

SRINIVAS UNIVERSITY

MANGALORE

(Transforming Society Through Innovative Education)

(PRIVATE UNIVERSITY AS PER UGC ACT ESTABLISHED BY KARNATAKA STATE GOVT. 2015)



FIRST STATUTE

2015

Promoters :

**A. SHAMA RAO FOUNDATION
G.H.S. ROAD, MANGALORE - 575 001
KARNATAKA STATE, INDIA
Website : www.srinivasuniversity.ac.in**

SRINIVAS UNIVERSITY

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Preamble

In furtherance of the objectives in the Srinivas University Act, 2013, the Board of Governors adopts these Statutes & Regulations under Chapter 5, Section 32 & Section 35 of the Act to provide for the efficient, transparent and accountable governance and management of the University and any of the matters listed under Section 31 & 35.

PART I : PRELIMINARIES

Chapter I : Preliminaries

1) SHORT TITLE, EXTENT AND COMMENCEMENT

- (1) These statutes may be called **Srinivas University Statutes, 2015**
- (2) They shall come into force on such date as the Board of Governors may notify.

2) REGISTERED OFFICE

The registered office of the **Srinivas University** shall be Srinivas Administrative Office, G.H.S. Road, Mangalore - 575 001 or such other place as resolved by the Board of Governors.

PART II : OFFICERS OF THE UNIVERSITY

Chapter II : The Visitor

- (1) The Visitor of the University shall be the Governor of the State of Karnataka.
- (2) The Visitor, when present shall preside at the convocation of the University for conferring degrees and diplomas.
- (3) The Visitor shall have such other powers and functions as prescribed under the Act.

Chapter III : The Sponsoring Body

- (1) The Sponsoring Body of the University shall be the A. Shama Rao Foundation.
- (2) The Sponsoring Body shall have such powers and functions as prescribed under the Act.
- (3) The Sponsoring Body shall act through its President or any person (s) nominated by him.

Chapter IV : The Chancellor

(1) The Chancellor will be the Chairperson of the Board of Governors and also the Head of the University.

(2) The subsequent Chancellors will be appointed by the Sponsoring Body in accordance with the provisions of the Act. Further, the subsequent Chancellors shall hold office in a manner to be determined by the Sponsoring Body.

(3) The Chancellor has to appoint Pro Chancellor who shall be the Chief Executive Officer of the University and will be usually the Vice President of the Sponsoring Body.

(4) In the event of any disputes regarding the interpretation or implementation of the Act or the Statutes, the Chancellor hereby delegates to the Pro Chancellor, the power to resolve such disputes; the Pro Chancellor's decisions in such matters shall be final and binding, provided Pro Chancellor's exercise of powers delegated by the Chancellor subject to confirmation by the Chancellor.

Provided further that, in the event of any disputes arising out of an interpretation of the Srinivas University Act, 2013, the power to resolve such a dispute shall remain with the Chancellor. Further, the Chancellor's decision on such disputes shall be final and binding.

Chapter V : The Pro Chancellor

Pro-Chancellor shall be the Chief Executive Officer of the University and will be usually the Vice President of the Sponsoring Body and is appointed by the Chancellor.

(1) In the event of any disputes regarding the interpretation or implementation of the Act or the Statutes, the Chancellor hereby delegates to the Pro Chancellor, the power to resolve such disputes; the Pro Chancellor's decisions in such matters shall be final and binding, provided Pro Chancellor's exercise of powers delegated by the Chancellor subject to confirmation by the Chancellor.

(2) Provided further that, in the event of any disputes arising out of an interpretation of the Srinivas University Act, 2013, the power to resolve such a dispute shall remain with the Chancellor. Further, the Chancellor's decision on such disputes shall be final and binding.

Chapter VI : The Vice Chancellor

- (1) The Vice Chancellor shall have all necessary powers to perform his duties as the Principal Executive and Academic Officer of the University.
- (2) Appointment of Vice Chancellor shall be made by the Chancellor from a panel of outstanding academicians who have proven capability as administrative head of academic institution for not less than 10 years, with substantial publications and research degree.
- (3) If the office of the Vice Chancellor becomes vacant for any reason, and if the vacancy is temporary in nature, the Vice Chancellor may delegate the powers appropriately in his temporary absence to the Pro Vice Chancellor. If the vacancy is permanent in nature, the Chancellor shall decide on the matter.
- (4) The terms and conditions of employment of the Vice Chancellor shall be those contained in the contract of employment.

Chapter VII : The Pro-Vice Chancellor

- (1) The Pro Vice Chancellor may be appointed in the manner provided for under the Act by Chancellor if necessary.
- (2) The Pro Vice Chancellor shall provide assistance to the Vice Chancellor in all matters pertaining to the functions of the Vice Chancellor.
- (3) The actions taken by the Pro Vice Chancellor in furtherance of his functions shall be subject to the approval of the Vice Chancellor. In the absence of the Vice Chancellor, the same shall be subject to the approval of the Chancellor.
- (4) The terms and conditions of employment of the Pro Vice Chancellor shall be those contained in the contract of employment.

Chapter VIII : The Registrar

(1) The Registrar shall be the Principal Operations Officer of the University and shall be appointed in the manner provided for under the Act by Chancellor.

(2) Subject to the provisions of the Act, the decisions of the Authorities and any instructions of the Chancellor or Pro-Chancellor or Vice-Chancellor, the Registrar shall have all such powers necessary to perform his duties as the Principal Operations Officer of the University.

(3) The terms and conditions of employment of the Registrar shall be those contained in the contract of employment.

1. The Registrar, in addition to discharging the duties set out in Section 19 of the Act, shall

(a) Administer the Statutes and Regulations of the University with respect to the admission of students and their continuance as such.

(b) Prepare time schedules for academic courses, plan and direct the registration of students for various courses and record transfers and drop-outs.

(c) Maintain records of each student of the University including academic accomplishments, conduct as a student, etc.

(d) Invite applications for recruitment and promotion to teaching and non-teaching posts and arrange for selection with the approval of the Vice-Chancellor.

(e) Maintain the records of all graduates of the University.

(f) Be responsible to the Vice-Chancellor in the exercise of the powers and discharge of duties under the Act and Statutes.

(g) Act as State Public Information Officer of the University as provided Under Section 2(m) read together with Sec. 5(2) of Right to Information Act.

(h) Sign all MoUs on behalf of the University.

(i) Perform such other duties and functions as may be assigned by the Vice-Chancellor.

2. The term of office of the Registrar shall be for a period of three years and he/she shall be eligible for re-appointment for second term only.

3. The appointment of the Registrar could be done through open merit or on fixed term contract among the Faculty not below the rank of Professor, serving in any of the Colleges under the Srinivas group.

4. An eligible applicant to the post of Registrar shall have a minimum of 15 years of teaching experience with at least 10 years as Professor out of which not less than five years performing as administrative head of any institution.

Chapter IX : The Controller - Examinations

- (1) The Controller of Examinations shall be responsible for all matters pertaining to the examinations of the University and shall be appointed in the manner provided for under the Act by the Chancellor.
- (2) He/she shall be an eminent Professor who must have put in at least 10 years teaching at Post graduate level of which five years shall be as Professor in any affiliated College or University and with substantial publications and research degree.
- (3) Subject to the provisions of the Act, the decisions of the Authorities and any instructions of the Chancellor, Pro-chancellor, or Vice-Chancellor, the Controller of Examinations shall have all powers necessary to perform his duties in all matters pertaining to the examinations of the University.
- (4) The terms and conditions of employment of the Controller of Examinations shall be those contained in the contract of employment.
- (5) The post of Controllers of Examinations could be filled either directly from open merit or through fixed term contract from among the faculty with requisite qualification mentioned above, serving in any of the colleges under Srinivas Group of Colleges.

Chapter X : The Finance Officer

- (1) The Finance Officer shall be responsible for all matters pertaining to the finances of the University and shall be appointed in the manner provided for under the Act.
- (2) He shall be a qualified Graduate or Post Graduate with a track record of working in financial administration of educational institutions.
- (3) The post of Finance Officer could be filled either directly from open merit or through fixed term contract from any of the institutions under Srinivas Group.
- (4) Subject to the provisions of the Act, the decisions of the Authorities and any instructions of the Chancellor or Vice-Chancellor, the Finance Officer shall have all powers necessary to perform his duties in all matters pertaining to the finances of the University.
- (5) The terms and conditions of employment of the Finance Officer shall be those contained in the contract of employment.

Chapter XI : Dean

- (1) One or more Deans may be appointed as required in the manner provided for under the Act.
- (2) There shall be one Dean for each constituent college of the University and the Dean shall
 - (a) Function as the Chief Executive Officer of the concerned College and exercise overall control of the teaching, research and extension work of the College, in accordance with the overall plans of the University.
 - (b) Prepare proposals for the college activities and budget for the needs thereof, and be responsible that all college funds are handled in accordance with sanctions of the Board of Management.
 - (c) Co-operate with the Controller of Examination, Director of Research and Director of Extension on the development of plans and budgets for research and extension programmes and on the preparation of reports as may be requested by the Registrar, or other Directors and Finance Officer.
 - (d) Co-operate with the Estate officer on the educational use of the buildings and rooms assigned to the college, and on the use and safety of equipment assigned to the college.
 - (e) Work in close cooperation with the Director of Student Welfare in management of hostels, sports infrastructure, cafeteria and medical facilities.
 - (f) Be responsible for students' bodies in the college.
 - (g) Perform such other duties as may be assigned by the Vice-Chancellor to whom they shall be responsible.
- (3) He shall be an eminent professor who must have put in at least 10 years of teaching at Post Graduate level of which five years shall be as administrative head in any affiliated college or University and with substantial publications and research degree.
- (4) Subject to the provisions of the Act, the decisions of the Authorities and any instructions of the Chancellor or Vice-Chancellor, the Dean shall have all powers necessary to perform his/her duties in all matters pertaining to the academic management of the University.
- (5) The terms and conditions of employment of the Dean shall be those contained in the contract of employment.
- (6) The term of Office of the Dean shall be for a period of three years and he/she shall be eligible for re-appointment.

PART III : AUTHORITIES

Chapter XII : The Board of Governors

- (1) The Board of Governors shall be the Principal Governing and Policy-Making Body of the University.
- (2) The Chancellor of the University will be the chair - person of the Board of Governors.
- (3) The Board of Governors shall be constituted by the Chancellor in accordance with the provisions of the Act. Provided that, the Board of Governors shall be reconstituted once every three years Provided further that, the Chancellor may, under extenuating circumstances, if he/she deems fit, reconstitute the Board of Governors before the expiry of its term.
- (4) The Board of Governors shall have all such necessary powers to carry out the functions of being the Principal Governing and Policy Making Body of the University.
- (5) The Board of Governors shall meet once in a year or more as and when necessary.
- (6) The Registrar and the Pro Vice Chancellor (if appointed) shall be non-voting attendees at all meetings of the Board of Governors.

Chapter XIII : The Board of Management

(1) The Board of Management shall be the Principal Executive Body of the University.

(2) The first Board of Management shall be constituted by the Chancellor in accordance with the provisions of the Act. Provided that, the Board of Management shall be reconstituted once every two years Provided further that, the Vice Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Board of Management before the expiry of its term subject to prior approval from the Chancellor.

(3) The Vice Chancellor will be the executive head of the Board of Management.

(4) The Board of Management shall have all powers necessary to carry out the functions of being the Principal Executive Body of the University.

(5) The Board of Management shall receive the minutes of the proceedings of the AC and shall be consulted in all academic matters that have bearing on the administration and management of the University. Further, the Registrar shall facilitate the process of consultation with the Academic Council for the purposes of this clause.

Chapter XIV : Academic Council

(1) The Academic Council shall be the Principal Academic Body of the University.

(2) The Academic Council shall consist of the following members

- | | | | |
|-------|-----------------------------------------------------------------|---|-------------|
| (i) | The Vice Chancellor or his Nominee | - | Chairperson |
| (ii) | The Registrar | - | Secretary |
| (iii) | Pro Vice Chancellor | - | Member |
| (iv) | The Dean (s) as may be nominated by
the Vice Chancellor | - | Member (s) |
| (v) | Such other members as may be nominate by the
Vice Chancellor | - | Member(s) |

(3) The Academic Council shall be constituted by the Vice Chancellor in accordance with the provisions of the Act subject to prior approval from the Chancellor.

Provided that the Academic Council shall be reconstituted once every two years

Provided further that, the Vice Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Academic Council before the expiry of its term

(3) The Academic Council shall have all powers necessary to carry out the functions of being the Principal Academic Body of the University.

(4) The Academic Council shall consult with the Board of Management on any such matters which will have a direct impact on administration and management of the University before deciding upon the same. Further, the Registrar shall facilitate the process of consultation with the Board of Management for the purpose of this clause.

Chapter XV : Research Council

(1) The Research Council shall be the principal authority to organize and promote research and its dissemination in the University.

(2) The decisions of the Research Council will be consistent with the overall academic agenda set by the Academic Council. In case the decisions of research council are not consistent with such overall academic agenda, the Academic Council will have the powers to review and modify such decisions.

(3) The Research Council shall consist of the following members:

- (i) The Vice Chancellor or his Nominee - Chairperson
- (ii) The Pro Vice Chancellor - Member
- (iii) The Dean (s) - Member
- (iv) The Registrar - Secretary
- (v) Such other members as may be nominated by the Vice Chancellor - Members

(4) The Research Council shall be constituted by the Vice Chancellor in accordance with the provisions of the Act subject to prior approval from the Chancellor.

Provided that, the Research Council shall be reconstituted once in every two years

Provided further that, the Vice Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Research Council before the expiry of its term

(5) The Research Council shall have all powers necessary to organize and promote research and its dissemination in the University.

(6) The Research Council shall consult with the Board of Management on any such matters which will have a direct impact on administration and management of the University before deciding upon the same. Further, the Registrar shall facilitate the process of consultation with the Board of Management for the purpose of this clause.

(7) The Research Council shall consult with the Academic Council on any such matters which will have a direct impact on academics before deciding upon the same. Further, the Registrar shall facilitate the process of consultation with the Academic Council for the purpose of this clause.

Chapter XVI : Distance Education Committee

(1) The Distance Education Committee shall promote Distance Education programmes in the University. The decisions of the Distance Education Committee shall be placed before the Academic Council for review. If upon review the Academic Council finds that a decision of the Distance Education Committee is inconsistent with the overall academic agenda of the University, the Academic Council may require the Distance Education Committee to reconsider such decision.

(2) The Distance Education Committee shall consist of the following members:

- (i) The Vice Chancellor or his Nominee - Chairperson
- (ii) The Pro Vice Chancellor - Member
- (iii) Designated Head of Distance Education Programs from the University - Member
- (iv) The Registrar - Member
- (v) Such other members as may be nominated by the Vice Chancellor - Members

(3) The Distance Education Committee shall be constituted by the Vice Chancellor in accordance with the provisions of the Act.

Provided that, the Distance Education Committee shall be reconstituted once in every two years

Provided further that, the Vice Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Distance Education Committee before the expiry of its term

(4) The Distance Education Committee shall have all powers necessary to organize and promote Distance Education in the University.

(5) The Distance Education Committee shall consult with the Board of Management on any such matters which will have a direct impact on administration and management of the University before deciding upon the same. Further, the Registrar shall facilitate the process of consultation with the Board of Management for the purpose of this clause.

Chapter XVII : Finance Committee

(1) The Finance Committee shall be the Principal Financial Authority of the University. It shall deal with all matters pertaining to the finance and property of the University. The Finance Committee shall work under the overall supervision of the Board of Management. All reports/budgets/accounts prepared by the Finance Committee shall be subject to the review and approval of the Board of Management.

(2) The Finance Committee shall consist of the following members:

- | | |
|--------------------------------------------------------------------|---------------|
| (i) The Chancellor or his/her Nominee | - Chairperson |
| (ii) Pro Chancellor or his/her Nominee | - Member |
| (iii) The Vice Chancellor & The Registrar | - Members |
| (iv) The Finance Officer | - Secretary |
| (v) One nominee of the Sponsoring Body | - Member |
| (vi) Such other members as may be appointed by the Vice Chancellor | - Members |

(3) The Finance Committee shall be constituted by the Chancellor in accordance with the provisions of the Act.

Provided that, the Finance Committee shall be reconstituted once in every two years.

Provided further that, the Vice Chancellor may, under extenuating circumstances, if he deems fit, reconstitute the Finance Committee before the expiry of its term.

(4) The Finance Officer shall be the Member-Secretary of the Finance Committee.

(5) The Finance Committee shall have all powers necessary to carry out the functions of being the Principal Financial Body of the University.

(6) The Finance Committee shall be responsible for the preparation of the financial policies, annual budget proposed for the University; and the preparation of annual financial reports, balance sheets, to procure audit and other reports. The Finance Committee shall place the aforesaid before the Board of Management for approval.

Chapter XVIII : Constitution of Committees

- (1) The Chancellor or his nominees shall have the power to appoint committees.
- (2) Subject to the provisions of the Act, the Statutes, the terms of reference and any other instructions of the Chancellor, or Pro-Chancellor, the committees so appointed shall exercise their powers and functions within the delegated authority.
- (3) If he/she deems fit, the Chancellor shall have the power to reconstitute such committee. (4) Such committees shall be automatically dissolved on completion of their tenure or by an express order of dissolution by the Chancellor.

CHAPTER XIX : Board of Studies

(1) The Board of Studies (BOS) shall be the Principal Body of the University to decide on the Curriculum and the assessment of the courses provided under each Faculty.

(2) The Board of Studies shall be constituted for each individual faculty of study by the Vice-Chancellor in consultation with the Chancellor which consists of the following members

- | | | | |
|-------|-----------------------------------------------------------------------------|---|-------------|
| (i) | The Dean of the Faculty | - | Chairperson |
| (ii) | One Professor from each discipline under the faculty | - | Member |
| (iii) | Two Experts from the industry for each discipline | - | Members |
| (iv) | Maximum Six Lecturers with minimum 5 years experience
Based on seniority | - | Member (s) |

(3) The term of BOS shall be for three years.

(4) The chairperson of BOS shall be appointed by the Vice-Chancellor. The Board of Studies shall appoint Board of Academic Examiners (BOAE) which consists of external examiners/paper setters with minimum five years experience and the internal examiners with minimum two years experience. A chairman to BOAE shall be appointed from amongst the approved list of examiners based on seniority by the Controller of the Examinations in consultation with Chairperson of BOS and the Vice Chancellor.

(5) The term of the BOE shall be for one year.

PART IV : FUNDS, FINANCE, PROPERTY & DISSOLUTION

Chapter XX : Funds

- (1) The University shall establish a Permanent Statutory Endowment Fund, University Endowment Fund and a General Fund in the manner prescribed under the Act.
- (2) The University shall establish and utilize a University Endowment Fund in the manner prescribed under Section 47 of the Act.

Chapter XXI : Maintenance of Funds

The funds established by the University shall be maintained in accordance with the manner prescribed under Section 50 of the Act.

Chapter XXII : Appointment of Auditors

(1) The Board of Governors shall appoint a qualified firm of chartered accountants in the manner prescribed under the Act to undertake the statutory audit of the accounts of the university.

(2) The Chancellor and/or Board of Management may appoint Internal Auditors to conduct periodical and concurrent audit to report the findings to the Board of Management.

Chapter XXIII : Resolution of Disputes

(1) The Vice Chancellor shall be responsible for the resolution of disputes and grievances between authorities, teachers, officers and other employees and the students of the University.

(2) The Vice Chancellor may delegate the responsibilities of dispute resolution to any person or authority as he may deem fit.

Chapter XXIV : Rules, Regulations, Guidelines & Manuals

- (1) The Academic Council may cause Regulations pertaining to the academic aspects be made in accordance with the provisions of the Act in lieu of any matters mentioned under Section 34 of the Act.
- (2) The Board of Management may draft the rules and guidelines and prepare manuals for the University as required by law.
- (3) The Board of Management shall have the right to alter, amend, and frame new rules and guidelines which are not inconsistent with the provisions of the Act and the Statutes for the purpose of conducting the activities of the University for which it is established.
- (4) The Board of Management shall have the power to adopt any amendments proposed by itself or the Academic Council.

Chapter XXV : Power to Amend Statutes

The Board of Governors shall make, amend, alter, and modify the first statutes as required for the administration of the University.

Chapter XXVI : Rules of Procedure of Committees / Councils

The Authorities of the University and any Committees/Councils constituted by the University shall:

- (a) adopt a terms of reference to define the scope and extent of their powers and functions
- (b) frame and adopt the rules of procedures which will govern the exercise of their powers and functions.

Chapter XXVII : Resignations

Any member, other than an *ex officio* member, of the Board of Management, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

Chapter XXVIII : Membership of Authorities by Virtue of Membership of Other Bodies

Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Chapter XXIX : Delegation of Powers

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

Chapter XXX : Residuary Powers

In the event of the University being required to exercise any such powers or perform any such functions not falling within the purview of the Act, these Statutes, Rules, Regulations, Guidelines or Policies of the University; the Vice Chancellor shall exercise such aforesaid powers and perform such aforesaid functions upon consultation with the Board of Management.

Chapter XXXI : Disqualification of Members

- 1) If the individual member is convicted in a court of law for acts of moral turpitude.

- 2) If a member of any Board/Council/Committee becomes a person of an unsound mind or insolvent temporarily or permanently, for any reason whatsoever, such member shall be disqualified from membership on the Board/Council/Committee.

- 3) The Chairman of a Board/Council/Committee may by notification disqualify a member of such Board/Council/Committee if he finds that the member has behaved in manner which is/will prove to be detrimental to the interests of the University.

Chapter XXXII : Starting New Courses & Commencement of Admission

- (1) The Board of Management shall decide to start new Courses in any discipline by forming a committee under the chairmanship of the respective Dean. The committee is responsible for preparing the course structure, admission procedure, number of seats, examination system etc.
- (2) Upon receiving such report, Board of Management has to scrutiny the Report and with the approval of Academic Council, has to place it for the final approval of Board of Governors.
- (3) Board of Management shall decide to start a new course based on the recommendation of the Committee constituted for it and by taking approval of Academic Council and then ratify the decision in Board of Governors meeting.
- (4) The number seats in different courses is decided by the Board of Management by considering the demand for such courses. However, such decisions should be in accordance with the regulations of National Regulatory Bodies if applicable.
- (5) The University shall start Courses either in Academic Year pattern or Calendar Year pattern, Morning time Courses, Day time Courses, Evening time Courses, Week end Programmes, and Online training mode.

Chapter XXXIII : Creation, Abolition, or Restructuring of Departments and Facilities

1. The Board of Management reserves all rights to create, abolish or restructure any department or facility. However, appropriate effort will be made to minimize the damages if any to the staff or students affected by such changes.

Chapter XXXIV : Co-operation with other Universities or Institutions

1. The University may establish co-operation with other University or Institutions to foster growth, development of academic standards, introducing new courses or obtain funds.
2. The chancellor may appoint adjunct faculty from other Universities or institutions as deemed fit.
3. The Chancellor will represent the University in signing MOU's and tie-ups with foreign Universities.
4. All decisions pertaining to this will be vested with the Board of Management with the approval of Chancellor.

Chapter XXXV : Grant of Fellowships, Free ships, Scholarships, Medals, and Prizes

1. Prizes and medals will be instituted for meritorious students.
2. Fellowships and free ships would be extended to deserving students based on availability of funds.
3. However, such considerations are not a matter of claim.

Chapter XXXVI : Policy regarding Student Admission

1. Admission to all courses shall be conducted on merit.
2. admissions shall be notified in the website of the University or newspaper during the commencement of admission process at the beginning of each year.
3. Application forms along with brochure containing details of the course shall be available on payment for charges fixed appropriately by the admission authority.
4. Wherein there exist a greater demand for any course, written test may be adopted and marks obtained in the written test added with weightage for qualifying examination will be considered as final.
5. the list of all candidates who have been admitted to each course will be displayed in the website/ notice board of the University.
6. Students have to take admission before the last date of admission by paying the required fee and submission of original documents in support of age and qualifying examination failing which eligibility of admission will be automatically cancelled.
7. All original documents submitted will be subjected to scrutiny before confirming admission, although the student will be allowed to sit in the classes provisionally.
8. Students from other countries/states/Universities have to furnish equivalency certificate for eligibility to confirm admission.
9. Candidates who have obtained degree/diploma only from Universities/Institutes listed and approved by UGC will be considered as eligible to join for any course offered by the University.
10. In case, candidates wish to discontinue after taking admission to any course, will have to pay the entire fee for the course to cancel admission.
11. Power to amend or introduce any provision in the policy regarding student admission is vested in the Board of Management.

Chapter XXXVII : Policy regarding Fee Chargeable for Student Admission

1. Fee for each course from time to time will be decided by the competent authority suggested by the board of Management.
2. Particulars of fee will be displayed on the notice board during the time of admission every year. Fee for the courses may vary each year and students should take note of the latest announcement as applicable.
3. All students who take admission to any course, have to pay the prescribed fee applicable to the course to become eligible to appear for the examination.
4. Fees should be paid in full and not in parts.
5. Fees shall be paid before last date announced for each course from time to time. Fine will be charged for delay according to rules.
6. Details of payment of fees will be notified both in the website and notice board. However, it is the responsibility of the candidate to get to know the information and pay fee on time.
7. All fees accepted by the office will be given proper receipt of authentication. The office maintain proper record of all receipts. However, fee receipts have to be safely maintained by the student to avoid any ambiguity latter.
8. Fee paid is not refundable. In case of any duplication, it will be adjusted in the next part of payment.
