

SHUBHAM UNVIERSITY, SEMRA SAIYED,BHOPAL, (M.P.)

STATUTE – 1

Short Title, Commencement and the Jurisdiction

- (a) The "Statutes" means the Statutes of the **Shubham University** at Semra Saiyed,Bhopal,Madhya Pradesh. Hereafter, the University means Shubham University.
- (b) These Statutes shall come into force with effect from the date of the notification in the State Government Gazette.
- (c) These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (SthapanaAvamSanchalan) Adhinium 2007 and the amendments thereafter. If there be any difference in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
- (d) Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statues according to the provision of Section 26 of the Act. The amended / subsequent statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

The Jurisdiction for Legal Matters

All matters pertaining to any act / law shall be the subject of thejurisdiction of Bhopal, Madhya Pradesh.

STATUTE – 2

Definitions

In these Statutes unless the context otherwise requires;

- (a) **‘Act’** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007", as amended from time to time;
- (b) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules;
- (c) **‘Academic Council’** means the Academic Council of Shubham University;
- (d) **‘Academic Year’** means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance;
- (e) **‘Administrative Officer’** means an officer looking after the day-to-day administrative work of the Shubham University;
- (f) **‘Below Poverty Line family’** means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (g) **‘Board’** means, the Board of Management of the Shubham University;
- (h) **‘Board of Studies’** Means the Board of Studies of the University departments / faculties;
- (i) **‘Chancellor’** means Chancellor of Shubham University;
- (j) **‘Chief Finance and Accounts Officer’** means the Chief Finance and Accounts Officer of Shubham University;
- (k) **‘Convocation’** means the convocation of the University;
- (l) **‘Course(s)’** means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;
- (m) **‘Dean of Faculty’** means the Chairperson of the Faculty;

- (n) **‘Decided by the University / University may decide / Decision of the University’** means as decided by the Vice - Chancellor with the approval of the Chancellor;
- (o) **‘Department’** means Department of Studies / School of Studies / Centre of Studies of Shubham University;
- (p) **‘Employee’** means any person working on the payroll of the University;
- (q) **‘Endowment Fund’** means an investment fund set up by University / Individual / Group of persons / Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes / Ordinances / Regulations;
- (r) **‘Faculty’** means the Faculty of the University headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;
- (s) **‘Fee’** means the collection made by Shubham University from the students by whatever means it may be called;
- (t) **‘Governing Body’** means the Governing Body of the Shubham University;
- (u) **‘Higher Education’** means study of curriculum or course for knowledge beyond 10+2 level;
- (v) **‘National Council of Assessment and Accreditation’** means an statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal;
- (w) **‘Ordinances’** means Ordinance of Shubham University;
- (x) **‘Other Backward Classes’** means, the communities, castes and tribes notified by the State Government from time to time;
- (y) **‘Pro-Vice - Chancellor’** means, Pro-Vice - Chancellor of Shubham University listed in Statue No. – 35;
- (z) **‘Qualification’** means Degree or Diploma or any other qualification awarded by Shubham University;
- (aa) **‘Registrar’** means the Registrar of Shubham University as listed in Statute No.– 07;
- (bb) **‘Regulatory Commission’** –means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007;

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

- (cc) **‘Regulatory Council’** - means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987 (52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Medical Council of India constituted under the Medical Council Act, 1956 (2 of 1956), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiy Parishad Act, 2000 (No. 1 of 2001) or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of the Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act 1973 (59 of 1973), the National Council of Teachers Education established under the National Council of Teachers Education Act, 1993 (3 of 1993), the Central Council for Research in Yoga and Naturopathy established as an autonomous body under the department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research established as a registered society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions for ensuring standards of higher education from time to time as the case may be;
- (dd) **‘Regular Education’** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University;
- (ee) **‘Rules and Regulations’** means the Regulations framed by the Board of Management of the University for its Governance;
- (ff) **‘Scheme and Curriculum’** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University;
- (gg) **‘Scheduled Caste’** means the Scheduled Castes notified under Article 341 of the Constitution of India;
- (hh) **‘Scheduled Tribes’** means the Scheduled Tribes notified under Article 342 of the Constitution of India;
- (ii) **‘School of Studies’** means an institution maintained by **Shubham University** as a place of higher learning and research’ in the campus;
- (jj) **‘Sponsoring Body’** in relation to **Shubham University** means **Sai Nath Educational Trust**, Agra a Registered as a Trust.

- (kk) **'State Government'** shall mean, the Government of the State of Madhya Pradesh;
- (ll) **'Teacher'** means, teaching staff of the University as defined by the UGC;
- (mm) **'The Act'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan)Act , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
- (nn) **'The University'** means a University established or incorporated by or under State Act;
- (oo) The terms **'he'**, **'him'** and **'his'** include the feminine gender also;
- (pp) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956;
- (qq) **'Vice - Chancellor'** means the Vice - Chancellor of Shubham University;
- (rr) **'Visitor'** as prescribed in the Act 2007, means the Visitor of Shubham University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
- (ss) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Act.

STATUTE – 3

Seal of the University

- (a) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time.
- (b) The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government.

STATUTE – 4

The Objectives of the University

The University shall have the following objectives in addition to those described in Section 3 of the Act:

- (a) To provide excellent teaching, training and instructions in the perspective of Higher Education and make necessary provisions for advancements, research and dissemination of knowledge.
- (b) To create highest degree of intellectuals that contributes to development through their skills and abilities.
- (c) To establish State of the Art facilities for high quality education and training.
- (d) To develop advanced and holistic environment for teaching and research.
- (e) To develop programmes that offers continuing education for the inmate students, faculty, working professional and community at large.
- (f) To establish Schools of Excellence and modern research centers in some selected new and emerging disciplines. To become a Centre of Excellence for higher education, research, consultancy and provide sharing of knowledge and applications.
- (g) To establish a pro-active and dynamic governing structure incorporating the best practices of the excellent Universities of the world and also the norms suggested by UGC / AICTE / State and Central Government and similar organization.
- (h) To impart education at diploma, graduate, post graduate and doctoral levels along with excellent certification and academic distinctions in the University.
- (i) To comply with regulations, acts and recommendations made by various authorities including that of State and Central Governments.
- (j) To provide opportunities in placement and entrepreneurial schemes proposed by other institutions, government sections and industries.
- (k) To collaborate with renowned Indian and Foreign Universities and facilitate exchange programmes.

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

STATUTE – 5

Appointment, Terms and Conditions and Powers of the Chancellor

The Chancellor shall be the Head of the University and by virtue of his office, shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

(a) Appointment of the Chancellor

In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

1. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body.
2. The Chancellor shall hold the office after the approval of the Visitor.
3. In case of vacancy arisen on the post of Chancellor by virtue of any reason, the Pro Chancellor shall perform the duties of the Chancellor till the existence of vacancy on the post of Chancellor. In case of absence of office of Pro Chancellor the Vice Chancellor shall perform the duties of the Chancellor till the existence of vacancy on the post of Chancellor

(b) The Powers and Functions

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as

specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

- (i) To appoint and remove the Pro Chancellor and the Vice – Chancellor.
- (ii) To call for any information or record.
- (iii) Such other powers as may be conferred by the Statutes.

Since chancellor is a ceremonial head of the University, with no involvement in day-to-day affairs or activities of the University, he shall not be held responsible for any academic or any other actions of the University or any of its officer's body or authority.

(c) The Resignation / Removal

- (i) The Chancellor may submit his / her resignation to the Visitor in writing through the Sponsoring Body.
- (ii) In a meeting called for the purpose, the Sponsoring Body may consider a “No Confidence Motion” against the Chancellor and if passed by two third majority shall recommend to the Visitor for the removal of the Chancellor.
- (iii) In both the above cases, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (a) of this statute.

STATUTE – 6

Appointment, Terms and Conditions and Powers of the Pro Chancellor

(a) Appointment of the Pro Chancellor

The Pro Chancellor shall be appointed by the Chancellor on the recommendation of sponsoring body for such a period he may deem fit.

The Pro Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Chancellor subject to approval of governing body.

(b) The Tenure

- (i) The Pro Chancellor shall hold the office for such a period which Chancellor may deem fit. The pro Chancellor shall be eligible for re-appointment subjected to recommendation of Sponsoring body and approval of Chancellor.
- (ii) In case of a vacancy arisen on the post of Chancellor by virtue of any reason, the Pro Chancellor shall perform the duties of the Chancellor till the existence of vacancy on the post of Chancellor.

(c) The Powers and Functions

The Pro Chancellor shall exercise powers as delegated by the chancellor such as preside over the meeting of the Governing Body and shall, when the Chancellor is not present, preside over convocation of the University for conferring degrees, Diplomas or other academic distinctions etc. Some of the important powers and functions are mentioned below:

- (iv) To call for any information or record.
- (v) To direct any officer of the University to reconsider his/her decisions.
- (vi) Such other powers as may be conferred by the Statutes.

(d) The Resignation / Removal

- (j) The Pro Chancellor may submit his / her resignation to the Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.
- (iv) The Chancellor is of opinion that the activities of Pro Chancellor are detrimental to the interest of University then he, by an order in writing therein remove the Pro Chancellor from his office from a date specified in the order.

(M.P.)

Statutes | Shubham University, Semra Saiyed, Bhopal,

Page | 11

STATUTE – 7

Appointment, Terms and Conditions and Powers of the Vice - Chancellor

The Vice - Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

(a) Appointment of the Vice - Chancellor

- (i) The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil the norms as prescribed by the UGC from time to time.
- (ii) The Selection Committee, while preparing a panel shall give due consideration to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates.
- (iii) The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
 - i. Two eminent academicians nominated by the Sponsoring Body
 - ii. One eminent person nominated by the State Government
 - iii. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- (iv) The Selection Committee shall submit a panel of at least three eminent persons for the appointment of the Vice – Chancellor.
- (v) If the Chancellor does not approve the recommendations of the Selection Committee, the Selection Committee shall be requested for fresh recommendations.

Notwithstanding anything contained in the foregoing subsections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University; Provided that the appointed person fulfills the eligibility criterion as prescribed by the UGC.

(b) The Tenure

The tenure of the founder Vice – Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to

hold office for a period of additional six months or a new Vice - Chancellor joins, whichever is earlier.

Under unavoidable circumstances, if the post of the Vice - Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice - Chancellor shall be appointed, adopting the procedure as laid down above.

The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

(c) The Powers and Functions of the Vice - Chancellor

The Vice – Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.

- (i) Shall preside over the convocation of the University in the absence of the Visitor, the Chancellor and the Pro Chancellor.
- (ii) Shall chair the meetings of the Governing Body, in the absence of the Chancellor and the Pro Chancellor.
- (iii) May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (iv) If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.
- (v) If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice - Chancellor, then

case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice - Chancellor affect any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of the appeal.

STATUTE – 8

Appointment, Terms and Conditions and Powers of the Pro Vice-Chancellor

(c) Appointment of the Pro Vice Chancellor

The Pro Vice Chancellor shall be appointed by the Chancellor on the recommendation of sponsoring body for such a period he may deem fit.

(d) The Tenure

(ii) The Pro Vice Chancellor shall hold the office for such a period which Chancellor may deem fit. The Pro Vice Chancellor shall be eligible for re-appointment subjected to recommendation of Sponsoring body and approval of Chancellor.

(ii) In case of a vacancy arisen on the post of Vice Chancellor by virtue of any reason, the Pro Vice Chancellor shall perform the duties of the Vice Chancellor till the existence of vacancy on the post.

(c) The Powers and Functions

The Pro Vice Chancellor shall exercise powers as delegated by the chancellor or/and the Vice Chancellor

(d) The Resignation / Removal

(k) The Pro Vice Chancellor may submit his / her resignation to the Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.

(v) The Chancellor is of opinion that the activities of Pro Vice Chancellor are detrimental to the interest of University then he, by an order in writing therein remove the Pro Vice Chancellor from his office from a date specified in the order.

STATUTE – 9

Appointment, Functions, Duties and Powers of the Registrar

The Registrar shall be the Chief Administrator of the University and shall carry out the orders / instructions given by the Vice - Chancellor and administer the University as per rules and regulations.

(a) Selection and Appointment of the Registrar

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Vice - Chancellor– Chairperson;
- (ii) Nominee of the Chancellor;
- (iii) Two expert members approved by the Board of Management and
- (iv) Senior most Dean of the Faculty.

The University shall follow the following procedure for the selection of the Registrar:

- (i) Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
 - (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
 - (iii) The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short listed candidates, atleast seven days in advance.
 - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
 - (v) The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty five(65) years or otherwise as decided by the Governing Body.
 - (vi) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (b) The Resignation / Removal

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

- (i) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
 - (ii) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- (c) Functions and Duties of the Registrar shall include the following:
- (i) All documents such as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.
 - (ii) The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
 - (iii) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
 - (iv) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
 - (v) The Registrar shall convene the meetings of the all the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the minutes of the previous meeting and to communicate the agenda of the proposed meeting, well in advance.
 - (vi) Registrar shall send the copy to the Chancellor of each agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.
 - (vii) The Registrar shall have the powers to take action against non-teaching employees. However, if the act is of gross indiscipline or otherwise misconduct, the departmental enquiry may be constituted and if the serious action is warranted, the matter must be reported to the Board of

Management in writing along with the charges labelled and detailed proceedings and findings of the Enquiry Officer.

- (viii) The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a Chairman or member. He will be required to keep the minutes of such meetings.

STATUTE – 10

Appointment, Terms and Conditions and Powers of the Joint Registrar

(e) Appointment of the Joint Registrar

The Joint Registrar shall be appointed by the Chancellor on the recommendation of Vice Chancellor for such a period he may deem fit.

(f) The Tenure

(iii) The Joint Registrar shall hold the office for such a period which Chancellor may deem fit. The Joint Registrar shall be eligible for re-appointment subjected to recommendation of Vice Chancellor and approval of Chancellor.

(ii) In case of a vacancy arisen on the post of Registrar by virtue of any reason, the Joint Registrar shall perform the duties of the Registrar till the existence of vacancy on the post.

(c) The Powers and Functions

The Joint Registrar shall exercise powers as delegated by the Vice Chancellor/Registrar.

(d) The Resignation / Removal

(i) The Joint Registrar may submit his / her resignation to the Chancellor/Vice Chancellor in writing under his hand. Chancellor shall accept his resignation and approve new name as per clause (a) of this statute.

(vi) The Chancellor/Vice Chancelloris of opinion that the activities of Joint Registrar are detrimental to the interest of Universitythen he, by an order in writing therein remove the Joint Registrar from his office from a date specified in the order.

STATUTE – 11

Appointment, Functions, Duties and Powers of the Chief Finance and Accounts Officer

The University shall appoint a Chief Finance and Accounts Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Accounts Officer (CFAO).

(a) Selection and Appointment of the CFAO

The Chief Finance and Accounts Officer shall be appointed by the Chancellor on recommendation of the Selection Committee constituted for this purpose and approved by the Board of Management. The CFAO shall be the whole-time salaried officer of the University and work under the control of the Vice - Chancellor.

The Selection Committee to select the CFAO shall consists of following:

- (i) The Vice - Chancellor– Chairman;
- (ii) Nominee of the Chancellor;
- (iii) Two expert member approved by the Governing Body and
- (iv) The Registrar.

The University shall follow the following procedure for the selection of the CAFO.

- (i) The University shall invite applications for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short listed candidates at least seven (7) days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- (v) If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.

- (vi) The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be sixty five(65) years or otherwise as decided by the Governing Body.
- (b) The Resignation / Removal of the CFAO
 - (i) When the CFAO is unable to perform his duties on account of resignation or long illness or longwilfulabsence or due to any other reason, the Chancellor shall appoint the officiating CFAO to carry out the duties.
 - (ii) If at any time, upon the representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO with substantial documentary evidences.
 - (iii) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice - Chancellor.
- (c) Functions and Duties of CFAO

The functions and duties of the CFAO shall include the following:

- (i) To exercise general supervision over the funds of the University and advice about the financial policies. Further, shall be responsible to get the accounts audited regularly.
- (ii) To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- (iii) Subject to the control of the Vice - Chancellor and the Board of Management, the CFAO shall hold and manage the properties and investments of the University, including that of Foundation and immovable properties, for fulfilling the objectives of the University
- (iv) To see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.
- (v) To be responsible for the preparation of the annual accounts and the budget of the University and their presentation to the Board of Management after due approved by the Finance Committee.
- (vi) To keep a constant watch on the cash and bank balances and investments.

Statutes | Shubham University, Semra Saiyed, Bhopal,

- (vii) To watch the progress of collection of revenue and advice on the methods of collection applied.
- (viii) To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices, laboratories and University Departments / Institutions.
- (ix) To bring to the notice of the Vice - Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- (x) To call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- (xi) Any receipt given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

STATUTE – 12

The Governing Body

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

(a) Constitution

The Governing Body of the Shubham University shall consist of the following members, namely:

- (i) The Chancellor an ex– officio Chairperson;
- (ii) The Vice - Chancellor;
- (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- (v) One representative of the State Government not below the rank of Deputy Secretary; and
- (vi) The Registrar - Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting if required.

(b) Tenure

The term of a nominated member of the Governing Body shall be of three(3) years and shall not hold the office for more than two consecutive terms.

(c) Powers and Functions

The Governing Body shall be the supreme authority of the University and shall have full powers with regard to all movable and immovable properties of the University. Besides above, it shall have the following powers:

- (i) To control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made thereunder.

- (ii) To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Act, the Statutes, the Ordinances and the Regulations made thereunder.
- (iii) To approve the budget and annual report of the University.
- (iv) To lay down the policies to be followed by the University;
- (v) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;
- (vi) Shall direct, supervise and control the 'endowment fund' and also general fund account and get them audited through CFAO, as per the Act.
- (vii) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (viii) Shall frame rules/regulations for the conduct of its business.
- (ix) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

(d) Meetings and Quorum

- (i) A meeting of the Governing Body shall ordinarily be called three Shubham in a calendar year.
- (ii) Meeting of the Governing Body shall be called under the directions of the Chancellor and in his absence by the Pro Chancellor/Vice – Chancellor as per the date and venue as they deem fit.
- (iii) The Chancellor may, on his own or on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (iv) At least seven (7) days clear notice shall be served to the members to conduct meetings. However, during emergency this period may be reduced by the Chairperson.
- (v) Five (5) members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum.

(e) Vacancies

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

- (i) Any member of the Governing Body may resign his office. The letter of resignation in writing shall be sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member.
- (ii) Any member of the Governing Body, who has been nominated to other body, shall not continue to be a member of that body after his removal or the acceptance of his resignation.
- (iii) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (iv) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the member so nominated shall be a member for the un-expired portion of the term.

STATUTE – 13

The Board of Management

(a) Constitution

There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Act. It shall consist of the following:

- (i) The Vice - Chancellor -Chairperson;
- (ii) Two representatives nominated by the Sponsoring Body;
- (iii) Two representatives nominated by the State Government;
- (iv) Two senior most Professors of the University by rotation;
- (v) Two senior most Teachers of the University other than Professors as mentioned above in clause (iv),by rotation;
- (vi) Registrar -Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting if required.

(b) Tenure

- (i) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (ii) The Chairperson of the Board of Management, whose decision in the matter shall be the final, shall decide any dispute or question with regard to membership or tenure of a member.
- (iii) The Vice - Chancellor and the Registrar shall be the ex-officio Chairperson and Member Secretary of the Board of Management, respectively.

(c) Vacancies

- (i) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communicated to the member concerned.
- (ii) Any member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall not continue to be a

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

member of that Body or hold the post after the acceptance of his resignation.

- (iii) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (iv) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

(d) Meetings and Quorum

- (i) The Board of Management shall meet at least once in every two months. The Vice - Chancellor may, in case of urgency, convene a special Meeting.
- (ii) The meeting shall be convened under the direction of the Vice - Chancellor.
- (iii) Five members shall constitute the quorum.

(e) Powers and Functions of the Board of Management

The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University not otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfilment of the objectives of the University.

In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.

In addition to the aforesaid powers vested in it by and under the Statutes, have the following additional powers:

- (i) To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.

- (ii) To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
- (iii) To make appointments of Professors, Associate Professors, Assistant Professors, other teachers and such academic staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose.
- (iv) To specify the manner and appoint academic staff against the temporary vacancies.
- (v) To follow and monitor the budget for expenditure as approved by the Governing Body.
- (vi) To consider the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments.
- (vii) To manage and regulate the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such consultants as may be considered fit by it.
- (viii) To invest any money belonging to the University in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the like power of varying such investment from time to time. However, no action under this clause shall be taken without consulting the Finance Committee. Further, no such investment shall be done without the approval of the Sponsoring Body.
- (ix) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- (x) To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- (xi) To make recommendations to the Governing Body to transfer or accept transfers of any immovable or movable property of the University.
- (xii) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
- (xiii) To consider the recommendations made by the Finance Committee about the remuneration to be paid to examiners and invigilators and to decide the same.
- (xiv) To delegate any of its powers to the Vice - Chancellor, and on the recommendations of the Vice - Chancellor to the Pro Vice -

Statutes | Shubham University, Semra Saiyed, Bhopal,

Chancellor, the Registrar, the CFAO or any other Officer, employee or authority of the University or to a Committee appointed by it.

- (xv) To institute and award fellowships, scholarships, studentships etc.
- (xvi) To consider the recommendations of the Academic Council regarding the improvement in teaching, research and development and enhancement in the facilities such as laboratories and equipment thereof, library and other facilities.
- (xvii) To exercise the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- (xviii) To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centres and Cells and forwarding the same to the NAAC as per UGC guidelines.
- (xix) The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University /Faculty / Study Centre on the other hand.

STATUTE – 14

The Academic Council

The Academic Council shall be the statutory body of the University on all academic matters.

It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University.

It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

(a) Constitution

The Vice - Chancellor shall be the Chairperson of the Academic Council. The council shall consist of the following members, namely:

- (i) The Vice – Chancellor - Chairperson;
- (ii) Deans of the Faculties;
- (iii) Professors of the University Departments and the Associate Professors, if holding charge of the Head of the Departments and Institutions admitted to the privileges of the University. Provided that where there is no Professor or Associate Professor in the department, the teacher who acts as the Head of the Department shall be a member of the Academic Council; and
- (iv) Two experts, co-opted by the Academic Council who possess special attainments in particular fields of study and are not employees of the University.

(b) Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

(c) Meetings and Quorum

(i) As a routine, the Academic Council shall normally meet twice a year on the dates as fixed by the Vice - Chancellor.

However, the Vice - Chancellor may call a special meeting of the Academic Council, if required. The Registrar, shall, under the direction of the Vice - Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

(ii) The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Chairman.

(iii) The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.

(iv) A copy of the minutes shall be submitted to the Chancellor also.

(v) Approval of the resolutions shall be by simple majority of the Members present.

(vi) One third members of the Academic Council shall form the quorum for a meeting.

(d) Powers and Functions of the Academic Council

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

(i) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.

(ii) To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.

(iii) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University,
Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

including discipline, admissions, award of fellowships and studentships, fee and other academic requirements.

- (iv) To take measures for Quality Education and Accreditation of the University.
 - (v) To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
 - (vi) To approve the new courses of studies.
 - (vii) To approve the Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks / credits for individual subjects in all the courses.
 - (viii) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
 - (ix) To consider other academic or student welfare matters referred to it.
 - (x) Shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Councils from time to time, are adhered to.
- (e) Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE etc. with regard to the creation or abolition of teaching post in the University.

In addition to above, the Council shall recommend to the Board of Management the following:

- (i) The classification of the posts according to the requirements and their duties attached thereto;
- (ii) Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them;
- (iii) To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination / merger of one Faculty with another.
- (iv) To recommend the creation of New Departments, Cells and Centers.
- (v) To adopt new and advanced methods of teaching/ training/ studies/ workshops/ seminars/ lectures/ practical /conducting exams etc. either

Statutes | Shubham University, Semra Saiyed, Bhopal,

in online, physical mode, hybrid or any other method prescribed by UGC /government from time to time.

STATUTE – 15

The Finance Committee

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

(a) Constitution

The Finance Committee shall consist of the following:

- (i) The Vice - Chancellor – the Chairperson;
- (ii) The Registrar;
- (iii) One person to be nominated by the Board of Management from its members other than an employee of the University;
- (iv) Two persons to be nominated by the Chancellor;
- (v) The Chief Finance and Accounts Officer – Member Secretary.

(b) Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

(c) Meetings and Quorum

- (i) Three members other than the Vice - Chancellor of the Finance Committee shall form a quorum for a meeting of the Committee.
- (ii) The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

(d) Powers and Functions

The Finance Committee shall perform the following functions namely:

- (i) All proposals relating to revision of grades, up-gradation of the pay-scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.

- (ii) The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- (iii) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- (iv) To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- (v) To review the concurrent and the yearly Audit Reports and make recommendations thereupon.
- (vi) To approve the Regulations for the policies and guidelines for purchase / procurements in the University.
- (vii) In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice - Chancellor with the approval of the Chancellor for the reasons to be recorded in writing, should be reported in the next meeting of the Finance Committee.
- (viii) Where the votes on any subject considered by the Finance committee are equally divided, the Vice - Chancellor shall have the casting vote.

STATUTE – 16

Standing Committee

The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. The committee shall have the following constitution.

(a) Constitution

- (i) The Vice - Chancellor – Chairperson;
- (ii) Four Deans from different Faculty of Studies nominated by the Academic Council; and
- (iii) The Registrar - Member Secretary.

(b) Tenure

The nominated members of the Standing Committee of Academic Council shall hold office for a period of two years or the remaining term of his Deanship, whichever is earlier.

(c) Powers and Functions

Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for ratification.

STATUTE – 17

Examination Committee

There shall be an Examination Committee for each department. This Committee shall consist of following:

- (i) The Vice - Chancellor – Chairperson;
- (ii) Dean of the Faculty concerned;
- (iii) The Head of the Department – Convener; and
- (iv) Two senior most teachers of the Department to be appointed by rotation.

STATUTE – 18

Faculty of Studies

(a) The University shall consist of following Faculty:

- (i) Architecture and Planning
- (ii) Arts, Humanities and Social Sciences
- (iii) Commerce
- (iv) Education and Physical Education
- (v) Engineering
- (vi) Home Science
- (vii) Law
- (viii) Management Studies
- (ix) Pharmacy
- (x) Science
- (xi) Agriculture
- (xii) Medical Science

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be as constituted according to the need.

(b) Departments of Studies

Following shall be the Departments of studies assigned to each Faculty imparting graduate, post graduate and Ph.D. programmes as decided by the Academic Council:

- i. Faculty of Architecture and Planning:
 - i. Department of Architecture and Planning
- ii. Faculty of Arts, Humanities and Social Sciences:
 - i. Department of Arts and Fine Arts
 - ii. Department of Economics and Social Sciences
 - iii. Department of Languages
- iii. Faculty of Commerce:
 - i. Department of Commerce

- iv. Faculty of Education and Physical Education:
 - i. Department of Education
 - ii. Department of Physical Education
- v. Faculty of Engineering:
 - i. Department of Agricultural Engineering
 - ii. Department of Biotechnology
 - iii. Department of Civil Engineering
 - iv. Department of Computer Applications
 - v. Department of Computer Science and Engineering
 - vi. Department of Electrical Engineering
 - vii. Department of Electronics Engineering
 - viii. Department of Information Technology
 - ix. Department of Mechanical Engineering
 - x. Department of Fire & Safety Engineering
- vi. Faculty of Home Science
 - i. Department of Home Science
- vii. Faculty of Law:
 - i. Department of Law
- viii. Faculty of Management Studies:
 - i. Department of Management Studies
- ix. Faculty of Pharmacy:
 - ii. Department of Pharmacy
- x. Faculty of Science:
 - i. Department of Chemistry
 - ii. Department of Computer Science
 - iii. Department of Electronics
 - iv. Department of Mathematics
 - v. Department of Physics
- xi. Faculty of Agriculture:
 - i.. Department of Agriculture
- xii. Faculty of Medical Science:
 - i. Department of Nursing
 - ii. Department of Ayurveda
 - iii. Department of Paramedical
 - iv. Department of Veterinary

Some of the Departments may not offer some of the programmes. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. The Departments may offer any other Programme after the due approval of the Academic Council.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

STATUTE – 19

Dean of the Faculty

The Dean shall be the Head of a Faculty of Studies.

- (a) The Dean shall be appointed by the Vice - Chancellor in order of seniority amongst the Professors of the various Departments of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.
- (b) If at any time, there is no Professor in the department, the Vice - Chancellor may appoint Associate Professor / Assistant Professor as Dean for the period of absence of the Professor.
- (c) The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- (d) The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s), but shall not have the right to vote unless he is a member thereof.
- (e) The Dean shall perform such other functions as may be prescribed by the Ordinances.

STATUTE – 20

Constitution of Faculty

The Faculty shall be the principal coordinating and administrative body amongst the departments of the Faculty and shall be constituted for each Faculty separately.

- (a) Each Faculty shall consist of the following members, namely:
 - (i) The Dean of the Faculty who shall be the Chairperson;
 - (ii) The nominee of the Vice – Chancellor;
 - (iii) All Heads of the departments constituting the faculty;
 - (iv) All the Professors and the Associate Professors of the Departments assigned to the Faculty and the departments teaching in that faculty;
 - (v) Two experts, co-opted by the Faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.
- (b) The members of the Faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.
- (c) Powers and functions are laid down in Statute 18.

STATUTE – 21

Powers and Functions of the Faculty

- (a) The Faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
- (b) The Faculty shall have such powers and shall perform such duties as given in the Ordinances / Regulations.
- (c) The functions of the Faculty shall be as follows:
 - (i) Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the Faculty.
 - (ii) To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
 - (iii) To coordinate work in subjects assigned to the Faculty.
 - (iv) To secure coordination in research, whenever applicable.
 - (v) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
- (d) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE – 22

Board of Studies

The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body of the Faculty and shall consider all the academic matters of the Faculty and make the appropriate recommendations to the Academic Council for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned faculty.

(a) Formation of the Board of Studies

The Dean of the Faculty shall be the Chairperson of the Board of Studies and shall have the following as members, namely:

- (i) All the Heads of the teaching departments which constitute the Faculty;
- (ii) All the Professors and the Associate Professors assigned to the Faculty;
- (iii) One Professor from other Faculty as a nominee of the Vice – Chancellor;
- (iv) Two experts, co-opted by the Board of Studies who possess special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

(b) Meetings and Quorum

- (i) As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.
- (ii) The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Dean of the Faculty and shall be sent to each member of the Board with a copy to the Vice - Chancellor for information and necessary action.
- (iii) One third members of the Board of Studies shall form the quorum for a meeting.

(c) Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty and recommend to the Academic Council for approval. Powers and Functions include the following:

- (i) To exercise general supervision over the academic policies of the Faculty and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
 - (ii) To recommend to the Academic Council regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
 - (iii) To recommend to the Academic Council the combination and sub-division of the Departments or the Faculties, if required.
 - (iv) To consider and make recommendations to the Academic Council on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
 - (v) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Faculty, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements concerning the Faculty.
 - (vi) To take measures for Quality Education and Accreditation of the Departments of Studies.
- (d) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE – 23

Students Council

- (a) The Students Council shall mainly function as a forum of the students. This forum mainly give the feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean of the Students.
- (b) Under the control of the Dean of Students, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
- (c) The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE – 24

Appointment of the Teachers in the University

The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.

- (a) Eligibility for Appointment
 - (i) A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
 - (ii) Under the special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
 - (iii) Wide publicity will be given for the vacancies to be filled in through portal of the University.
- (b) Constitution of Selection Committee
 - (i) Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions/Centers maintained by the University.
 - (ii) The Selection Committee under the Chairmanship of the Vice - Chancellor or his nominee will constitute:
 - i. One member of the Board of Management;
 - ii. The Dean of the concerned Faculty of Studies;
 - iii. The Head of the concerned department (For the post of Professor, the Head should be a duly selected Professor of the University);

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

- iv. Three experts not connected with the University to be nominated by the Vice- Chancellor from a panel of not less than seven (7) names approved by the Academic Council for each post;

One observer, not connected with the University in any manner, to be nominated by the Chairman, M.P. University Regulatory Commission.

Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii), above.

(c) Screening Committee

A Screening Committee consisting of three members, appointed by the Vice - Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cutoff APIs for interviews in case of excessive number of applications received.

(d) Recommendations of Selection Committee

The Selection Committee shall recommend to the Board of Management the names, arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar.

(e) Fixed period/ Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice - Chancellor may also decide to engage teachers for a fixed period, part time, or on contractual basis along with terms and conditions such as honorarium, TA/DA, if any, conveyance charges etc. of such engagements, from time to time.

(f) Adjunct / Visiting Professors

- (i) The Vice - Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may appoint the Adjunct / Visiting Professor after having a consultations with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such

appointments shall not exceed a period of three years.

- (ii) For the appointment in these categories, the Vice - Chancellor may on his own consider and appoint distinguished scholars, scientists, writers or artists by relaxing the qualifications and eligibility criterion, provided the Board of Management and the Chancellor approves such appointments.

STATUTE – 25

Categories of the Non-Teaching Employees

- (a) Following types of non-teaching employees will be employed by the University
 - (i) Permanent/Probationary Employees
 - (ii) Contractual Employees
 - (iii) Casual Employees
- (b) Permanent employee shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated or the probation period be extended by serving notice, if the performance is found unsatisfactory in a working period of eleven (11) months or less.
- (c) Contractual employee means an employee who is appointed on contract basis for a specified period.
- (d) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (e) The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

STATUTE – 26

Other Officers of the University

- (a) Following shall be the other Officers of the University:
- (i) The Controller of Examinations
 - (ii) The Deputy and the Assistant Registrars
 - (iii) The Chief, the Deputy and the Assistant Librarians
 - (iv) The Director and the Assistant Director of Physical Education
 - (v) The Director Corporate Relations
 - (vi) The Training and Placement Officers
- (b) The Controller of Examinations
- (i) Shall be an officer of the University and shall be appointed by the Vice - Chancellor from the Faculty / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
 - (ii) Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.
- When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice - Chancellor may appoint for the purpose.
- (c) Other officers as stated above from (a)(ii) to (a)(vi) shall be a whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission/Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
- (d) The appointment of officers mentioned at (a)(iii) and (a)(iv) above shall be made following the procedure as laid down in the Statute 21 for the appointment of Teachers and that of others mentioned at a(ii), a(v) and a(vi) shall be made according to the procedure laid down for non-teaching staff.
- (e) The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE – 27

Conferment of Honorary Degrees and Academic Distinctions

University shall confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:

- (a) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the assent of the Governing Body before submission to the Chancellor for conferring the honor. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
- (b) If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two - third majority of the members of the Governing Body and the approval of the Chancellor.

STATUTE – 28

Provision Regarding Fee to be Charged from the Students

- (a) The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to directive(s) as received from the Government of India / State Government / Regulatory Commission/ UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from regulatory commission.
- (b) Other charges and fee shall be payable by the student as decided by the University from time to time. It shall include the following:
- (i) Students' Alumni Association Fee
 - (ii) Examination Fee for each semester
 - (iii) Internet Fee
 - (iv) Library Fee
 - (v) Sports Fee
 - (vi) Training and Placement Fee
 - (vii) Hostel and / or Bus Fee
 - (viii) Issue of duplicate documents such as mark sheets, migration certificate, degree certificates, character certificate etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
 - (ix) Fee for the Health Services
 - (x) Counselling Fee
 - (xi) Cultural Activities Fee
 - (xii) Fee for attending additional classes for improvement of grades or additional courses
 - (xiii) Transcripts Fee
 - (xiv) Innovation and Invocation Cells, Skill Set Aptitude and Personality Development etc.
 - (xv) Group Insurance Premium.
 - (xvi) Any other fee provided in the Regulation of the University.
- (c) Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
- (d) Other fee such as enrolment, migration etc. shall be charged at the rates approved by the University from time to time, as laid down in the concerned Regulation.
- (e) Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the

fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

STATUTE – 29

Administration of Endowment Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University

- (a) The Board of Management may accept donations for creation of endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- (b) The Board of Management shall administer all the donations / endowments received.
- (c) The award shall be made out of the annual income accruing from the endowment.
- (d) The organization or the individuals intending to sponsor a fellowship, scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual income shall be utilized for the payment of fellowships, scholarships, awards / prizes etc.
- (e) The Board of Management shall prescribe the conditions of depositing the endowment funds in a secured instruments.
- (f) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (g) The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be such as laid down in the M.O.U. for each case.
- (h) In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (i) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- (j) Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE – 30

Convocation

- (a) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice - Chancellor shall preside over the convocation function.
- (b) The University Convocation will be normally held every year for the award of the Degrees, Diplomas and other Distinctions.
- (c) The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
- (d) The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.

STATUTE – 31

Admission of Students

- (a) Admissions
- (i) The admissions in the courses offered by the University shall be open to all the candidates who fulfil the eligibility criteria and be made strictly according to the eligibility criteria / rules. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
 - (ii) Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations / admission tests conducted by the University or by the National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and decide / approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Electronic Media of that Academic Session, before the commencement of the admission procedure.
- (b) Admission Committee
- (i) The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice - Chancellor, for making the admissions in under graduate and post graduate courses, offered by the various departments.
 - (ii) Each committee shall comprise of:
 - i. The Head of the Department
 - ii. PG Coordinator of the Department
 - iii. Senior most Professor / Associate Professor / Assistant Professor in the Department
 - iv. One member from outside the Department nominated by the Vice - Chancellor.
- (c) Reservation of Seats, Students below Poverty Line, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other Categories.
- (i) Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats,
- Statutes | Shubham University, Semra Saiyed, Bhopal,
- (M.P.)

especially for the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

- (ii) Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defence Personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
- (iii) Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guide lines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians.
- (iv) If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.

STATUTE – 32

Annual Report

- (a) The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
- (b) The Annual Report shall consist of two (2) parts (i) Activity Report highlighting the steps taken by the University for the fulfillment its objectives,for which the Registrar shall be responsible and (ii) the Chief Finance and Accounts Officer (CFAO) shall prepare the financial report for the financial year.
- (c) The Report along with Audited Accounts shall be placed for approval of the Governing Body, once approved by the Board of Management.
- (d) A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
- (e) The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.

STATUTE – 33

Resignation

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

STATUTE – 34

Action against Teachers

Whenever, there is a complaint of misconduct against the Faculty, the Vice - Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

- (a) Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice - Chancellor shall further report the matter to the Board of Management and the Chancellor to do so. The decision so taken shall be the final.
- (b) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

STATUTE – 35

Action against Non-Teaching Employees

- (a) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding committee and if necessary, based on the fact finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
- (b) Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to the Vice - Chancellor whose decision will be final.
- (c) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

STATUTE – 36

Appointment of Examiners

The Vice - Chancellor shall appoint examiners for holding examinations in theory, practical, dissertation, etc. as required other than Ph.D., on the recommendation of Examination Committees.

- (a) The Departmental Council constituted as per Statute – 39, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
- (b) Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- (c) The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.
- (d) Moderators when felt necessary will be appointed by the Vice – Chancellor.
- (e) The Vice - Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- (f) The Vice - Chancellor shall declare results of various examinations conducted by the University on the advice of the Results Committee. The Committee shall consist of the Vice - Chancellor, the Registrar and the Dean of the Faculty concerned or in his absence one Senior Faculty member nominated by the Vice – Chancellor.
- (g) A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech. Dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
- (h) The Board of Management shall consider and decide the rates of honorarium and allowances to be paid to different persons involved in the examination work including the paper setters and evaluators, as and when required.
- (i) Conditions of Appointment as Examiner
 - i. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is taking the examination.
 - ii. No person shall act as a moderator or tabulator for any examination if any relations is appearing/has appeared at that examination.

Statutes | Shubham University, Semra Saiyed, Bhopal,

(M.P.)

(M.P.)

Statutes | Shubham University, Semra Saiyed, Bhopal,

Page | 64

STATUTE – 37

The Proctorial Board

- (a) There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - (i) A Professor nominated by the Vice – Chancellor – Chairperson;
 - (ii) Dean of Students;
 - (iii) The Chief Proctor – Convener;
 - (iv) All Proctors;
 - (v) All Wardens of the Hostels; and
 - (vi) One student nominated by the Vice - Chancellor from the Students Council.
- (b) The Chief Proctor and the Proctors shall be appointed by the Vice - Chancellor from the list of the teachers of the University.
- (c) The number of Proctors shall be determined by the Vice - Chancellor depending upon the enrollment of the student in the University.
- (d) The term of above appointments shall be that of three (3) years. However, it could be reduced by the Vice - Chancellor if the duties performed by an individual are found un-satisfactory.
- (e) Following shall be the Powers of the Proctorial Board:
 - (i) The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
 - (ii) Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
 - (iii) If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice - Chancellor for his suspension for a period of one or more semesters or the expulsion from the University.
- (f) The Duties of Chief Proctor :
 - (i) To bring all the matters in the notice of the Vice - Chancellor before the consideration of the Proctorial Board.
 - (ii) To carry duties of maintaining the discipline among the students as laid down in the Regulations.

STATUTE – 38

Dean of Students

- (a) The Dean of Students shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice - Chancellor.
- (b) The details of the Duties and Functions of Dean of Students shall be as prescribed in the Regulations. However, if the performance of the so appointed Deans is not found satisfactory his term may be reduced by the Vice – Chancellor.

STATUTE –19

Creation of New Authorities

- (a) Subject to the provisions of this Statute, the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and the Academic Council are provided.
- (b) The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
- (c) The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, be provided in the Statutes and ordinances.

(M.P.)

Statutes | Shubham University, Semra Saiyed, Bhopal,

Page | 68

STATUTE –40

Other Committees

- (a) Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
- (b) Any committee appointed under clause(a) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
- (c) Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case as may think fit.

STATUTE –41

Departmental Council, Composition, Functions and Actions

Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.

(a) Composition

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

(b) Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most member of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

(c) Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- (i) Shall constitute an equivalence committee in the beginning of the academic year, to consider the admission of the students of other Institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
 - i. The Head of the Department – Chairperson;
 - ii. Two senior most teachers of the Department;
 - iii. One nominee of the Dean of the Faculty.
- (ii) The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- (iii) Shall recommend to the Board of Studies the courses and curriculum for its consideration.

- (iv) Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- (v) Shall recommend the purchase of books and journals for the Central and Departmental Library.
- (vi) Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- (vii) Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- (viii) The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC/NBA/NAAC following guidelines:
 - i. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 - ii. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.
 - iii. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years Monitoring Committees.
 - iv. Arranging Students Counselling regularly and allotment of Faculty counselors.
 - v. Arranging departmental level Invocation and Induction Courses for Students.
 - vi. Arranging departmental level Induction Programs for New Faculty and Employees.
 - vii. Arranging yearly academic and administrative reports.
- (ix) Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to Ph.D; other PG courses after B.Tech./B.E./ and after M.Sc. /M.A.,
- (x) Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
- (xi) Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- (xii) Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered

Statutes | Shubham University, Semra Saiyed, Bhopal,

above and other matters referred to it by the Vice-Chancellor / the Dean of the Faculty concerned.

- (xiii) Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.

STATUTE –42

The Planning and Development Board

- (a) The Planning and Development Board shall consist of the Vice - Chancellor and not more than four members to be nominated by the Board of Management. The Vice - Chancellor shall be the Chairperson of the Board.
- (b) All the members of the Planning Board, other than the Vice - Chancellor, shall hold office for a term of three years.
- (c) The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University.
- (d) The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- (e) The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.

STATUTE –43

The Board of Affiliation

- (a) The Board of Affiliation shall consist of the Vice-Chancellor and not more than five members to be nominated by the Board of Management. The Vice-Chancellor shall be the Chairperson of the Board.
- (b) A member of the Board of Affiliation other than the Vice - Chancellor shall hold office for a term of three years from the date on which he / she becomes a member of the Board.
- (c) Three members, exclusive of the Vice-Chancellor shall form a quorum for a meeting of the Board.
- (d) The procedure for considering proposals for affiliation shall be such as specified in the Ordinances.

STATUTE – 44

Recognition Committee, Constitution and Functions

The University shall constitute a Recognition Committee consisting of following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.

(a) Constitution

- (i) The Vice-Chancellor shall be the Chairperson;
- (ii) All the Deans of the Faculties;
- (iii) All the Head of Departments; and
- (iv) Two Professors of the Faculty of the University.

(b) Functions

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- (i) Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISc Bangalore etc.
- (ii) In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.
- (iii) If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until unless the UGC clearly state in writing the status of such doubtful Universities.

As far as the Foreign Universities are concerned, if not covered above, the guide lines issued by the UGC / Government of India shall be followed.

STATUTE – 45

Representation of Female Faculty in the Board of Management

Board of Management may adopt one female Faculty members as representatives in the Management for a maximum period of three (3) years by rotation as per seniority who has served the University for period of 10 years or more.

STATUTE – 46

Creation of Centers, Cells and Committees for Quality Education and Accreditation Processes

The University, for imparting the Quality Education and Accreditation shall create the following Boards, Cells, Centres, Committees as per UGC/NAAC/NBA Guidelines

- (i) Training, Placement and Industrial Interactions Cell
- (ii) Collaborations and MOUs Development Cell
- (iii) Research and Innovations Development and Promotional Centre.
- (iv) Information Technology and Knowledge Management Centre
- (v) Values and Ethics Development Cell
- (vi) NSS and Community Services Centre
- (vii) Internal Quality Assurance Cell (IQAC),
- (viii) Environmental Consciousness and Green Audit Committee
- (ix) University Academic and Administrative Yearly Audit Committee
- (x) University Academic Calendar Preparation and Monitoring Cell.
- (xi) Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
- (xii) Equal Opportunity Cell
- (xiii) Gender Sensitization Cell
- (xiv) Health Centre
- (xv) Daycare Centre
- (xvi) Women and Students Grievances Committee
- (xvii) Anti-Ragging Committee
- (xviii) Staff Welfare Committee
- (xix) Entrepreneur Development Cell.

STATUTE –47

Creation of Chairs

- (a) Establishment of the Professorial /Research Chairs for Creating Focused Seats/ Institutions of Higher Learning
- (i) A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - (ii) The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - (iii) The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
- (b) In furtherance of the objective of the establishment of a Chair, the University.
- (i) Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - (ii) Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
 - (iii) May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
 - (iv) May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
 - (v) May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
 - (vi) May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose, out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.

- (vii) The establishment of the Chair shall require one time donation amounting to at least Rs. 2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- (viii) The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible.

STATUTE – 48

Selection Committees for Non- Teaching Positions

- (a) Each of the Selection Committees for appointment to the posts of various categories of staff, other than the academic staff, shall consist of the following members :-
 - (i) The Vice-Chancellor or his nominee
 - (ii) The Registrar or his nominee
- (b) For the posts such as Deputy / Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor
- (c) The quorum for a meeting of a selection committee constituted under clause (b) shall be three.
- (d) The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.
- (e) If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

STATUTE – 49

Procedure of Appointment

- (a) The suitability of the persons for appointments shall be assessed by the Experts in Selection Committee, if any.
- (b) The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
- (c) Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, or on regular basis or taken on deputation.
- (d) Subject to completion of the satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.

STATUTE – 50

Conditions of Service of Employees

- (a) The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.
- (b) A copy of the contract referred to in the Clause (a) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

STATUTE –51

Terms and Conditions of Service and Code of Ethics for the Teachers and Other Academic Staff of the University

- (a) All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and the Regulations.
- (b) Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and ethics for the University Teachers.

STATUTE –52

Tribunal Arbitration

- (a) Any dispute arising out of a contract of employment referred to in Statute 49 and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
- (b) Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
- (c) The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- (d) The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

STATUTE - 53

Naming of the Institutions, Buildings or Academic Blocks etc.

- (a) The organizations or individual intending to name a laboratory, library, workshop or a computer centre etc. could propose the name of any person of eminence at the national and / or international levels in the field of education, science, social science, arts, literature, sports or any other field, which in the opinion of the Board of Management has contributed or may contribute to human progress and happiness.

- (b) The value of the benefactions made, shall however commensurate with the total worth of the Asset proposed to be named and shall not be below Rs. 2.0 crore, one time or as decided by the Board of Management.

STATUTE - 54

University Fund

- (a) The University Fund shall be kept in several accounts as may be approved by the Board of Management. Some of them are as follows:
- (i) Shubham University Contributory Provident Fund
 - (ii) Shubham University Local Fund Account
 - (iii) Shubham University Student's Aid and welfare Fund Account
 - (iv) Shubham University Capital Works Account
 - (v) Shubham University Debt and Deposit Account
 - (vi) Shubham University Teachers Welfare Fund Account
 - (vii) Shubham University Gratuity Fund Account
 - (viii) Shubham University Alumni Fund Account
 - (ix) Shubham University Research and Development Account
- (b) The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have the authority to operate the account of the University Fund and to incur all necessary expenditure from it subject to provisions of the Act and the Statutes.
- (c) There shall be detailed running audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- (d) The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- (e) The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above in Section (e), of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.

(f) After auditing, the accounts shall be printed in prescribed format. The copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.

(g) Financial Estimates

The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

STATUTE – 55

Miscellaneous

- (a) the sponsoring body has a right to call the records from any office or/and any authority of University.
- (b) If in the opinion of sponsoring body, any discrepancy is found than it may direct the concerned or/and any authority of the University to make necessary amends.
- (c) Annual budget and expenditure should be presented before the sponsoring body every year for the consent.
- (d) If the sponsoring body wants to discontinue the function of private university established under this act it shall inform the regulatory commission of its plan. Upon dissolution of the University, all assets and liabilities shall vest with the sponsoring body.

