Board of Examinations

- (1) The Board of Examinations shall be the principal authority for conducting the examination and making policy decisions in regard to organising and holding examinations, improving the system of examinations, appointing the paper-setters, examiners, moderators and also prepare the schedule of dates of holding examinations and declaration of results. The Board of Examinations shall submit the detailed program of examinations to the Academic Council.
- (2) The Board of Examinations shall consist of following members, namely:
- (i) the Vice-Chancellor – Chairperson;
 - (ii) the Pro – Vice Chancellor, if any;
 - (iii) the Deans of the faculties;
 - (iv) one head of university department, not below the rank of Associate Professor, nominated by the Vice-Chancellor;
 - (v) one Professor other than Dean, nominated by the Board of Management;
 - (vi) one evaluation expert, co-opted by the Board of Examinations;
 - (vii) the Controller of Examinations, Member-Secretary.
- (3) The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter related to conduct of examinations.
- (4) The Board of Examinations shall meet at least once in each academic term.
- (5) One-third of the total members of the Board of Examinations shall constitute the quorum for the meeting of the Board of Examinations.

3.10 Powers and Functions of the Board of Examinations

- (1) The Board of Examinations shall ensure proper organization of examinations and tests of the university, including moderation, tabulation and the declaration of results.
- (2) In particular and without prejudice to the generality of duties the Board of Examinations shall exercise the following powers and perform the following duties, namely:
- (i) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Board of Studies and, where necessary, having regard to the recommendations made by the committee under the Statute 3.10 (5)
 - (ii) to remove or debar them;
 - (ii) to undertake, exercise and experiment in examination reforms including distance and online examinations for the courses wherever feasible;

- (iii) to exercise such other powers in relation to examinations as may be assigned to it by or under the Act.
- (3) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Board of Examinations the action taken by him.
- (4) (i) In order to appoint paper-setters, examiners and moderators, the Board of Examinations shall constitute committees for every subject consisting of:
 - (a) the Pro-Vice-Chancellor, if any, Chairman;
 - (b) the Dean of the concerned faculty; Chairman in the absence of the Prof-Vice-Chancellor;
 - (c) the Chairman of the concerned Board of Studies;
- (ii) The Controller of Examinations shall act as Secretary of such committees;
- (iii) The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;
- (iv) No member of the Board of Examinations or the committees shall be appointed as paper-setter, examiner, moderator or referee;
- (v) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairman of the committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seals intact shall be used for the examination purpose;
- (vi) Assessment of answer books for all degree examinations shall be done centrally through central assessment system;
- (vii) It shall be obligatory on every teacher and on the non-teaching employee of the university, to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action.
- (5) (i) In order to investigate and take disciplinary action for mal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever the Board of Examinations shall constitute a committee of not more than five persons of whom one shall be Chairman;
- (ii) Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit against the person or persons involved in the mal-practices, directly or indirectly.

- (6) The Board of Examinations shall prepare the financial estimates for incorporation in the budget of the university and shall submit the same to the Finance Committee.
- (7) The Board of Examinations shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

3.11 Faculty

- (1) The faculties shall be principal academic co-ordinating authority of the university. The faculty shall co-ordinate studies and research in the subjects included in the faculty and also studies and research in multi-faculties.
- (2) The faculty shall consist of the following members:
 - (i) the Dean of the faculty – Chairman;
 - (ii) the Chairman of each Board of Studies for the subjects comprised in the faculty;
 - (iii) two members of each Board of Studies to be nominated by the Vice-Chancellor.
- (3) There shall be the following faculties in the University namely:
 - (i) the Faculty of Arts, Fine Arts and Humanities;
 - (ii) the Faculty of Social Sciences;
 - (iii) the Faculty of Science;
 - (iv) the Faculty of Law;
 - (v) the Faculty of Engineering and Technology;
 - (vi) the Faculty of Commerce and Management Sciences;
 - (vii) the Faculty of Education and Physical Education;
 - (viii) the Faculty of Pharmaceutical Sciences;
 - (ix) the Faculty of Medicine;
 - (x) the Faculty of Ayurveda and Unani Medicine;
 - (xi) the Faculty of Paramedical Sciences;
 - (xii) the Faculty of Dental Sciences;
 - (xiii) the Faculty of Homeopathy;
 - (xiv) the Faculty of Nursing;
 - (xv) the Faculty of Agriculture;
 - (xvi) the Faculty of Dairy Technology;
 - (xvii) the Faculty of Fisheries.
- (4) The faculty shall comprise of the subjects as follows:
 - (i) **Faculty of Arts, Fine Arts and Humanities;**
 - (a) Maithili
 - (b) Marathi
 - (c) Bengali
 - (d) Hindi
 - (e) English
 - (f) German
 - (g) French
 - (h) Russian
 - (i) Sanskrit, Pali & Ardhamagadhi
 - (j) Latin and Greek
 - (k) Persian, Arabic and Urdu

- (l) Linguistics
 - (m) Music
 - (n) Dancing
 - (o) Dramatics - Fine Arts
 - (p) Drawing and Painting
 - (q) Sculpture
 - (r) Mass Communication and Journalism
 - (s) Library and Information Science
- (ii) Faculty of Social Sciences;**
- (a) History
 - (b) Ancient Indian History, Culture and Archaeology
 - (c) Philosophy
 - (d) Psychology
 - (e) Sociology
 - (f) Anthropology
 - (g) Politics
 - (h) Civics and Public Administration
 - (i) Economics
 - (j) Defence and Strategic Studies
 - (k) Communication and Journalism
 - (l) Library and Information Science
 - (m) Social Work
 - (n) Archaeology
- (iii) Faculty of Science;**
- (a) Mathematics
 - (b) Statistic
 - (c) Physics
 - (d) Chemistry
 - (e) Botany
 - (f) Zoology
 - (g) Geology
 - (h) Meteorology
 - (i) Geography
 - (j) Computer Science
 - (k) Computer Applications
 - (l) Biotechnology
 - (m) Nanotechnology
 - (n) Bioinformatics
 - (o) Microbiology
 - (p) Electronic Science
 - (q) Molecular Biology
- (iv) Faculty of Law;**
- (a) Personal law including Hindu, Muslim, Parsi Law, etc. Roman and Dutch Law
 - (b) Jurisprudence including Constitutional Law, International Law, Conflict of Laws, Law regarding Legislation
 - (c) Law of Property and Land Laws including Equity and Easement Law
 - (d) Contract, Torts including Criminal Law

- (e) Cyber Law
- (f) Criminology and Penology
- (v) Faculty of Engineering and Technology;**
 - (a) Civil Engineering
 - (b) Computer Engineering
 - (c) Electrical Engineering
 - (d) Electronics Engineering
 - (e) Mechanical Engineering
 - (f) Metallurgy
 - (g) Aeronautical Engineering
 - (h) Marine Engineering
 - (i) Production Engineering
 - (j) Biotechnology
 - (k) Nanotechnology
- (vi) Faculty of Commerce and Management Sciences;**
 - (a) Accountancy
 - (b) Secretarial Practices
 - (c) Economics
 - (d) Indian Economy
 - (e) Human Resource Management
 - (f) Financial Management
 - (g) Production and Operation Management
 - (h) Information Technology
 - (i) Marketing Management
 - (j) Hotel Management
 - (k) Tourism Management
- (vii) Faculty of Education and Physical Education;**
 - (a) Education including Philosophical and Sociological Foundations, History of Education and Comparative Education
 - (b) Psychology
 - (c) Administration and Organization Sports and Physical education
- (viii) Faculty of Pharmaceutical Sciences;**
 - (a) Pharmaceutics
 - (b) Pharmaceutical Chemistry
 - (c) Pharmacognosy
 - (d) Pharmacology
 - (e) Quality Assurance
- (ix) Faculty of Medicine;**
 - (a) Anatomy
 - (b) Physiology
 - (c) Bio-Chemistry
 - (d) Pharmacology
 - (e) Pathology
 - (f) Forensic Medicine
 - (g) Medical Microbiology
 - (h) General Medicine
 - (i) Preventive Medicine

- (j) Pediatrics
- (k) Skin, Venereal Diseases
- (l) Psychiatry
- (m) Tuberculosis and Chest Diseases
- (n) General Surgery
- (o) Ophthalmology
- (p) Midwifery and Gynecology
- (q) Oto-Rhino-Laryngology
- (r) Orthopedics
- (x) Faculty of Ayurveda and Unani Medicine;**
 - (a) History of Ayurveda
 - (b) Sanskrit and Samhita
 - (c) PadarthaVigyana (Ayurvedic Philosophy)
 - (d) Rachana Sharira (Anatomy)
 - (e) Kriya Sharira (Physiology)
 - (f) Rasa Shastra evamBhaisajya Kalpana (Pharmaceuticals of Ayurveda)
 - (g) Dravyaguna (Materia Medica of Ayurveda)
 - (h) Nidan/VikritiVigyana (Pathology)
 - (i) Charaka Samhita (A Classical text of Ayurveda)
 - (j) Shalya Tantra
 - (k) Shalakya Tantra
 - (l) Prasuti Tantra evamStriRoga (Gynecology and Obstetrics)
 - (m) Tareekh-E-Tib
 - (n) Tahaffuziwasamaji tib
 - (o) IlmulAdvia
 - (p) MahiyatulAmraz
 - (q) Amraz-e-Atfal
- (xi) Faculty of Paramedical Sciences;**
 - (a) Blood Transfusion
 - (b) Optometry
 - (c) Cardiology Technician
 - (d) Community Medicine
 - (e) Endoscopy
 - (f) Neurology Technician
 - (g) Perfusion Technician
 - (h) Radiography
 - (i) Radiotherapy
 - (j) Operation Theatre Technician
 - (k) Emergency Medicine and General Medicine
 - (l) Forensic Sciences
 - (m) Microbiology
 - (n) Pathology Technician
- (xii) Faculty of Dental Sciences;**
 - (a) General Medicine
 - (b) General Surgery
 - (c) Oral Pathology and Oral Microbiology
 - (d) Conservative Dentistry and Endodontics
 - (e) Oral & Maxillofacial Surgery

- (f) Oral Medicine and Radiology
- (g) Orthodontics & Dentofacial Orthopaedics
- (h) Paediatric & Preventive Dentistry
- (i) Periodontology
- (j) Prosthodontics and Crown & Bridge
- (k) Public Health Dentistry
- (xiii) Faculty of Homeopathy;**
 - (a) Anatomy
 - (b) Physiology including Biochemistry
 - (c) Organon of Medicine, Principles of Homoeopathic Philosophy & Psychology
 - (d) Homoeopathic Pharmacy
 - (e) Homoeopathic Materia Medica & therapeutics
 - (f) Pathology & Microbiology
 - (g) Forensic Medicine and Toxicology
 - (h) Practice of Medicine
 - (i) Surgery
 - (j) Obstetrics and Gynecology
 - (k) Community Medicine
 - (l) Case taking and Repertory
- (xiv) Faculty of Nursing;**
 - (a) Paediatric Nursing
 - (b) Medical Surgical Nursing
 - (c) Psychiatric Nursing
 - (d) Community health Nursing
 - (e) Gynaecological Nursing and Midwifery
 - (f) Community Health Nursing.
 - (g) Principles of Nursing service Administration and Education
 - (h) Professional Nursing Including Nursing Research
- (xv) Faculty of Agriculture;**
 - (a) Agriculture
 - (b) Horticulture
 - (c) Food Technology
 - (d) Agriculture Bio-Technology
 - (e) Agriculture Engineering
 - (f) Animal Husbandry
 - (g) Agriculture Management
- (xvi) Faculty of Dairy Technology;**
 - (a) Dairy Chemistry
 - (b) Dairy Engineering
 - (c) Dairy Microbiology
 - (d) Animal Biochemistry
 - (e) Animal Biotechnology
 - (f) Dairy Cattle Breeding
 - (g) Dairy Cattle Nutrition
 - (h) Dairy Cattle Physiology
 - (i) Dairy Economics

(xvii) Faculty of Fisheries;

- (a) Aquaculture
- (b) Fishery Biology and Resource Management
- (c) Fishery Pathology and Microbiology
- (d) Fisheries Environment
- (e) Fish Processing Technology
- (f) Fishery Engineering
- (g) Fishery Extension
- (h) Fish Biology
- (i) Fish Economics & Management
- (j) Fish Extension Education
- (k) Fish Technology & Engineering
- (l) Hydrography
- (m) Aquaculture & Fishery Microbiology
- (n) Industrial Fish & Fisheries

3.12 Board of Studies

- (1) There shall be a Board of Studies for every subject or group of subjects, as may be decided by the Dean of the School concerned and approved by the Vice-Chancellor.
- (2) The Board of Studies shall consist of:
 - (i) Head of the Department - Chairman. If the Board has been constituted for more than one subject, the Vice Chancellor shall nominate the Chairman;
 - (ii) three teachers each from the category of Professors, Associate Professors and Assistant Professors of the subjects nominated by the Vice-Chancellor;
 - (iii) two Experts having experience in Industry or Academia or Research Organizations etc. nominated by the Vice-Chancellor.
- (3) The term of the nominated members shall be three years.

3.13 Powers and functions of the Board of Studies

- (1) The Board of Studies shall have the following powers and duties, namely:
 - (i) to prepare syllabus for various courses of studies and design online courses of studies, wherever feasible;
 - (ii) to recommend books, including textbooks, supplementary reading, reference books and other material for such courses of Graduate and Postgraduate studies;
 - (iii) to prepare requirements in respect of teaching of the subject at various courses including teachers' qualifications and infrastructure, such as library, laboratory, equipments, consumables etc. for consideration of Academic Council and Board of Management;
 - (iv) to make recommendations to the Academic Council regarding the norms of recognition of postgraduate teachers;
 - (v) to make recommendations to the Academic Council regarding the conduct of courses in University;

- (vi) to recommend names of suitable persons for inclusion in the panels for appointment of paper-setters, examiners and moderators at the University examinations in the subject;
 - (vii) to suggest organization of orientation and refresher courses in the subject.
- (2) Every decision of the Board of Studies shall be placed before the Dean of concerned Faculty for approval and make further recommendations to the Academic Council, wherever necessary.
- (3) (i) The Board shall meet as often as required but not less than four times in an academic year.
- (ii) The Chairman of the Board of Studies shall preside over the meetings of the Board. In the absence of the Chairman, the person elected by members present from amongst themselves shall preside at that meeting.
- (iii) The chairman shall convene the meeting of the Board by issuing a notice of minimum eight days and shall inform the Registrar. However, for the urgent and special meetings no notice will be required to be given provided all the members are present either in person or through video conference.
- (iv) The quorum for the meeting of Board of Studies shall be four.
- (v) Any items, questions, matters or proposals on the agenda shall be decided by majority votes of members present. In case of equality of votes, the Chairman shall have a casting vote.
- (vi) A copy of minutes of meetings will be forwarded to Registrar of University under the signatures of the Chairman and the Dean of faculty.

3.14 Planning and Monitoring Board

- (1) The Planning and Monitoring Board shall be the principal Planning Body of the University and shall be responsible for monitoring of the development programs.
- (2) The Planning and Monitoring Board shall consist of:
- (i) the Chancellor - Chairperson;
 - (ii) the Vice-Chancellor;
 - (iii) the Pro-Vice-Chancellor, if any;
 - (iv) all Deans of Faculties;
 - (v) the Chief Finance and Accounts Officer;
 - (vi) the University Engineer or Project Engineer of the University;
 - (vii) three persons to be nominated by the Chancellor, one of them should be from Board of Management, one should be renowned Architect and one should be eminent Educationist;
 - (viii) Registrar – Member-Secretary.

3.15 Powers and functions of Planning and Monitoring Board

- (1) The Planning and Monitoring Board shall have the following powers and duties, namely:
- (i) to ensure compliance of the norms laid down by the University Grants Commission and other statutory bodies in respect of infrastructure and supportive teaching aids;
 - (ii) to assess the need and plan the utilization of the infrastructure as per the guidelines of the University Grants Commission

- and other statutory bodies;
 - (iii) to recommend ways and means to augment the financial resources of University;
 - (iv) to plan the development of University campus and ensure its implementation;
 - (v) to consider any other matter which may be referred to it by the Governing Body or Board of Management.
- (2) The Planning and Monitoring Board shall meet at least twice in a year.
 - (3) The minutes of the meeting of Planning and Monitoring Board shall be drawn by the Registrar and signed by the Vice-Chancellor and the Chancellor.
 - (4) The Planning and Monitoring Board may advise the Governing Body and the Academic Council on any matter, which it may consider necessary for the fulfillment of the objectives of the University.
 - (5) The quorum for meetings of the Planning and Monitoring Board shall be five.

3.16 Board of Inter-disciplinary Studies

- (1) There shall be a Board of Inter-disciplinary Studies.
- (2) The Board of Inter-disciplinary Studies shall consist of the following members:
 - (i) the Chairmen of the Boards of Studies in the respective subjects including Chairmen Ad- hoc Boards, if any;
 - (ii) the Heads of University Departments in the respective subjects;
 - (iii) two members from each of the Boards of Studies concerned, nominated by the Academic Council, One of the members so nominated shall be a person with specialized knowledge, co-opted on the Board of Studies, and the other shall be a teacher in the subject concerned;
 - (iv) one Professor, in the subject or discipline, to be nominated by the Vice- Chancellor;
 - (v) one expert in the subject or discipline co-opted by the Board of Inter-disciplinary Studies.
- (3) The Chairman of the Board of Inter-disciplinary studies shall be elected from amongst the members, at its first meeting.

3.17 Powers and functions of Board of Inter-disciplinary Studies

- (1) The Board of Inter disciplinary studies shall have the following powers and duties, namely:
 - (i) to recommend to the Academic Council, the projects relating to the Inter- disciplinary subjects;
 - (ii) to make proposals to the Academic Council, for the conduct of inter- disciplinary studies and area or regional studies;
 - (iii) to recommend to the Academic Council, upon a reference to it by the Governing Body or Board of Management or by the Academic Council or by the Faculty concerned or otherwise, the course of inter-disciplinary studies;
 - (iv) to recommend to the Academic Council and to the Board of Management and the Governing Body, projects relating to the inter-disciplinary subjects, which may be useful for industrial,

- technological, agricultural, social, economic or such other development;
- (v) such other matters as may be referred to it by other authorities of the University.
- (2) The board of Inter-disciplinary Studies shall meet at least once in a year. The meeting of the Board shall be convened by the Chairman with ten clear days notice.
- (3) The minutes of the meeting of Inter-disciplinary Studies shall be prepared by the Chairman and submitted to the Academic Council for its consideration.

3.18 Board of University Teaching and Research

There shall be a Board of University Teaching and Research. It shall consist of the following members:

- (1) the Vice-Chancellor, ex-officio Chairman;
- (2) the Pro-Vice-Chancellor, if any;
- (3) the Deans of the Faculties;
- (4) the Head of each Department from the Schools of University having Post-graduate teaching and research in the faculty;
- (5) one Professor other than the Head of the Department from each faculty to be nominated by the Vice-Chancellor;
- (6) the Registrar - Member Secretary.

3.19 Powers and functions of Board of University Teaching and Research

- (1) Subject to the provisions of the Act, Statutes, Ordinances and Regulations, the Boards of University Teaching and Research shall have the power to control, regulate and co-ordinate post-graduate teaching, training and research in the University and to promote industry-university interactions.
- (2) In particular, and without prejudice to the generality of the foregoing provisions, the Board shall exercise the following powers and perform the following functions:
 - (i) to recommend to the Academic Council the conduct of post-graduate instruction, teaching, training and research in the University;
 - (ii) to recommend to the Academic Council the requirements regarding post-graduate teachers in the respective subjects including the adjunct teachers;
 - (iii) to recognise research guides and post-graduate teachers;
 - (iv) to determine the programmes of instruction, teaching, training and research, and decide the nature and extent of the work that the recognised teachers may be called upon to undertake;
 - (v) to exercise the powers of the University in so far as they are related to co-operation and collaboration with other universities, institutions, authorities or organisations; for research and advisory services and for such academic matters; to enter into appropriate agreements with other universities, institutions, organisations, authorities to conduct certain courses as the situation may demand; and further, to undertake development programmes in higher education, research consultancy based projects and training

- programmes for outside agencies by charging fees so as to generate resources;
- (vi) to approve subjects for research for various degrees and other requirements for research degrees.
- (3) The Board of University Teaching and Research shall ordinarily meet twice in a year with eight clear days' notice to the members.
- (4) The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor or in the absence of Pro-Vice-Chancellor, a Dean of the Faculty nominated for the meeting by the Vice-Chancellor shall preside over the meeting of the Board. The Chairman shall have a right to vote and in the case of equality of votes, a casting vote.

3.20 University Board of Sports and Physical Education

- (1) The objectives of the Board are as under:
- (i) to promote, organise and control the sports, games and physical education in the University area;
 - (ii) to promote, inculcate and enhance the spirit of true sportsmanship;
 - (iii) to undertake and conduct University and Inter-University and other types of sports and tournaments.
- (2) The University Board of Sports and Physical education shall consist of the following:
- (i) the Vice-Chancellor - Chairman;
 - (ii) two experts in the field of sports and physical education to be nominated by Vice-Chancellor;
 - (iii) two members of the Board of Management nominated by the Board of Management;
 - (iv) the Director of Students' Welfare;
 - (v) the Director of Sports and Physical education - Member Secretary.
- (3) The term of office of the nominated members shall be three years.
- (4)
 - (i) The Board of Sports and Physical education shall meet at least twice in a year.
 - (ii) The meeting of the Board shall be convened by the Vice-Chancellor.
 - (iii) Seven days notice shall ordinarily be required to be given for the meetings of the Board.
 - (iv) Three members shall constitute the quorum.
 - (v) The minutes of the meeting of the Board of Sports and Physical education shall be drawn by the Director of Sports and Physical education and submitted to the Board of Management for perusal.

3.21 Powers and functions of University Board of Sports and Physical Education

- (1) The powers and functions of the Board of Sports and Physical education shall be:
- (i) to frame rules for the control and conduct of various sports, games and tournaments;
 - (ii) to prepare and present to the Board of Management the Annual Budget of the Board of Sports and Physical education;
 - (iii) to allot funds to various Councils, Committees and subcommittees;

- (iv) to make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfillment of its objectives;
- (v) to organize coaching camps with a view to raising the standards of sports in general and increase the caliber of sportsmen in particular;
- (vi) to decide in which games, sports and tournaments the University should participate in the Inter University tournaments;
- (vii) to select players for the various teams for participation in Inter-University tournament;
- (viii) to appoint whenever necessary committees and sub-committees;
- (ix) to organize and conduct University and Inter-University sports and meets;
- (x) to incur expenditure within the frame-work of the sanctioned budget;
- (xi) to institute and receive Prizes and Trophies and to receive donations for the purpose;
- (xii) to settle disputes referred to it;
- (xiii) to nominate team Managers, Selection Committees and Coaches for the teams which are participating in the Inter-University tournaments;
- (xiv) to collect such amount, as decided by the Board of Management, from time to time, per year per student on the roll of University;
- (xv) to advise the university in all matters pertaining to sports and Physical education:

Provided that an appeal shall lie with the Board of Management in respect of the interpretation of the rules, regulations and byelaws in respect of Sports. The decision of the Board of Management shall be final.

- (2) Generally, the Board of Sports and Physical education shall do everything except to enter into financial commitments, for the promotion of sports and Physical education.

3.22 Directorate of Adult and Continuing Education and Extension Services

- (1) There shall be a Directorate of Adult and Continuing Education and Extension Services. The Directorate shall have status of a university department and shall be headed by the Director.
- (2) The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- (3) The Director shall be appointed for a tenure of three years and shall be eligible for reappointment of another term following due process of selection:
Provided that the term of appointment of the Director shall not be continued beyond the date of his attaining the age of sixty five years.
- (4) The emoluments and other terms and conditions of service of the Director shall be such as may be prescribed by the Human Resource Manual of the University.
- (5) The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- (6) There shall be a Board of Adult and Continuing Education and Extension Services to plan and oversee the various academic and extension programmes of the directorate. The Board shall consist of:

- (i) the Vice-Chancellor, Chairman;
 - (ii) three persons, engaged in adult and continuing education or extension services, nominated by the Vice-Chancellor;
 - (iii) two members, one nominated by the Board of Management from amongst its members and the other shall be the Dean or Head of the Department of any other University or Institute or Organization where such activities are undertaken, nominated by the Academic Council;
 - (iv) the Director of the Department of Adult and Continuing Education and Extension Services - Member Secretary;
 - (v) the coordinator National Service Scheme shall be the permanent invitee.
- (7) The Board shall meet at least twice in a year.
- (8) The Director, Department of Adult, Continuing Education and Extension Services shall issue a notice of the meeting, fifteen clear days before the day of the meeting and the agenda, seven clear days before the date of the meeting.
- (9) Three members shall constitute the quorum.
- (10) In the absence of the Vice-Chancellor, the member elected by the Board shall preside over the meeting.
- (11) The Board shall prepare an annual plan of programme of the Directorate within the broad frame work of University Grants Commission guidelines and shall review the same periodically.

3.23 Powers and Functions of Directorate of Adult and Continuing Education and Extension Services

- (1) The Directorate shall have the following powers and functions:
- (i) The Directorate shall execute the annual plan of programme as prepared by the Board of adult and continuing education and extension services;
 - (ii) The Directorate shall review the following areas of work which may be undertaken by it:
 - (a) Adult Education;
 - (b) Continuing Education;
 - (c) Population Education;
 - (d) Community Education and Programmes;
 - (e) Part time programmes for working students;
 - (f) Extension Work and Field Action Projects.
 - (iii) The Directorate shall recommend to the Academic Council institution of courses of studies leading to degrees, diplomas, certificates in various disciplines of Adult and Continuing Education and Extension Services.
- (2) The Directorate shall perform the following duties:
- (i) to conduct part-time courses for working students in evening, week-ends and on Public Holidays for the all the courses of the University as per the demand of Students, Industries and Society;
 - (ii) to provide for special training or coaching for competitive examinations, for recruitment to the public services, public undertaking

- and other competitive employment opportunities, with prior approval of the Board of Management;
- (iii) to make special provisions for the benefit of the university education to be made available to classes and communities which are socially and educationally backward;
 - (iv) to make special provision for such benefits of the university education to be made available for women students and handicapped students as the university may think necessary;
 - (v) to implement the national literacy and adult education programme through teachers and students on voluntary basis in the university system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;
 - (vi) to prepare an annual report for perusal of the Board of Management.

3.24 Directorate of Skill Development

- (1) There shall be a Directorate of Skill Development in the university. The Directorate shall have the status of a university department and shall be headed by the Director.
- (2) The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- (3) The Director shall be appointed for a tenure of three years and shall be eligible for reappointment of another term following due process of selection:
Provided that the term of appointment of the Director shall not be continued beyond the date of his attaining the age of sixty five years.
- (4) The emoluments and other terms and conditions of service of the Director shall be such as may be prescribed by the Human Resource Manual of the University.
- (5) The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- (6) The Directorate of skill development shall be mainly concerned with the development of various types of skills of students in collaboration with various National and State Level Skill development agencies and shall have the following objectives:
 - (i) to build an alternative structure to increase capacity, to fulfill the demand of skilled craftsmen and to train the persons in the field of informal and unorganized sector through Skill Development mode;
 - (ii) to establish Skill Development Centres in Schools of the University for training of the craftsmen and training for Tribal Youth;
 - (iii) to prepare the work plans to meet sector specific skill sets;
 - (iv) to establish centres for Skill Development, Employment and Entrepreneurship guidance;
 - (v) to provide extensive training support & assistance for service seeker;

- (vi) to provide congenial environment for progressive advancement of Technical Education and Vocational Training in the University;
 - (vii) to prepare proposals for upgrading skills through regular courses as per the needs of the industry and to provide technology courses in the emerging areas;
 - (viii) to upgrade professional and managerial skills;
 - (ix) to motivate students to achieve world class skills;
 - (x) to provide opportunity of skill development and technical education to all sections of the society;
 - (xi) to ensure a transparent and fast system in the management of Technical Education and Vocational Training through the use of information and communication technology.
- (7) The Directorate of Skill Development shall consist of:
- (i) the Director, Directorate of Skill Development Department;
 - (ii) trainers of the Skill Development department;
 - (iii) non-vocational academic staff.
- (8) There shall be an Advisory Board for the Directorate of Skill Development to plan and oversee the skill development programmes and shall consist of the following:
- (i) Vice-Chancellor – Chairman;
 - (ii) two Deans associated with the activities of Skill Development, nominated by the Vice-Chancellor;
 - (iii) two Skill Development Experts nominated by the Vice-Chancellor;
 - (iv) three teachers associated with Skill Development in the University nominated by Academic Council;
 - (v) the Registrar;
 - (vi) Director, Directorate of Skill Development- Member Secretary.
- (9) The Director shall have the following powers and duties:
- (i) to execute the decisions of the Advisory Board of the Directorate of Skill Development, the Academic Council and the Board of Management, as the case may be.
 - (ii) to conduct the Skill Development Examinations of the various courses offered by the Directorate and shall finalize the results.
 - (iii) to recommend to the Vice-Chancellor to place any matter of academic importance related to the courses offered under Skill Development Scheme before the concerned Board of Studies or Faculties or the Academic Council, as the case may be.
 - (iv) to exercise such powers and perform such duties assigned to him by the Board of Management or the Vice-Chancellor from time to time.

3.25 Directorate of Distance Education

- (1) There shall be a Directorate of Distance Education to impart education to those who could not otherwise pursue studies of education. The Directorate shall have the status of a university department. The department shall be mainly concerned with the development of distance education courses approved by the University Grants Commission. The Directorate shall be headed by the Director of Distance Education.

- (2) The Director shall be appointed by the Board of Management on the recommendation of a selection committee as constituted for selection and appointment of a university teacher.
- (3) The Director shall be appointed for a tenure of three years and shall be eligible for reappointment of another term following due process of selection:

Provided that the term of appointment of the Director shall not be continued beyond the date of his attaining the age of sixty five years.
- (4) The emoluments and other terms and conditions of service of the Director shall be such as may be prescribed by the Human Resource Manual of the University.
- (5) The Director shall work under the control, direction and superintendence of the Vice-Chancellor.
- (6) The Director shall have the following powers and duties:
 - (i) to execute the decisions of the Advisory Board of Distance Education as approved by the Academic council or Board of Management or any other authority, as the case may be;
 - (ii) to conduct entrance examinations for various courses offered by the Directorate;
 - (iii) to recommend to the vice chancellor to place any matter of academic importance related to the courses offered under the distance education scheme before the concerned Board of Studies.
- (7) The university, under the Directorate of Distance Education, shall establish centers, sub-centers or study centers in the State of Bihar.
- (8) The Directorate shall for imparting distance education make use of broadcasting, telecasting, correspondence courses, seminars, contact programmes or any other online mode of distance education.
- (9) There shall be a advisory board of distance education to make recommendation to the Academic Council in all matters to the courses of studies offered by the Directorate.
- (10) The advisory board of the Distance Education shall consist of following members:
 - (i) the Vice Chancellor – Chairman;
 - (ii) two Deans of the faculties to be nominated by the Board of Management;
 - (iii) two eminent educationists to be nominated by the Chancellor;
 - (iv) one member of the Governing Body to be nominated by the Governing Body;
 - (v) the Registrar;
 - (vi) the Director - Member Secretary.
- (11) University in response to its objectives to impart distance education shall conduct distance education courses approved by the University Grants Commission.
- (12) The University shall have control, supervision and jurisdiction over the centers, sub-centers or study centers established for the purpose of promotion of distance education.

3.26 Powers and Functions of Directorate of Distance Education

The Directorate shall have the following powers and duties:

- (1) to recommend to the academic council to establish, maintain or recognize such centers as may be determined by the university;
- (2) to recommend to the academic council to start or conduct a sub-centers or study centers;
- (3) to undertake academic programmes in collaboration with Universities and Institutions abroad with approval of Government concerned;
- (4) to establish, maintain or recognize study centers as per the procedure and norms of the University Grants Commission;
- (5) to recommend to the academic council the conditions for admission of students to the courses of distance education study of the university and matters related to examinations;
- (6) to conduct the entrance examinations for various courses offered by the Directorate of Distance Education, wherever necessary;
- (7) to prepare an annual plan of programme for the distance education in accordance with broad frame work and guidelines of University Grants Commission;
- (8) to recommend to the Academic Council to institute courses of instructions and studies leading to degrees, diplomas, and certificates in various disciplines of distance education;
- (9) to make special provisions for the benefit of the socially and educationally backward classes and communities;
- (10) to make special provisions for women and handicapped students.

3.27 General Provisions

- (1) The term of every authority, except as otherwise provided in these statutes, shall be of three years from the date of its first meeting.
- (2) Notwithstanding anything contained in these Statutes, where a person, elected, nominated, appointed or co-opted as an officer of university or a member of any of the authorities or bodies of the university by virtue of his being eligible to be so elected, nominated, appointed or co-opted as such an officer or a member under any of the categories of the officers or members under the relevant statutes in relation to such office, authority or body, shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.
- (3) A meeting of an authority or body or committee shall be convened on the date determined by the Chairman by a notice issued by its Secretary.
- (4) Except as otherwise provided, the quorum for a meeting of authority, body or committee shall ordinarily be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting.
- (5) Where no provision is made by or under the Statutes for a Chairman to preside over a meeting of any authority or body of the university or the Chairman is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.

- (6) Save as otherwise provided all items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairman shall have a casting vote. The Secretary, if not a member, shall have right to participate in the deliberations but shall not have the right to vote.
- (7) The officer who is designated to be the permanent invitee of the authority shall be entitled to receive the notice of its meetings and take part in the deliberations relating to the topics with which he is concerned, but shall not have right to vote.
- (8) The decisions, or proceedings or any action of any authority or body or committee shall not be deemed to be invalid merely on the ground of any vacancies or defect in constitution, or disqualification of member or any irregularity in procedure etc.
- (9) A person shall be disqualified for being a member of any of the authorities
 - (i) becomes insane and stands so declared by a competent court;
 - (ii) has been convicted by a court for any offence involving moral turpitude;
 - (iii) becomes an un-discharged insolvent and stands so declared by a competent court;
 - (iv) become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability;
 - (v) is conducting or engaging himself in private coaching classes;
 - (vi) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere;
- (10) Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar of the University and the resignation shall take effect as soon as it is accepted by the concerned person or authority, as the case may be.
- (11) Casual vacancies, if any, among the members (other than ex-officio members) of any authority or any other committee of the University, shall be filled as soon as it may be convenient, by the person or the authority or committee who had appointed or co-opted such member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person in whose place he has been nominated would have held it, had the vacancy not occurred.

CHAPTER – 4
OTHER PROVISIONS

4.1 Committee for Selection and Appointment of University Teachers and Librarian

- (1) (i) There shall be a selection committees for making recommendations to the Chancellor for the appointment of teachers and librarian of the University.
- (ii) The selection committee shall consist of:
- (a) the Vice-Chancellor, Chairman;
 - (b) the Dean of the faculty concerned;
 - (c) the Head of the University department concerned;
 - (d) three subject experts, nominated by the Board of Management from a panel of not less than three persons recommended by the Vice-Chancellor, being persons not connected with the University, who have special knowledge of the subject for which the teacher is to be selected;
 - (e) Registrar – Member Secretary.
- (2) (i) Every post of a teacher of the University, to be filled by selection, shall be duly and widely advertised according to a draft approved by the Board of Management.
- (ii) The date of the meeting of every selection committee shall be so fixed as to allow notice thereof being given of at least thirty days to each member and to the candidates, and the particulars of each candidate shall be sent to each member so as to reach him at least seven days before the date of the meeting.
- (iii) The quorum at a meeting of every selection committee shall be four members of whom at least two shall be a persons nominated under sub-clause (1) (ii) (d) above.
- (iv) The selection committee shall interview, adjudge the merits of each candidate in accordance with the qualification advertised, and report to the Chancellor the names, arranged in order of merit of the candidate or candidates, if any whom it recommends for appointment.
- (v) The report of the selection committee shall be submitted to the Chancellor or a member of the Governing Body if nominated by the Chancellor. The Chancellor or a member of the Governing Body nominated by the Chancellor, as case may be, shall appoint from amongst the persons so recommended, the number of persons required to fill the posts as advertised:

Provided that, where the Chancellor or the member of the Governing Body nominated by the Chancellor, as the case may be, proposes to make an appointment otherwise than in accordance with the order of merit arranged by the selection committee, he shall record its reasons in writing:

Provided further that, where a selection committee recommends to the Chancellor or the member of the Governing Body nominated by the Chancellor, as the case may be, the name of one person only and that person is not acceptable, he shall record its reasons in writing for not accepting the recommendation, and direct the Registrar to advertise the vacancy.

4.2 Filling Temporary Vacancies of University Teachers

- (1) Where an appointment is to be made to a temporary vacancy of a teacher in the University, the appointment shall be made, if the vacancy is for a period of one year or more, on the recommendation of the selection committee constituted for regular selection of University teacher:

Provided that, if the Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill up the vacancy immediately, he may make the appointment of a person duly qualified for the post for a period not exceeding one year on the recommendation of a local selection committee constituted as follows, and shall inform the Board of Management of such appointment.

- (2) The Local Selection Committee shall consist of the following:
 - (i) the Vice-Chancellor, Chairman;
 - (ii) the Dean of the faculty concerned;
 - (iii) the Head of the University department concerned;
 - (iv) one person nominated by the Vice-Chancellor, except that, where the Head of the Department is also the Head of the School, the Vice-Chancellor shall nominate two persons instead of one, who have special knowledge of the subject for which the teacher is to be appointed;
 - (v) Registrar – Member Secretary:

Provided further that, before the expiry of six months, the Vice-Chancellor shall take steps to convene a meeting of the selection committee for regular appointment of University teacher.

4.3 Library Committee

- (1) There shall be a library committee for administering, organizing and maintaining the library of the University consisting of:
 - (i) the Vice-Chancellor, Chairman;
 - (ii) three Deans of faculties, nominated by the Vice-Chancellor;
 - (iii) three Heads of University Departments, nominated by the Vice-Chancellor;
 - (iv) two teachers, nominated by the Board of Management;
 - (v) the Registrar; and
 - (vi) the Librarian *ex-officio* Secretary.
- (2) All members of the committee, other than *ex-officio* members, shall hold office for a period of three years.
- (3) The procedure at its meeting shall be such as may be decided by the Library Committee.

4.4 Central Purchase Committee

- (1) There shall be a Central Purchase Committee dealing with all matters pertaining to all purchases in respect of such items where individual cost of each items exceed Rs. Five Lakh at a time.
- (2) The Central Purchase Committee shall consist of:
 - (i) the Vice-Chancellor, Chairman;
 - (ii) two members from amongst Board of Management nominated by the Chancellor;
 - (iii) two Heads of Departments nominated by the Vice-Chancellor;
 - (iv) the Registrar; and
 - (v) the Chief Finance and Accounts Officer – Member Secretary.

- (3) The committee shall meet as and when convened by the Chairman.
- (4) All members of the committee other than ex-officio members shall have a term of two years.
- (5) The committee may, if necessary, suggest the names of the Technical experts to scrutinize the proposals of purchases of technical nature.
- (6) The Chief Finance and Accounts Officer shall in consultation with the Vice-Chancellor prepare the agenda for the meeting.
- (7) The quorum for the meeting of the Central Purchase Committee shall be five.
- (8) The notice of ten clear days excluding the day of meeting, shall be given to each member.
- (9) The recommendations of the committee shall be placed before the Board of Management for approval.

4.5 The Finance Committee

- (1) There shall be Finance Committee consisting of the following members:
 - (i) the Chancellor – Chairman;
 - (ii) the Vice-Chancellor;
 - (iii) the Pro-Vice-Chancellor, if any;
 - (iv) the Registrar;
 - (v) the Controller of Examinations;
 - (vi) one professor, not being a member of the Board of Management or the Academic Council but in the service of the University for at least five years, nominated by the Chancellor;
 - (vii) two experts in the field of finance, accounts or audit nominated by the Board of Management;
 - (viii) the Chief Finance and Accounts Officer - Member Secretary.
- (2) The term of membership of the persons other than ex-officio members shall be three years.
- (3) The Finance Committee shall guide the Chief Finance and Accounts Officer on matters relating to the administration of property and funds of the University. The committee shall, having regard to the income and resources of the University, decide the limits for the total recurring and non-recurring expenditure for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of Finance Committee shall be binding on the Chief Finance and Accounts Officer.
- (4) The financial estimates of the financial year of the University prepared by the Chief Finance and Accounts Officer shall be placed before the Finance Committee for consideration and approval. The finance committee shall with or without modification in the proposed financial estimates forward it to the Board of Management. The Board of Management shall have the power to pass the financial estimates of the University for the financial year.
- (5) The Finance Committee shall meet at least twice in a year.
- (6) The statutory auditor for auditing the accounts of the University for every financial year shall be appointed by the Board of Management.

4.6 (I) The Admission Committee

- (1) There shall be an Admission Committee for admitting the students to the various courses of the University.
- (2) The committee shall consist of:
 - (i) Head of the concerned Department;
 - (ii) two teachers of the concerned Departments, nominated by the Dean of the faculty concerned.
- (3) The process of admission of the students shall be carried out by the committee under the direction, supervision and control of the Dean of the faculty concerned.
- (4) If at any stage it is found that the student has been admitted to the course of the University on the basis of false information or false or forged documents by the student or otherwise in contravention of the criteria and norms of admission, his admission shall be cancelled forthwith by the Dean with the approval of the Vice-Chancellor and he shall not be allowed to appear for any examination conducted by the University.

(II) Admission and Registration of Students

- (1) Admission shall be based on merit providing equal opportunity to all students without any prejudice towards gender, religion, caste, creed or nationality of a candidate.
- (2) The University shall, from time to time, make provisions for reservation of the students belonging to weaker and backward sections of the society in accordance with the prevailing policy of the State Government for the University.
- (3) The Admission criterion including the number of seats in various courses of studies shall be as recommended by the Admission Committee and approved by the Dean of the faculty concerned.
- (4) The criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to the respective courses of the council.
- (5) The registration of the provisionally admitted and continuing students shall be done by the respective Departments.
- (6) Having regard to the maintenance of discipline, the admission of a student may be refused.

4.7 Grievance Redressal Committee

- (1) There shall be a Grievance Redressal Committee to entertain, adjudicate and redress grievances of the students and the employees of the University.
- (2) The Grievance Redressal Committee shall consist of:
 - (i) the Vice-Chancellor - Chairman;
 - (ii) one Dean of the faculty to be nominated by the Board of Management;
 - (iii) two members to be nominated by the Board of Management from amongst themselves;
 - (iv) two university teachers to be nominated by the Vice-Chancellor out of which one shall be female;
 - (v) one non-teaching staff from amongst the non-teaching staff of the University to be nominated by the Vice-Chancellor;

- (vi) one member of academic council to be nominated by the academic council;
- (vii) Registrar – Member Secretary.
- (3) The term of the nominated members shall be three years.
- (4) The Grievance Redressal Committee shall deal with the grievances of teachers and other employees regarding the following:
 - (i) any dispute, difference, claim or grievance in connection with any matter regarding functioning of the university;
 - (ii) interpretation of any provision of statutes, ordinance, regulation or decision of the university:

Provided that the matter regarding suspension, reduction in rank, removal, dismissal or otherwise termination of employees shall be governed by the Human Resource Manual.
- (5) Any employee aggrieved may prefer an application to the Grievance Redressal Committee within thirty days from the date of cause of action.
- (6) Every application regarding grievance of any employee shall be decided as expeditiously as possible. The Grievance Committee shall make endeavor to decide upon the grievance within three months after giving reasonable opportunities to both the parties of being heard.
- (7) The Grievance Redressal Committee shall decide the procedure to be followed for the disposal of grievance of the employee.
- (8) The decision or direction issued by the Grievance Redressal Committee shall be communicated to both the parties in writing and shall be complied with by the officer of the University.
- (9) Any employee aggrieved by the direction or the order of the may within thirty days from the date of such direction or order prefer an appeal to the court of the University and the decision of the court shall be final and binding.

4.8 The Court

- (1) There shall be a Court of the University to consider and decide appeals against the direction or order of the Grievance Redressal Committee.
- (2) The Court shall consist of following members:
 - (i) the Chancellor – Chairman;
 - (ii) two Members nominated by the Sponsoring Body.
- (3) The Court shall give reasonable opportunity to both parties of being heard and decide upon the appeals.
- (4) The decision of the Court on appeals shall be final and binding.
- (5) The Court shall decide the procedure to be followed for admission, hearing and disposal of the appeal.

4.9 The Arbitration in case of disputes between the employees and the University and between the Students and the University

- (1) In case of any dispute, difference, claim in connection with any matter related to the university, the same may be referred to a sole arbitrator to be appointed by the Chancellor with concurrence of the other party.
- (2) The Arbitrator shall be a person having knowledge of law or long standing experience in administration, not connected with the University and his decision shall be final and binding on both the parties.

- (3) No person shall have a right to take any matter to a civil court or any other Tribunal without first resorting to arbitration.
- (4) The matter regarding suspension, reduction in rank, removal, dismissal or otherwise termination of employees shall be governed by the Human Resource Manual.

4.10 Appointment, Emoluments and other Terms and Conditions of the University Employees.—The qualification, experience, procedure of selection and appointment and terms and conditions of service for teaching as well as non-teaching employees, shall be as laid down in the Human Resource Manual approved by the Board of Management.

4.11 Annual Report

- (1) The annual report of the University shall be prepared by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfilment of its objects and shall be approved by the Governing Body and copy of the same shall be submitted to the sponsoring body.
- (2) Copies of the annual report shall also be presented to the Visitor and the Government.

4.12 Annual Accounts and Audit Report

- (1) The annual accounts including balance sheet of the University shall be prepared under the directions of the Board of Management and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose.
- (2) A copy of the annual accounts together with the audit report shall be submitted to the Governing Body.
- (3) A copy of the annual accounts and audit report alongwith the observations of the Governing Body shall be submitted to the sponsoring body.
- (4) Copies of annual accounts and balance sheet shall also be presented to the Visitor and the State Government. The advice of the Government or the Visitor, if any, arising out of the accounts and audit report of the University shall be placed before the Governing Body. The Governing Body shall issue such directions, as it may deem fit and compliance shall be reported to the Visitor or the Government, as the case may be.

4.13 Convocation

- (1) Convocation for conferring Certificates, Diplomas and Degrees, and shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Visitor and Chancellor. At such Convocation, Dean of each Faculty or in his absence, a person, nominated by the Vice-Chancellor, as the case may be, shall present the persons who have sought admission to the respective Degrees, Diplomas or Certificates.
- (2) In the meeting preceding to the Convocation, the Academic Council shall recommend the names of Degrees, Diplomas and Certificates to be conferred in the Convocation to the Board of Management.
- (3) The Board of Management shall consider the question of giving assent to confer Degrees, Diplomas and Certificates and to pass the

grace at the Convocation upon persons duly qualified, and in accordance with such assent of the Board of Management, the grace shall be passed at the Convocation

- (4) The Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually.
- (5) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma and Certificates, Citations and other Documents, their text and procedure for holding Convocation.

4.14 Honorary Degree

- (1) The Governing Body may consider and decide upon the proposal of the Board of Management regarding the conferment of an honorary degree or other academic distinction on any persons without requiring him to undergo any test or examination, on the ground solely that he by reason of his eminent position, attainments and public service, is fit and proper person to receive such degree or other academic distinction and such recommendation shall be deemed to have been duly passed, if supported by a majority of not less than two-thirds of the members present at the meeting of the Governing Body, and not less than one-half of its total membership.

However, the Board of Management shall seek the approval from the Chancellor for the proposal of conferment of honorary degree to the person or persons.

- (2) Honorary degrees shall be conferred only at convocation in person or in absentia.
- (3) The presentation at the Convocation of person on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence, by a member of the Governing Body, nominated by the Chancellor.
- (4) The certificate of an honorary degree shall be signed by the Chancellor.
- (5) The following shall be the degrees to be conferred as Honorary Degrees:
 - (i) Doctor of Literature, D.Litt.;
 - (ii) Doctor of Science, D.Sc.

4.15 Jurisdiction.—The University shall, in the exercise of its powers, have jurisdiction over the whole of the State of Bihar.

By the order of Governor of Bihar,

MANOJ KUMAR,
Additional Secretary

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