



Shri Shivaji Education Society, Amravati's  
**Dhanwate National College**

Congress Nagar, Nagpur

**Established in 1932**



**College with Potential for Excellence Status by UGC, New Delhi  
Recognized Centre for Higher Learning and Research  
Institutional Member of Asia Pacific Quality Network, Shanghai  
Accredited 'B+' Grade, CGPA 2.53 by NAAC Bangalore**

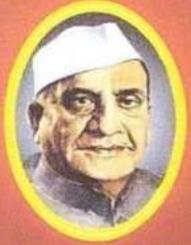


**4<sup>th</sup> Cycle  
Assessment & Accreditation by NAAC**

**CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.2-Strategy Development and Deployment**

**6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc**



**Dr. Panjabrao alias  
Bhausaheb Deshmukh**  
Founder President



Estd. 1935

Shri Shivaji Education Society, Amravati's (Regd. No. F. 89)  
**DHANWATE NATIONAL COLLEGE**  
Congress Nagar, Nagpur.

'College with Potential for Excellence' (C.P.E.) By U.G.C. Delhi  
NACC ACCREDITED 'B+' GRADE, CGPA 2.53  
RECOGNISED CENTER FOR HIGHER LEARNING AND RESEARCH  
INSTITUTIONAL MEMBER OF ASIA PACIFIC QUALITY NETWORK, SHANGHAI

Hon. Shri Harshwardhan P. Deshmukh  
President

Dr. J. D. Wadate  
M. Com., M. Phil., Ph.D.  
Principal

No./DNC / 248/2022-2023

Date : 27 / 12 / 2022

### Self Declaration

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

**Dr. K.D. Meghe**  
IQAC Coordinator



**Dr. J.D. Wadate**  
Principal

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## 6.2- STRATEGY DEVELOPMENT AND DEPLOYMENT

**6.2.2 - THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES, PROCEDURES, ETC.**

**This document includes:**

1. Organogram
2. Code of Conduct
3. Maharashtra University Act 2016 (for Appointment, Promotion, Service provided, Grievance redressal Mechanism)

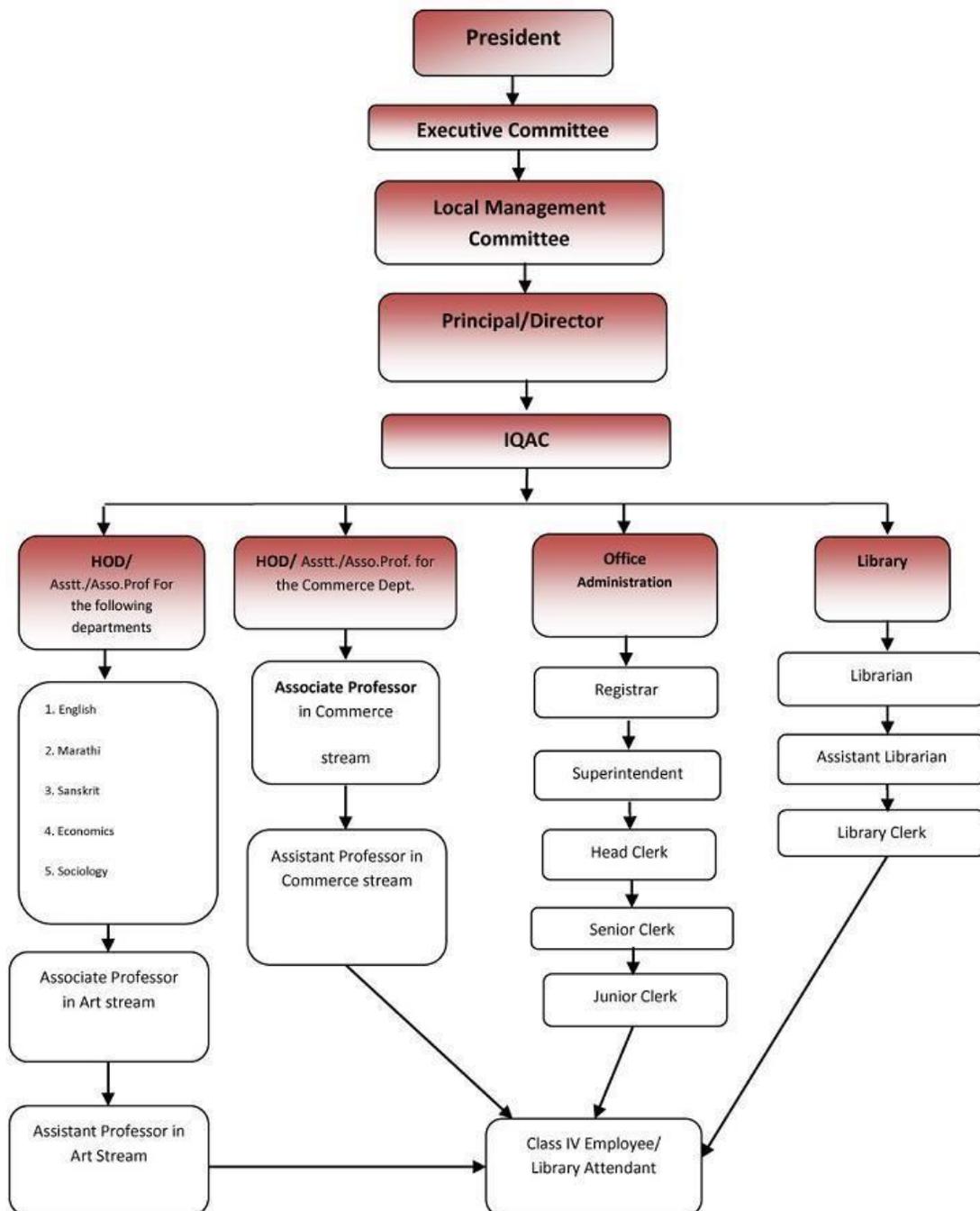
# Organogram

## Hierarchical Organogram

### Shri Shivaji Education Society Amravati's Dhanwate National College, Congress Nagar, Nagpur

#### Decentralized and Participative Management

The organization chart of the institution aptly depicts the decentralized nature of the management and governance of the institution.



The Management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The Handbook of Working Committee includes constitution, functions and guidelines and is printed in each academic session and circulated among all staff members.

The participative decision-making ensures total participation of all the stakeholders concerned. The office administration of the College is headed by the Registrar under whom there are Office Superintendents, Head Clerks, Senior Clerks, Junior Clerks and other Class III and Class IV Staff. The Registrar is coordinating the day-to-day activities in consultation with the Principal as and when required. For Self-financed courses, there are Coordinators for each section. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions.



**Code of Conduct**

**REVISED**

**HAND BOOK**

*of*

**CODE OF CONDUCT**

**&**

**PROFESSIONAL ETHICS POLICY**

{For the Students, Principal, Teaching Staff and Administrative  
& Support Staff}

**IQAC, DHANWATE NATIONAL COLLEGE,  
NAGPUR (MH)-440012**





**Shri Shivaji Education Society, Amravati's**

**DHANWATE NATIONAL COLLEGE, NAGPUR**

**(Maharashtra)-440012**

*(Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)*

**REVISED**

**HAND BOOK**

*of*

**CODE OF CONDUCT**

**&**

**PROFESSIONAL ETHICS POLICY**

*(Professional Ethics & Code of Conduct for the Students, Principal, Teaching Staff and Administrative & Support Staff)*

*(2022 onwards)*

PREPARED BY

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**DHANWATE NATIONAL COLLEGE, NAGPUR**



**REVISED  
HAND BOOK  
of  
CODE OF CONDUCT  
&  
PROFESSIONAL ETHICS POLICY**

(2022 onwards)

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**ISBN NO: 9788193313077**



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**HAND BOOK**  
*of*  
**CODE OF CONDUCT**  
**&**  
**PROFESSIONAL ETHICS POLICY**



**PUBLISHER**

**PRINCIPAL**

**Shri Shivaji Education Society, Amravati's  
DHANWATE NATIONAL COLLEGE, NAGPUR  
(Maharashtra)-440012**

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## Foreword from the Principal's Desk



Dhanwate National College employs managerial Practices like working through Governing Body, College Council and some special Committees which results into a democratic Decision-Making Mechanism. Various committees functional in the Institute include; Admission Committee, Library Committee, Discipline Committee, Jayanti-Punyatithi Committee, Examination Committee, Women-Cell, Cultural Committee, NSS Committee, Sports Council, Training & Placement Committee.

Few of the programs which are regularly held in the Institute include; Birth & Death Anniversaries of National Heroes, Dr. Panjabrao Deshmukh Jayanti Mahotsava, and public lectures in memory of Late Principal M.M Lanjewar and Founder President Dr. Panjabrao Deshmukh.

The Institute has facilities like; Wi-Fi Internet, Saral Sanskrit Speaking Course, Academic Gallery, Language Lab for English, Personality Development Programs, Communication Skills Development and NET / SET Guidance Centre. The Institute has an independent Research Centre which fosters individual research.

Over the years, the interdisciplinary research activities and students' participation in research has helped in fostering the research aptitude in them. The Institute also encourages Major / Minor Research Projects to be undertaken by the faculty therein.

The Faculty and Administrative Staff benefits from the strong ICT Support like Computers, Laptops, Printers, Overhead / Movable Projector, Smart Boards etc. The faculty has also been provided with welfare schemes like; Credit Co-operative Society, LIC & Medical, Student Welfare Insurance Scheme, Representation on Governing Body, Felicitation, Recognition and Grievance Cell.

The Admission Strategy of Institute is student friendly and transparent. The counselling cell helps the students in selecting suitable courses. Along-with weightage to merit, reservation quota and special quota; the Institute strives towards easing-up the admission procedure. Students are also provided financial assistance and different kinds of scholarships, in fact, as many as fifteen college scholarships are awarded for meritorious students every year.

Our organization is committed to upholding the highest standards of professional conduct and ethical behaviour. The Professional Ethics Policy outlines the principles and guidelines that all employees, contractors, volunteers, and stakeholders are expected to follow in their professional activities. This policy serves as a framework for promoting integrity, honesty, fairness, and responsible behaviour across all aspects of our operations.

**The Code of Conduct for the institute serves as a guiding document that outlines the expected behaviour, ethical standards, and principles for all stakeholders involved in the educational community. It sets the tone for a positive and respectful learning environment, emphasizing the values, rights, and responsibilities that define the institute's culture.**

**The Code of Conduct for the institute serves as a cornerstone of the educational community, providing guidelines and principles for behaviour and ethical standards. It shapes the institute's culture, values, and expectations, fostering a positive learning environment and preparing individuals to contribute meaningfully to society. The Code of Conduct reflects the institute's commitment to excellence, inclusivity, and the holistic development of its members, ultimately creating a vibrant and thriving educational community.**

A handwritten signature in blue ink, reading "O.S. Deshmukh". The signature is written in a cursive style and is positioned above the printed name.

**Dr. O .S. Deshmukh**  
**Principal/Chairman IQAC**

## **Dhanwate National College, Nagpur**

(Affiliated to RTMNU University, Nagpur)

**The Institution works with a clear Vision & Mission**

### **Our Vision Statement is:**

**“ To provide educational opportunities to the underprivileged sections of society, enabling them to become globally competent and responsible citizens of India. We are committed to our vision of 'Education for Masses' for which, we aim to empower individuals, creating a brighter and more inclusive future for everyone.”**

### **Our Mission Statement is:**

**“ To create a society where marginalized groups have an equal and equitable educational opportunity. We aim to inculcate civic responsibilities in students, by our commitment to education for all. We try to enable students to be globally competent through the implementation of novel teaching methods, as well as promoting an environment conducive to learning.”**

**INTRODUCTION TO  
PROFESSIONAL ETHICS POLICY  
FOR THE INSTITUTE**

## INTRODUCTION TO PROFESSIONAL ETHICS POLICY FOR THE INSTITUTE

The Professional Ethics Policy of the Institute is a set of guidelines and principles that outline the expected behaviour and ethical standards for professionals. This policy frame by the professional ethics committee aims to ensure the highest level of integrity, professionalism, and accountability among the institute's members. By adhering to these ethical standards, the institute seeks to maintain its reputation, foster a positive work environment, and uphold its commitment to excellence in all aspects of its operations.

**Purpose:** The purpose of the Professional Ethics Policy is to provide a framework for ethical decision-making and conduct for all individuals associated with the institute. This includes employees, contractors, volunteers, board members, and any other stakeholders engaged in institute-related activities. The policy serves as a guide to uphold the values and principles that the institute holds dear and helps create a culture of integrity, fairness, and mutual respect.

**Scope:** This policy applies to all institute members and extends to their interactions within the institute's premises, during institute-sponsored events, and in any other professional capacity related to the institute. It encompasses a wide range of ethical considerations, including but not limited to honesty, confidentiality, conflicts of interest, and respect for diversity, compliance with laws and regulations, and responsible use of resources.

**The important parameters associated with professional ethics policy is as under:**

- 1. Ethical conduct:** All members of the Institute are required to act in a manner that upholds high standards of integrity for their work. This involves, among other things, honesty, fairness and integrity, respect of the rights and liberties of others as well as retention of competence and objectivity.
- 2. Confidentiality and privacy:** Information obtained during the course of its activities shall be treated confidentially and privately by Institute members. They must take care to handle sensitive information with due regard, but only if they are authorized or required by law.
- 3. Conflict of interest:** Members of the Institute should ensure that there is no conflict and promptly report any possible conflicts. They must be in the best interest of the Institute and not conduct activities which could put their objectivity at risk or give rise to a perception of impropriety.
- 4. Respect for differences and non discrimination:** The Institute promotes a diverse, inclusive environment in which all human beings are treated fairly and impartially. It shall be strictly forbidden to discriminate, harass or impose any form of unjust treatment on grounds of race, sex, age, religion, disability and so forth.
- 5. Compliance with laws and regulations:** The members of the Institute are required to comply with, as a matter of course, any law or regulation concerning their work. It is important for them to keep up to date with the relevant legislation and take appropriate action in accordance with it.
- 6. Responsible Resource Use:** The Institute is committed to ensuring that its members are responsible and efficient with their resources, which include funds, equipment and facilities. Members shall avoid wasting, misuse or unauthorized use of the Institute's resources.
- 7. Reporting ethical concerns:** The Institute encourages all members to report any suspected or observed unethical conduct without fear of reprisal. In the interests of confidentiality and impartiality, the institute shall provide for mechanisms to report, investigate and deal with these concerns.

The Professional Ethics Policy sets forth the institute's commitment to maintaining the highest standards of professional conduct and integrity. By adhering to these ethical principles, institute members contribute to a culture of trust, respect, and accountability. It is the responsibility of every individual associated with the institute to familiarize themselves with this policy and act in accordance with its provisions. Together, we can uphold the institute's reputation and ensure its continued success as a leader in the field.

In conclusion, the Professional Ethics Policy plays a crucial role in promoting a culture of ethical behaviour, integrity, and professionalism within the institute. It sets the expectations for all members and stakeholders, guiding their actions and decisions towards upholding the highest standards of conduct. By adhering to the policy, the institute fosters trust, credibility, and a positive reputation among its stakeholders, contributing to its overall success and excellence.

**INTRODUCTION TO**  
**CODE OF CONDUCT FOR THE INSTITUTE**

## INTRODUCTION TO CODE OF CONDUCT FOR THE INSTITUTE

In ensuring a pleasant and healthy learning environment, the code of conduct in educational establishments has a vital role to play. It gives guidance and principles, for the purposes of ensuring that students, faculty, staff and all members of the campus community are expected to conduct themselves in a manner which leads to acceptable standards of behaviour and ethics.

The significance of a code of conduct is demonstrated by the following key reasons:

- 1. Promoting respect and professionalism:** The Code of Conduct establishes standards of conduct for all members of the Institute, which promote respect, professionalism and ethical conduct. It aims to create a culture of Mutual Respect, Tolerance and Inclusion by clearly defining the expectations for how individuals should interact with each other.
- 2. Ensure security and wellbeing:** The Code of Conduct will help to ensure the safety and security of the environment within the Institute. It shall lay down rules for the protection of health and welfare of persons associated with an Institute, against harassment, discrimination, bullying, violence as well as any form of unlawful conduct. It lays down mechanisms for reporting and redressing infringements in a timely and equitable manner.
- 3. Supporting Academic Integrity:** The fundamental aspect of education is academic integrity. The relevance of honesty, integrity and intellectual property rights is highlighted in the Code of Conduct. It promotes a culture of originality, rigorous thought and an objective evaluation in order to discourage plagiarizing, cheating or all forms of academic dishonesty.
- 4. Fostering accountability and responsibility:** A code of conduct holds individuals responsible for their actions and promotes personal responsibility. In order to ensure the fairness and consistency of discipline proceedings, it highlights the consequences of breaking the Code. It aims at encouraging individuals to take responsibility for their conduct, in order to have a sense of accountability with themselves, other people and the institution.
- 5. Creates a good learning environment:** The Code of Conduct helps to create a positive learning environment because it establishes guidelines for behavior and interactions. This creates an environment of cooperation, empathy and teamwork in order for students to be able to achieve their academic and personal goals. It aims to encourage students, teachers and staff to cooperate in an environment of openness, constructive feedback as well as good engagement.
- 6. The Code of Conduct reflects the core values and ethical standards of the educational institution:** It is intended to communicate the Institute's commitment to integrity, excellence, fairness and social responsibility. It represents a guiding principle to ensure that all individuals align their actions and behavior with the Institute's mission and vision.

The code of conduct is in essence a necessary requirement for the maintenance of order, discipline and an engaging learning environment within education institutions. Its aim is to provide a framework for ethical behaviour, promote respect and professionalism among participants within the educational community as well as contribute to its holistic development.

**CODE OF CONDUCT FOR  
THE STUDENTS**

## 1. CODE OF CONDUCT FOR THE STUDENTS

The Code of Conduct for students establishes a set of guidelines and expectations that promote a safe, respectful, and productive learning environment. It outlines the rights, responsibilities, and ethical standards that students should adhere to during their academic journey. The Code of Conduct serves as a framework for fostering a positive school culture, encouraging personal growth, and nurturing a sense of community among students.

A Code of Conduct for students typically addresses various aspects of student behaviour, including academic integrity, respect for others, responsible use of resources, and participation in extracurricular activities. It aims to instil values such as honesty, fairness, empathy, and accountability, shaping students into responsible and ethical individuals.

**The students' code of conduct gives a description of expected behaviour, responsibilities and obligations to be followed. The following are code of conduct for the Institute students:**

1. **Respect for Others:** The students should treat other students, faculty members, staff and visitors with respect, dignity and courtesy. We do not tolerate discrimination, harassment, bullying or any form of disrespect.
2. **Academic honesty:** There must be high standards of integrity in the classroom. This will include preventing Plagiarism, Cheating, Unauthorized Cooperation and all forms of deception in the field of education. It is expected that students will submit their own work and give due credit to the efforts of others.
3. **Attendance and punctuality:** In terms of academic achievement and the maintenance of a conducive learning environment, attendance and punctuality shall be taken into account. In accordance with the requirements of the institution, students shall be expected to take courses, seminars and other educational activities.
4. **Professionalism:** Students are to act with due care and professionalism. This shall include the observance of professionals' ethics, in accordance with institutions' rules and regulations as well as their property and resources.
5. **Personal conduct:** On and off campus, students shall behave in a manner that is appropriate. It shall also include not participating in any unlawful activities, disruptive behavior, drug use or behavior that is reprehensible to the Institute.
6. **Dress code:** Students should adhere to the prescribed dress code for their program. This ensures a professional and appropriate appearance in the educational environment.
7. **Use of resources from Institutes:** Students should exercise due care and responsibility in using Institute resources, like libraries and laboratories for their own purposes. It shall be strictly forbidden to abuse, steal or damage the institution's property.
8. **Personal safety and security:** Students should take care of their own personal safety and that of others. They should comply with safety protocols, provide any potential hazard or security concern to authorities of the Institutes and cooperate in emergency situations.

9. **Cyber Ethics:** Responsible and ethical use of technology and online resources should be a student's responsibility. This shall also include respect of intellectual property rights, avoiding cyber bullying or harassment and complying with Internet and computer usage policies laid down by the Institute.
10. **Compliance with institutional policies, rules and regulations:** Students shall have an obligation to respect all institutional policies, rules and regulations. This includes any guidance issued by the Institute on academic policies, disciplinary procedures and other matters.

The Code of Conduct for students serves as a guiding framework for promoting positive behaviour, responsibility, and ethical conduct within educational institutions. By adhering to this code, students contribute to a healthy and respectful learning environment, where everyone can thrive academically and socially. The Code of Conduct encourages personal growth, character development, and the acquisition of essential life skills. It instils values such as respect, integrity, and accountability, preparing students to become responsible citizens and successful individuals in their future endeavours.

**In order to be able to comply with its principles, students need to know the specific code of conduct applicable at the Institute. The code of conduct shall serve as a guiding principle for all students in the Institute community to maintain a positive, respectful and safe learning environment.**

**1.1 CODE OF CONDUCT FOR  
DISCIPLINE AND ANTI-RAGGING  
COMMITTEE OF THE INSTITUTE**

# **CODE OF CONDUCT FOR DISCIPLINE AND ANTI-RAGGING COMMITTEE OF THE INSTITUTE**

The Government of India has enacted the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" to address the issue of ragging and promote a safe learning environment for students. These regulations provide a legal framework for preventing, prohibiting, and taking strict action against ragging activities.

A strong code of conduct to prevent and address cases of ragging within the institution needs to be laid down as an Anti Ragging Cell. The Code of Conduct for Anti-Ragging is established by the Anti-Ragging Cell and should be referred by all the newly admitted students of the Institute.

## **1. Objectives:**

- a. The Discipline and Anti-Ragging Committee is responsible for maintaining discipline, ensuring a safe and harassment-free environment, and preventing instances of ragging within the Institute.
- b. The committee aims to promote a culture of respect, inclusivity, and mutual understanding among students.

## **2. Committee Composition:**

- a. The Discipline and Anti-Ragging Committee shall consist of members appointed by the Institute, including faculty members, administrative staff, and student representatives.
- b. The committee shall have a designated Chairperson who will be responsible for overseeing the committee's activities.

## **3. Responsibilities of the Committee:**

- a. The committee shall ensure strict compliance with the Institute's rules and regulations regarding discipline and anti-ragging measures.
- b. The committee should proactively work towards the prevention of ragging incidents by conducting awareness programs, orientations, and educational campaigns.
- c. The committee shall investigate and address any complaints related to ragging promptly, following a fair and transparent process.
- d. It should maintain confidentiality during the investigation and protect the complainants and witnesses from any form of intimidation or retaliation.
- e. The committee should recommend suitable disciplinary actions to the Institute against individuals found guilty of ragging or violating the Institute's code of conduct.

## **4. Code of Conduct for Students:**

- a. Students shall treat fellow students, faculty, and staff members with respect, dignity, and courtesy at all times.
- b. Ragging in any form, whether on or off-campus, is strictly prohibited. Students should not engage in or support any activity that constitutes ragging or harassment.
- c. Students should report any incidents of ragging, bullying, or harassment to the Discipline and Anti-Ragging Committee promptly.
- d. Students shall comply with the instructions and guidelines issued by the committee and cooperate during investigations.

## 5. Reporting Mechanism:

- a. The committee should establish a well-defined and accessible reporting mechanism, including dedicated helpline numbers, online complaint forms, or in-person reporting options.
- b. Complaints related to ragging or indiscipline should be addressed to the committee within a specified time frame.
- c. The committee should ensure that complainants' identities are kept confidential and provide necessary support and guidance to the individuals reporting incidents.

## 6. Disciplinary Actions:

- a. The committee shall recommend appropriate disciplinary actions for individuals found guilty of ragging, ranging from warnings and fines to suspension or expulsion from the Institute, depending on the severity of the offense.
- b. The committee may also recommend counseling or rehabilitation measures for students involved in ragging to prevent future occurrences.

## 7. Awareness Programs:

- a. The committee should organize regular awareness programs, workshops, and seminars to educate students, faculty, and staff members about the consequences of ragging and the importance of maintaining a safe and respectful environment.
- b. Sensitization programs should be conducted at the beginning of each academic year to orient new students about the Institute's policies, code of conduct, and anti-ragging measures.

## 8. Compliance and Review:

- a. The committee members, as well as the students, faculty, and staff, should strictly adhere to the code of conduct and cooperate with the committee's initiatives.
- b. The code of conduct should be reviewed periodically to ensure its effectiveness, make necessary updates if required, and align with the changing needs and regulations

The Code of Conduct for the Discipline and Anti-Ragging Committee of the institute plays a vital role in ensuring a safe, respectful, and inclusive environment for all members of the institution. By establishing guidelines and standards of behaviour, the committee aims to prevent ragging and maintain discipline within the institute. The Code of Conduct serves as a powerful tool in promoting a culture of respect, fostering a sense of community, and upholding the rights and well-being of every individual.

By implementing and adhering to the Code of Conduct, the Discipline and Anti-Ragging Committee aims to create an environment where every member feels safe, valued, and respected. This promotes a conducive atmosphere for learning, personal growth, and the holistic development of individuals. Ultimately, the committee's efforts and the Code of Conduct contribute to fostering a harmonious and inclusive environment.

**It's important to note that the specific provisions and regulations shall be updated over time. It's recommended to refer to the latest official documents and notifications from the concerned government authorities for the most accurate and up-to-date information on the Anti-Ragging Act in India.**

**A CODE OF CONDUCT FOR  
WOMEN AND GENDER SENSITIZATION  
CELL**

## 1.2 CODE OF CONDUCT FOR WOMEN AND GENDER SENSITIZATION CELL

It serves as a guideline for promoting a safe, inclusive, and respectful environment for all individuals. It outlines the principles, policies, and procedures to prevent and address issues related to gender-based discrimination, harassment, and violence. Here's an example of a Code of Conduct for a Women and Gender Sensitization Cell:

- 1. Purpose and Objectives:** The Women and Gender Sensitization Cell (WGSC) is established to ensure gender equality, promote inclusivity, and prevent any form of discrimination, harassment, or violence based on gender.
- 2. Responsibilities:**
  - a. To create awareness among students, staff, and faculty about gender-related issues and the importance of gender equality.
  - b. To provide a safe and confidential space for individuals to report incidents of gender-based discrimination, harassment, or violence.
  - c. To conduct awareness campaigns, workshops, and training programs on gender sensitization and related topics.
  - d. To support and assist individuals who have experienced gender-based discrimination, harassment, or violence by providing necessary guidance and resources.
  - e. To collaborate with other relevant committees or cells within the Institute to address gender-related concerns.
- 3. Prohibited Conduct:**
  - a. Any form of discrimination, including but not limited to, gender-based discrimination, stereotyping, or biased treatment.
  - b. Any form of harassment, including sexual harassment, verbal abuse, intimidation, or any unwelcome behavior that creates a hostile environment.
  - c. Any form of violence, including physical, emotional, or sexual violence against any individual based on their gender.
  - d. Retaliation against any person who reports an incident or participates in any proceedings related to gender-based issues.
- 4. Reporting Mechanism:**
  - a. WGSC shall ensure the availability of multiple reporting mechanisms, including in-person, online, and anonymous options, to encourage individuals to report incidents.
  - b. Complaints should be handled in a prompt, fair, and confidential manner, with due consideration given to the privacy and well-being of all parties involved.
  - c. WGSC shall maintain appropriate records of all reported incidents and take necessary steps to address the complaints.
- 5. Confidentiality and Non-Disclosure:**
  - a. WGSC members shall maintain strict confidentiality and non-disclosure regarding all complaints and personal information shared during the reporting and investigation process, except as required by law.
  - b. Confidentiality shall be maintained throughout the process, ensuring privacy for all parties involved.

**6. Awareness and Training:**

- a. WGSC shall conduct regular awareness campaigns, workshops, and training programs to educate the campus community on gender sensitization, preventing discrimination, and addressing gender-based issues.
- b. Training sessions shall be provided to faculty, staff, and students to promote a better understanding of gender-related concerns and the importance of inclusivity.

**7. Support and Assistance:**

- a. WGSC shall provide necessary guidance, support, and resources to individuals who have experienced gender-based discrimination, harassment, or violence.
- b. The cell shall maintain a network of external agencies, counselors, or support services for referral purposes, if required.

**8. Disciplinary Actions:**

- a. WGSC shall recommend appropriate disciplinary actions against individuals found guilty of gender-based discrimination, harassment, or violence, in accordance with the Institute's existing policies and procedures.
- b. Disciplinary actions may include warnings, counseling, suspension, termination, or legal action, depending on the severity of the offense.

**9. Review and Amendments:**

- a. The Code of Conduct shall be reviewed periodically to ensure its effectiveness and relevance.
- b. Amendments to the Code of Conduct may be made by the Institute administration based on the recommendations of WGSC, in consultation with relevant stakeholders.

**The Code of Conduct for the Women's and Gender Sensitization Unit is a key instrument to create an inclusive, secure environment where women and other marginalized gender groups can thrive. In line with its principles, all stakeholders can actively participate in the transformation of an educational institution to a place where gender equality, respect for other people and dignity is upheld thereby creating more equitable and just societies.**

# **1.3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SCHOLARS**

## PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SCHOLARS

The guiding principles for research scholars' behaviour and conduct are professional ethics and a code of conduct. These ethical principles and guidelines are intended to assure that scholars conduct research in a responsible manner both during the course of their work and when it is being carried out. While specific codes of conduct may differ from field to field, they are all based on the common basic principles which promote transparency, objectivity, respect and responsibility for research practices.

Special aspects of professional ethics and codes of conduct applicable to researchers from a variety of disciplines, such as the trade sector, business administration, humanities or internationalist institutes will be covered within these sections. The researchers will be able to conduct their work in a way that promotes the well being of participants through respect for divergent views, contributing positively to knowledge developments across fields where they are engaged; understand these ethical principles and embrace them.

- 1. Integrity:** In their work, research scientists should maintain the highest standards of integrity. It shall also be responsible for ensuring the accuracy, completeness and transparency in its reports of research results to avoid plagiarizing, fabrication, falsification or any kind of scientific misconduct.
- 2. Respect for participants and subjects:** Research scholars shall respect the rights, dignity and privacy of participants and subjects. They should obtain informed consent, protect the confidentiality and ensure that participants are well taken care of.
- 3. The objectivity of research:** Researchers should endeavour to conduct their work in an impartial manner and avoid personal bias or conflicts of interest which may have a negative impact upon the scientific process, findings.
- 4. Compliance with the rules and ethical guidelines:** Scholars must be made aware of applicable law, regulation or ethics relating to research in their field. They should seek appropriate ethical approvals and authorisations if necessary, in order to ensure compliance with these standards.
- 5. Sustainable use of resources:** Researchers should apply Research Funds, materials and resources in an efficient manner, with due respect to the purpose for which they are applied.
- 6. Coherence and collegiality:** In order to promote a spirit of respect and inclusion between colleagues, mentors, students or anyone associated with the research community, researchers should foster collaboration and collegiality. In the case of contributions and ideas from others, they should give due credit and recognition.
- 7. Lifelong learning and professional development for scholars:** Students should continue to learn, stay up to date with changes in their area, seek out new educational opportunities and develop skills. They should work to disseminate knowledge and mentor the next generation of researchers.
- 8. Responsibility for communication and dissemination:** Scholars must communicate research findings in a manner that is factual, fair and clear so as to avoid misleading or exaggerated claims. For the use of other people's works, they should be bound by intellectual property rights and copyright law.
- 9. Reporting and addressing ethical issues:** Scholars should be careful to recognize and report any ethical problems or research misconduct that they observe. Appropriate procedures and channels for reporting, e.g. the institutional ethics committees or responsibilities in research offices should be followed by them.

The professional ethics and code of conduct for research scholars are essential in upholding the integrity, credibility, and ethical standards of research activities. By adhering to these guidelines, research scholars demonstrate a commitment to responsible and ethical research practices, ensuring the reliability and validity of their findings.

The code of conduct emphasizes principles such as honesty, transparency, respect for intellectual property rights, and adherence to research protocols and guidelines. It promotes academic integrity, discourages misconduct, and encourages the responsible use of research resources and funding.

In conclusion, the professional ethics and code of conduct for research scholars establish a framework for responsible, ethical, and high-quality research. By upholding these principles, research scholars uphold the integrity of their work, contribute to the advancement of knowledge, and maintain the trust and confidence of the scientific community and society at large.

**CODE OF CONDUCT FOR  
STUDENTS IN INSTITUTE LIBRARY**

## CODE OF CONDUCT FOR STUDENTS IN INSTITUTE LIBRARY

The Code of Conduct for students in the institute library establishes a set of guidelines and expectations to ensure a conducive and respectful environment for learning, research, and studying. The library is a vital resource centre for students, and adhering to this code promotes the responsible and ethical use of library facilities, materials, and resources. It fosters a culture of respect, consideration, and academic integrity within the library premises.

The library serves as a hub for knowledge, information, and study. The Code of Conduct provides students with clear guidelines on how to conduct themselves while utilizing library resources, respecting fellow students, and maintaining the order and tranquillity of the space. It sets the foundation for a positive library experience for all users.

The Code of Conduct for students in the Institute library outlines the expected behaviour and rules that students must adhere to while using the library facilities. Here is a summary of the code:

- 1. Participation:** Library membership shall be available to all staff and students of the Institute.
- 2. Silence:** To maintain a comfortable and peaceful environment for learning, it is necessary to observe silence in the library.
- 3. Personal Belongings:** Students are allowed to have their personal possessions stored on a dedicated shelf that is located in the library.
- 4. Library Timing:** The library is open for students and staff from 08:00 AM to 5:00 PM on working days.
- 5. Misconduct:** Admission or membership may be cancelled and severe discipline imposed on any breach of behavior in a library or study room.
- 6. Non-transferable Cards:** B.T. Cards (presumably library cards) are not transferable
- 7. Entry Register:** Prior to entering the library, each student must sign an entry register.
- 8. Care of books:** Students must handle books carefully to avoid damage or loss.
- 9. Lost books:** If students lose a book, they have to replace it with the same name, author and publisher or pay their fees as fines.
- 10. Condition of borrowed books:** Students should ensure that the book they intend to borrow is in a good state before leaving the issue counter. They bear the responsibility of any loss or failure to return books issued to them.
- 11. Preservation of Books:** It shall be prohibited to lay out, write, fold, tear or deface books in any way.
- 12. Return of Borrowed Books:** Book returns should be made on time or prior to the due date. Failure to do so will result in an overdue charge of Rs. 1 per day for students.

- 13. Returns on holiday:** If the due date is a holiday, returns shall be carried out for the next working day without any penalty being imposed.
- 14. Loss of Borrower's Token:** If students lose their borrower's card, they must report it to the librarian and pay Rs.20 to obtain a new token.
- 15. Final year students:** In order to obtain the "No Due Certificate" necessary to receive the hall tickets for the university examinations, final year students must return the library ticket and the books as specified in the library circular.
- 16. Library Study Room:** Students can utilize the well-equipped library study room between 08:00 AM and 5:00 PM.

The Code of Conduct for students in the institute library sets the standards for behaviour, respect, and responsible use of library resources. Adhering to this code promotes a harmonious and productive environment where all students can benefit from the library's offerings.

By respecting fellow students, handling library materials with care, maintaining order, and upholding academic integrity, students contribute to a positive library experience for themselves and others. Ultimately, the Code of Conduct helps inculcate values of respect, responsibility, and ethical conduct, preparing students to become lifelong learners and engaged members of the academic community.

**CODE OF CONDUCT FOR  
STUDENTS IN COMPUTER LABORATORY**

## CODE OF CONDUCT FOR STUDENTS IN COMPUTER LABORATORY

The Code of Conduct for students in the computer laboratory outlines a set of guidelines and expectations to ensure a productive, respectful, and secure environment for computer-based learning and activities. The computer laboratory is a crucial space where students engage in various academic and research tasks, and adhering to this code promotes responsible and ethical use of computer resources, software, and equipment. It sets the foundation for a positive and efficient computer laboratory experience for all users.

The computer laboratory provides access to technology and resources that support learning, research, and collaboration. The Code of Conduct establishes rules and standards that students must follow to maintain the integrity of the computer systems, protect digital data, and foster a respectful atmosphere conducive to academic work.

**The rules and expectations which students must follow as they use computer equipment are set out in the Code of Conduct for a Computer Laboratory. The elements of these codes are as follows:**

- 1. Access and usage:** The student's access to the computer lab shall be reserved exclusively for educational purposes. They must be responsible for using the computers and equipment responsibly; avoiding any unauthorized access or misuse.
- 2. Respect for Others:** Other users' rights and privacy in a computer lab should be respected by students. This means that you must refrain from harming other people's files, software or private items.
- 3. Prohibited Activities:** Students should not engage in activities that disrupt the functioning of a computer lab or do anything contrary to any law or institutional policy. This shall include unauthorised or illegal use of technology, including cyber intrusions, dissemination of malicious software and any other form that is contrary to ethical conduct.
- 4. Personal Files and Storage:** Students must keep their work saved to the designated storage device or private account. The student should always back up files and do not store any personal files on lab computers without permission from the concern staff.
- 5. Software and License Compliance:** Students should only use licensed software installed on the lab computers and should not install or use any unauthorized software. They should respect copyright law and compliance with software usage agreements.
- 6. Network usage:** Students should exercise due care when using the Institute's network resources and do not overcompensate for bandwidth or engage in activities that would jeopardise networking security or integrity.
- 7. Lab environment:** A clean and orderly laboratory environment should be maintained by students. They're not supposed to bring food or drinks into the lab, and should properly dispose of any waste.
- 8. Respect for the equipment:** Students should take care with lab equipment such as computers, peripherals and other devices. Laboratory staff or the competent authority should be notified of any damage or malfunction.

**9. Time constraints:** The length of time student spend using the computer can be limited according to lab capacity and demand. These time constraints should be respected by the students, so that they can take account of others.

**10. Reporting problems:** The students should immediately communicate with laboratory staff or assigned IT support personnel any technical problem, error in a software program or something that they experience at the computer lab.

The Code of Conduct for students in the computer laboratory promotes responsible, ethical, and efficient use of computer resources, software, and equipment. Adhering to this code helps maintain the integrity of the systems, protects privacy and data, and ensures a productive environment for academic work.

By demonstrating respect for equipment, responsible resource usage, adherence to privacy and copyright laws, and respectful conduct towards others, students contribute to a positive computer laboratory experience for themselves and their peers. Ultimately, the Code of Conduct helps instil values of responsibility, integrity, and digital citizenship, preparing students to utilize technology effectively and ethically in their academic and professional endeavours.

**The students shall be involved in the maintenance of a favorable and constructive educational environment through their compliance with the Computer Laboratory Code of Conduct. For students to acquaint themselves with the particular code of conduct provided by their institution, it is important.**

**CODE OF CONDUCT**

**FOR STUDENTS IN INSTITUTE CANTEEN**

## CODE OF CONDUCT FOR STUDENTS IN INSTITUTE CANTEEN

The Institute canteen serves as a communal space where students gather to have meals, socialize, and relax. It is important to establish a code of conduct for students in the canteen to ensure a harmonious and respectful environment for everyone. By adhering to this code, students can contribute to a positive atmosphere and create a pleasant dining experience for themselves and their fellow students.

This code of conduct aims to promote good behaviour, proper etiquette, and responsible use of the canteen facilities which is as follows:

- 1. Respect others:** Treat fellow students, canteen staff, and visitors with respect and courtesy. Avoid engaging in any form of verbal or physical harassment, bullying, or discrimination.
- 2. Wait with patience:** Obey the queue system, waiting for your turn in line. Avoid getting in the way of anything, breaking up lines or creating needless chaos. Be aware of the others who are waiting for their service.
- 3. Maintain cleanliness:** Keep the canteen area clean and tidy. In designated garbage cans, dispose of the trash properly. Do not litter on tables or floors, and do not leave food spills.
- 4. Waste of food:** Be careful about waste of food. In order to minimize food waste, take the amount of food you can eat. Do not take more than you need or leave uneaten food on your tray.
- 5. Follow canteen rules:** Adhere to the rules and guidelines set by the canteen management. These may include restrictions on outside food, specific meal timings, or other regulations. Comply with any requests or instructions from the canteen staff.
- 6. Noise level:** Maintain an appropriate noise level inside the canteen. Avoid shouting, yelling, or creating excessive noise that may disturb others who are studying or working nearby.
- 7. Use of electronics responsibly:** Use electronic equipment such as laptops and mobile phones in a responsible manner. Please don't play loudly music or videos that can interfere with a comfortable environment in the cafeteria.
- 8. Respect the arrangement:** Respect the placement and arrangement of seats in the dining area. Do not keep other people occupied when they need to and prevent them from being able to find a seat. If necessary, you can have tables shared during the peak hours.
- 9. Personal hygiene:** When eating in the dining room, keep your hands and feet clean. Before eating and using the appropriate knives you are given, wipe your hands. Stay away from actions that might compromise the food safety or hygiene standards.
- 10. Report concerns:** If you notice any irregularities, such as food quality issues, unhygienic conditions or conduct of employees, report it to the canteen manager or college authorities so that appropriate measures can be taken.

In conclusion, the code of conduct for students in the Institute canteen is crucial for fostering a respectful and enjoyable environment for everyone. It encourages students to practice good behaviour, observe proper etiquette, and be responsible users of the canteen facilities. By adhering to this code, students contribute to a positive atmosphere, promoting harmony and ensuring a pleasant dining experience for all. Let us uphold these guidelines with respect and consideration, fostering a culture of mutual respect and camaraderie within the canteen, and creating a welcoming space for everyone in the Institute community.

**CODE OF CONDUCT**

**FOR GIRLS STUDENTS IN CAMPUS HOSTEL**

## CODE OF CONDUCT FOR GIRLS STUDENTS IN CAMPUS HOSTEL

The Code of Conduct for girl's students in the campus hostel is designed to ensure a safe, secure, and comfortable living environment for female students residing on campus. It establishes guidelines and expectations that promote respect, personal well-being, and a sense of community among the hostel residents. The Code of Conduct aims to create a supportive and inclusive atmosphere that enhances the overall living experience for girls in the campus hostel.

The hostel serves as a home away from home for female students, and the Code of Conduct helps create a positive and nurturing environment where they can focus on their studies, personal growth, and social development. It addresses various aspects of hostel life, including safety, privacy, respect for others, and adherence to rules and regulations.

A code of conduct for female students in an institute hostel is typically designed to ensure a safe and respectful living environment. While specific rules may vary depending on the institution, here are some common guidelines which include:

- 1. Respect for Others:** Treat fellow residents, staff, and visitors with respect, kindness, and consideration. Avoid engaging in any form of harassment, discrimination, bullying, or verbal/physical abuse.
- 2. Quiet Hours:** Observe designated quiet hours to maintain a peaceful and conducive living environment for all residents. Keep noise levels to a minimum during these times, especially in common areas and shared spaces.
- 3. Curfew and Access Control:** In accordance with the institutions' policy on curfews and access controls. Follow the designated entry and exit formalities, as well as take care of any restrictions on guests or visitors.
- 4. Responsibility for your own safety:** take care of yourself. When you leave, close your quarters and do not invite strangers to stay with you in the dormitory. Please inform the competent authorities of any suspected activities or security concerns.
- 5. Room Maintenance:** Ensure that your rooms are cleaned, and in good condition. In accordance with the Hostel Administration's guidance on waste disposal, cleaning and any additional set of instructions to be followed.
- 6. Prohibited Items:** Observe the list of prohibited items and substances, such as drugs, alcohol, weapons, or any other materials that may pose a risk to the safety and well-being of residents.
- 7. Protection and boundaries:** Be responsible for other people's privacy and personal space. Don't go into the room of someone else unless they give their permission, and don't abuse or steal any resident's possessions against his will.
- 8. Dress code:** If applicable, comply with the specific dress code guidelines. Given the institution's and local community's culture and societal norms, you must take care of your appearance appropriately.
- 9. Internet and Technology Use:** abide by the guidelines on internet and technology use in boarding houses. Consideration should be given to ethical online behavior, avoid cyber bullying or any illegal behavior and respect the intellectual property rights of others.

**10. Compliance with Institute Policies:** ensure that you are familiar with and adhere to all of the institute's policies, in particular those which have an impact at the dormitory. This shall cover all rules relating to the conduct of students as well as academic integrity, administrative procedures and any provisions pertaining thereto.

In conclusion, a code of conduct for female students in an institute hostel is designed to ensure a safe, respectful, and harmonious living environment for all residents. It establishes guidelines and expectations regarding behaviour, personal safety, privacy, cleanliness, and compliance with institute policies.

By following the code of conduct, female students can contribute to a positive community and foster a conducive atmosphere for studying and personal growth. It is important for students to familiarize themselves with the specific code of conduct provided by their institution to ensure they are aware of the rules and regulations that apply to them.

**CODE OF CONDUCT FOR  
SPORTS FACILITITES  
IN THE INSTITUTE CAMPUS**

## 1.8. CODE OF CONDUCT FOR SPORTS FACILITIES IN THE INSTITUTE CAMPUS

The utilization of sports facilities in an institute encompasses various activities such as badminton, volleyball, football, cricket, table tennis, chess, yoga, and more. To ensure a safe, fair, and enjoyable experience for all participants, it is essential to establish a code of conduct. This code sets the expectations and guidelines for individuals utilizing these sports facilities. By adhering to this code, students can promote sportsmanship, respect, and cooperation while maximizing their engagement in physical activities.

- 1. Respect for Others:** Treat fellow players, coaches, officials, and spectators with respect and courtesy. Avoid engaging in any form of harassment, discrimination, or disrespectful behavior.
- 2. Adherence to Rules:** Familiarize yourself with the rules and regulations of each sport or activity and adhere to them during game play. Understand and follow any specific guidelines or variations set by the institution for each sport.
- 3. Fair Play:** Play the game fairly and ethically, following the principles of fair play. Avoid cheating, diving, intentional fouls, or any other actions that undermine the integrity of the game.
- 4. Safety:** Prioritize the safety of yourself and others. Follow safety guidelines, wear appropriate protective gear when necessary, and report any unsafe conditions or equipment to the appropriate authorities.
- 5. Equipment Handling:** Use sports equipment responsibly and handle it with care. Return equipment to its designated storage area after use and report any damages or malfunctions to the facility management.
- 6. Reservation and Usage:** Respect the reservation system for sports facilities, if applicable. Adhere to the allocated time slots or schedules for each sport and avoid unauthorized or excessive usage.
- 7. Cleanliness and Maintenance:** Keep the sports facilities clean and tidy. Dispose of trash in designated bins and report any maintenance or cleanliness issues to the facility management.
- 8. Cooperation and Teamwork:** Foster a spirit of cooperation and teamwork among players. Respect your teammates, communicate effectively, and support each other during games and practice sessions.
- 9. Spectator Behavior:** If you are a spectator, observe proper etiquette and support the teams or players in a positive and respectful manner. Avoid any disruptive or unsportsmanlike behavior.
- 10. Conflict Resolution:** In case of conflicts or disputes, resolve them amicably and peacefully. Follow the established procedures for conflict resolution as set by the institution or sports facility.

A well-defined code of conduct for the utilization of sports facilities in an institute fosters a positive and inclusive environment for students engaging in various physical activities. By adhering to this code, individuals demonstrate respect for others, fair play, safety consciousness, and a commitment to teamwork. Such a code ensures that sports facilities are utilized effectively, promoting physical well-being, skill development, and a sense of camaraderie among participants. By embracing the principles outlined in the code of conduct, students can maximize their experience in sports activities while upholding the values of sportsmanship and mutual respect.

**1.9 CODE OF CONDUCT FOR  
NATIONAL CADET CORPS (NCC)  
IN THE INSTITUTE**

## 1.9 CODE OF CONDUCT FOR NATIONAL CADET CORPS (NCC) IN THE INSTITUTE

The National Cadet Corps (NCC) is a prestigious organization in institutes that aims to develop character, discipline, leadership, and a spirit of service among youth. To ensure the smooth functioning and uphold the values of the NCC, a well-defined Code of Conduct is established. This Code outlines the expectations and guidelines for cadets participating in the NCC program within the institute. It encompasses various aspects such as discipline, uniform, respect, teamwork, and adherence to protocols. By adhering to this Code of Conduct, cadets can embody the principles of the NCC and contribute positively to their personal growth, the institute, and the nation as a whole.

### Code of Conduct for National Cadet Corps (NCC) in the Institute:

- 1. Discipline:** Uphold high standards of discipline at all times. Observe and follow the orders and instructions of superiors and trainers without question. Show respect towards authority figures and demonstrate self-discipline in behavior and appearance.
- 2. Punctuality:** Be punctual for all NCC activities, including drills, training sessions, parades, and meetings. Arrive on time and be prepared for the scheduled activities.
- 3. Uniform and Grooming:** Wear the prescribed NCC uniform with pride and ensure it is well-maintained, neat, and clean. Adhere to grooming standards and present a smart appearance in line with NCC regulations.
- 4. Respect for the National Flag and Anthem:** Show utmost respect for the national flag and the national anthem. Stand at attention and observe the appropriate protocols when the flag is raised or the anthem is played.
- 5. Integrity and Honesty:** Demonstrate integrity and honesty in all NCC activities. Uphold the values of truthfulness, trustworthiness, and transparency. Avoid engaging in any form of dishonesty, including cheating or misrepresentation.
- 6. Physical Fitness:** Maintain a high level of physical fitness to meet the demands of NCC training. Engage in regular exercise and follow the prescribed physical training regimen to enhance strength, endurance, and overall fitness.
- 7. Teamwork and Cooperation:** Foster a spirit of teamwork and cooperation among NCC cadets. Work collaboratively with fellow cadets to achieve common goals, support each other, and contribute to the overall success of the unit.
- 8. Leadership and Responsibility:** Develop leadership skills and take responsibility for assigned tasks and duties. Lead by example, inspire others, and exhibit qualities of accountability, initiative, and effective communication.
- 9. Respect for Others:** Treat fellow cadets, instructors, and members of the NCC staff with respect, dignity, and fairness. Avoid any form of harassment, discrimination, or bullying based on gender, race, religion, or other factors.
- 10. Commitment and Loyalty:** Demonstrate unwavering commitment and loyalty to the NCC and its

objectives. Uphold the core values of the NCC, which include unity, discipline, and national service.

- 11. Safety and Security:** Prioritize safety and security during NCC activities. Follow all safety protocols, exercise caution during training exercises, and report any safety concerns or incidents to the appropriate authorities.
- 12. Compliance with Institute Rules:** Comply with the rules and regulations of the institute, including those specific to the NCC. Observe academic requirements, maintain good conduct in the institute premises, and adhere to any additional guidelines or policies set by the institute regarding NCC participation.

The Code of Conduct for the National Cadet Corps (NCC) in the institute provides a framework for cadets to uphold the values of discipline, integrity, respect, and teamwork. By adhering to this code, NCC cadets can develop leadership skills, promote a sense of national pride, and contribute to the overall objectives of the NCC.

The code emphasizes punctuality, uniform and grooming standards, physical fitness, and adherence to protocols related to the national flag and anthem. Furthermore, it emphasizes the importance of respect for others, safety consciousness, and compliance with institute rules. By embodying these principles, NCC cadets can make a positive impact both within the NCC and in society at large.

**1.10. CODE OF CONDUCT FOR  
NATIONAL SERVICE SCHEME (NSS)  
IN THE INSTITUTE**

## 1.10. CODE OF CONDUCT FOR NATIONAL SERVICE SCHEME (NSS) IN THE INSTITUTE

The National Service Scheme (NSS) plays a crucial role in instilling a spirit of social service, community development, and national integration among the youth in institutes. To ensure the effective implementation of the NSS program and to uphold its core values, a comprehensive Code of Conduct is established. This Code sets out the guidelines and expectations for NSS volunteers in the institute, outlining their responsibilities and behaviours. The Code emphasizes commitment to service, respect for diversity, professionalism, integrity, and adherence to ethical principles. By adhering to this Code, NSS volunteers contribute meaningfully to the betterment of society, personal growth, and the overall objectives of the NSS program.

### Code of Conduct for National Service Scheme (NSS) in the Institute:

- 1. Commitment to Service:** Demonstrate a strong commitment to community service and the objectives of the NSS. Engage in voluntary activities with dedication, enthusiasm, and a spirit of selflessness.
- 2. Respect and Inclusion:** Treat all individuals with respect, regardless of their background, gender, race, religion, or any other characteristic. Embrace diversity and foster an inclusive environment within the NSS.
- 3. Punctuality and Attendance:** Be punctual and attend all NSS activities, including meetings, training sessions, and service projects. Inform the designated NSS coordinator in advance if unable to attend any scheduled events.
- 4. Adherence to NSS Principles:** Uphold the core principles of the NSS, including social service, community development, and national integration. Align your actions with the values and objectives of the NSS.
- 5. Professionalism:** Maintain professionalism in all interactions and activities related to the NSS. Demonstrate ethical conduct, reliability, and a positive attitude while representing the NSS and the institute.
- 6. Integrity and Honesty:** Conduct yourself with integrity and honesty. Avoid engaging in any form of dishonesty, including plagiarism, misrepresentation, or unauthorized use of resources.
- 7. Confidentiality:** Respect the confidentiality of sensitive information or personal details shared during NSS activities. Maintain the privacy of individuals involved in service projects and refrain from disclosing any confidential information without proper authorization.
- 8. Responsible Resource Management:** Utilize the resources provided by the NSS and the institute responsibly. Avoid wastage, misuse, or unauthorized distribution of NSS materials, funds, or equipment.
- 9. Safety and Well-being:** Prioritize the safety and well-being of yourself and others during NSS activities. Follow safety guidelines, assess potential risks, and take necessary precautions to ensure a safe environment.
- 10. Compliance with Institute Rules:** Adhere to the rules and regulations of the institute, including those specific to the NSS. Maintain good conduct within the institute premises and comply with any additional guidelines or policies set by the institute regarding NSS participation.

**11. Collaboration and Teamwork:** Foster a spirit of collaboration and teamwork among NSS volunteers. Work harmoniously with fellow volunteers, respect diverse perspectives, and contribute positively to group dynamics.

**12. Continuous Learning and Reflection:** Engage in continuous learning, reflection, and personal development through NSS activities. Seek opportunities for self-improvement, share knowledge and experiences, and actively participate in training and development programs organized by the NSS.

The Code of Conduct for the National Service Scheme (NSS) in the institute sets forth guidelines for volunteers to uphold the values of commitment, respect, integrity, and service. By adhering to this code, NSS volunteers can actively contribute to community development, promote inclusivity, and cultivate a sense of social responsibility.

The code emphasizes punctuality, respect for diversity, professionalism, responsible resource management, and adherence to ethical principles. It also highlights the importance of safety, compliance with institute rules, collaboration, and continuous learning. By embodying these principles, NSS volunteers can make a meaningful and positive impact on society while fostering personal growth and development.

## **2.1. THE PROFESSIONAL ETHICS**

**&**

## **CODE OF CONDUCT FOR TEACHING STAFF**

**(As per UGC Notification-2018)**

## **2. CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHING STAFF, ADMINISTRATIVE & SUPPORT STAFF AND THE PRINCIPAL**

### **THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR TEACHING STAFF**

**(As per UGC Notification-2018)**

**INTRODUCTION:** - The Institute is providing the following guidelines of UGC for maintaining the professional ethics for the teachers these guidelines are adopted from UGC notification (New Delhi, the 18th July, 2018) i.e. UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and Institutes and measures for the maintenance of standards in higher education, 2018

**Source:** <https://www.ugc.ac.in/pdfnews/5323630> **New Draft UGCRegulation-2018**

#### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals.

**The role and responsibilities of teacher and the code of conduct for the same is as below:**

- (i)** Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii)** Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii)** Seek to make professional growth continuous through study and research;
- (iv)** Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v)** Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi)** Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii)** Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising

and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and

**(viii)** Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

### **Teachers should:**

- (i)** Respect the right and dignity of the student in expressing his/her opinion;
- (ii)** Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii)** Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv)** Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v)** Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- (vi)** Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii)** Pay attention to only the attainment of the student in the assessment of merit;
- (viii)** Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix)** Aid students to develop an understanding of our national heritage and national goals; and
- (x)** Refrain from inciting students against other students, colleagues or administration.

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

- i)** Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii)** Speak respectfully of other teachers and render assistance for professional betterment;
- iii)** Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv)** Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

## **IV. TEACHERS AND AUTHORITIES:**

### **Teachers should:**

- i)** Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii)** Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii)** Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi) Should adhere to the conditions of contract;
- vii) Give and expect due notice before a change of position is made; and
- viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. TEACHERS AND ADMINISTRATIVE-SUPPORTIVE STAFF:**

##### **Teachers should:**

- i) Teachers should treat the Administrative-Supportive staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii) Teachers should help in the function of joint staff-councils covering both teachers and the Administrative-Supportive staff.

#### **VI. TEACHERS AND GUARDIANS**

##### **Teachers should:**

- i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. TEACHERS AND SOCIETY**

##### **Teachers should:**

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

*Source: <https://www.ugc.ac.in/pdfnews/5323630> New Draft UGCRegulation-2018*

**THE PROFESSIONAL ETHICS**

**&**

**CODE OF CONDUCT**

**FOR ADMINISTRATIVE & SUPPORT STAFF**

## THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR ADMINISTRATIVE & SUPPORT STAFF

Professional ethics and a code of conduct are essential for maintaining integrity, professionalism, and ethical standards within any organization, including administrative and support staff. These guidelines outline the expected behaviours and responsibilities of staff members, ensuring that they adhere to ethical principles while carrying out their duties. The professional ethics and code of conduct serve as a roadmap for promoting trust, accountability, and respect within the workplace. This document provides a framework for staff members to navigate ethical challenges, make responsible decisions, and uphold the reputation and values of the organization they represent.

As an Administrative & Support staff, it is essential to adhere to a set of professional ethics and a code of conduct to maintain professionalism, integrity, and respect in the workplace. The following are professional ethics and code of conduct for Administrative-Supportive staff members of the Institute:

- 1. Professionalism:** The professional conduct, appearance and communication of Administrative & Support Staff to colleagues, students, parents and other interested parties shall be maintained at a highly professional level. Commitment, punctuality and dedication to excellence should be followed by them in carrying out their duties.
- 2. Confidentiality:** Sensitive information such as student records, employee data and educational documents are often made available to Administrative & Support staff members. Respecting the confidentiality of such information is essential to prevent it from being made available to unauthorized persons or used for personal gain.
- 3. Respect:** Administrative & Support staff should treat all individuals with respect and dignity, regardless of their positions, gender, race, religion, nationality or any other characteristic. They should ensure that no discriminatory or harassing behavior occurs in the workplace, with a view to fostering positive and equal working conditions.
- 4. Integrity:** In all work, Administrative & Support staff is expected to conduct themselves in a manner of honesty and integrity. They should prevent conflicts of interest and, where appropriate, refrain from carrying out activities that would undermine the confidence or reputation of the institution.
- 5. Accountability:** Administrative & Support staff is to exercise responsibility for their actions and fulfill their duties in a professional manner. They must conduct their activities in an open manner, keep accurate records and be responsible for the resources entrusted to them.
- 6. Compliance with the policies and regulations:** Administrative & Support staff is required to be familiarized with the policy, rules or regulations of the institution they work for. They should take the necessary steps to comply with these guidelines, contributing to an organizational culture of compliance.
- 7. Professional development:** Administrative & Support staff should aim to continuously advance their skills and knowledge. In order to improve their knowledge and skills, they should make use of relevant training programmes, workshops and conferences.
- 8. Collaboration:** For the purpose of promoting a balanced and efficient work environment, Administrative & Support staff should cooperate in an effective manner with their colleagues and other stakeholders. They

should be able to work together as a team, communicate openly and have an open attitude towards supporting each other.

**9. The use of resources:** Institutional sources, e.g. equipment, supplies and facilities, should be used in an efficient manner by Administrative & Support staff. Such resources should not be used, misappropriated or abused for their own purposes.

**10. Ethical decision making:** In their day to day work, Administrative & Support staff personnel should be able to carry out sound judgment as well as ethics decisions. When confronted with difficult situations, the best interests of the institution and its stakeholders should be taken into account.

The professional ethics and code of conduct for administrative and support staff play a vital role in establishing and maintaining a strong ethical culture within an organization. By adhering to these guidelines, staff members demonstrate their commitment to upholding high standards of professionalism, integrity, and accountability. These principles create a positive work environment, enhance employee morale, and foster trust among colleagues, clients, and stakeholders.

Embracing the code of conduct not only ensures compliance with legal and regulatory requirements but also contributes to the organizations overall success and reputation. By consistently embodying ethical behaviour and values, administrative and support staff can inspire confidence, promote fairness, and contribute to the achievement of organizational goals.

**In order to ensure compliance with these codes of conduct and ethics, members of the Administrative-Supportive Staff should be aware of Code of Conduct and Ethics Guidelines.**

# **CODE OF CONDUCT FOR THE PRINCIPAL**

## 2.3. CODE OF CONDUCT FOR THE PRINCIPAL

The Code of Conduct for the Principal serves as a comprehensive guide to ethical conduct, professional responsibilities, and leadership expectations for the individual holding this esteemed position. It sets the standards for behaviour, integrity, and accountability that the Principal should uphold in their role as the administrative head of the Institute.

The Principal plays an important role in shaping an Institute ethical and moral environment, as the educational leader. Some basic principles and codes of conduct that should be upheld by the Principal are as follows:

- 1. Integrity:** In all business activities, the Principal must behave with integrity, honesty and fairness. In the Institute community they should be role models for good behavior and a culture of trust and respect.
- 2. Professional competence:** Principals should maintain a high level of professional competence and continuously seek to improve their knowledge and skills. They should stay informed about educational research, best practices, and relevant laws and policies.
- 3. Student welfare:** The well being, safety and educational needs of students should be a priority for the Principal. They should also create a supportive and inclusive learning environment that promotes the development of all pupils, from elementary through university.
- 4. Respect for diversity:** The diversity of students, staff, and families in the Institute community should be respected and valued by the Principal. They should encourage inclusion, multiculturalism and equal treatment of all people as well as ensuring their dignity and fairness.
- 5. Confidentiality:** The confidentiality of student and staff information must be maintained by the Principal in compliance with his or her right to privacy. They are required to comply with the applicable legislation on collection, storage and sharing of personal data.
- 6. Professional Relationships:** Professional connections with students, staff, parents and members of the local community should be established and maintained by Principals. They should work to promote open communication, cooperation and teamwork while complying with the proper boundaries as well as preventing conflicts of interest.
- 7. Ethical decision making:** Decisions based on ethics and profession should be made by the Principals. They are expected to seek input from stakeholders, take into account the potential impact of their decisions and be transparent and accountable for their actions.
- 8. Professional conduct:** The Principal should act in accordance with all applicable legislation, regulations and policies relating to education. They shall not act in a way that could compromise their professional integrity or the reputation of the Institute.
- 9. Conflict resolution:** The Principal actors should actively seek a fair, impartial and constructive solution to conflicts and disputes. Dialogues, mediation and other peaceful means of solving conflicts in Institutes should be encouraged.

**10. Continuing professional development:** In order to improve their knowledge, skills and leadership ability, teachers should be engaged in ongoing professional development activities. In addition, it should promote their staff's professional development and offer opportunities for education and training.

The Code of Conduct for the Principal establishes a framework of ethical principles, professional responsibilities, and leadership expectations that are crucial for effective educational leadership. By adhering to this code, the Principal plays a pivotal role in fostering a positive, inclusive, and conducive learning environment.

Their commitment to integrity, fairness, and transparency ensures that the Institute thrives, students receive quality education, and all stakeholders benefit from a strong and visionary leader. The Code of Conduct for the Principal is essential in promoting excellence, accountability, and a commitment to the overall development of the Institute and its constituents.

**2.4 CODE OF CONDUCT FOR  
ALL HEADS/PROGRAM  
INCHARGE/PROGRAM-COORDINATORS  
OF THE TEACHING DEPARTMENTS  
OF THE INSTITUTE**

## CODE OF CONDUCT FOR ALL HEADS/PROGRAM INCHARGE/PROGRAM-COORDINATORS

### OF THE TEACHING DEPARTMENTS OF COMMERCE & MANAGEMENT, HUMANITIES AND INTER DISCIPLINARY FACULTY OF THE INSTITUTE

The provided code of conduct/code of professional ethics outlines the expectations and responsibilities of the heads, program in-charges, and program coordinators within the educational institution. The code aims to ensure the smooth functioning of the department and promote effective teaching and learning practices. It also emphasizes accountability, communication, and continuous improvement. The code includes the following guidelines:

- 1. Annual Departmental Academic Calendar:** Prepare and adhere to a yearly academic calendar and organize planned events accordingly.
- 2. Program Outcomes, Course Outcomes, and Time Table:** Develop program outcomes, course outcomes, and semester-wise time tables for assigned programs.
- 3. Teaching Plan:** Assist faculty members in preparing semester-wise or subject-wise teaching plans, maintaining copies for reference, and submitting one copy to the Principal.
- 4. Period and Lecture Management:** Ensure efficient management of periods and lectures within the department. **Student Feedback:** Organize student feedback sessions twice a year, analyze feedback forms, and take appropriate measures to address any concerns or difficulties.
- 5. Departmental Meetings:** Conduct regular departmental meetings under the chairmanship of the Principal to plan and decide on programs and activities.
- 6. Permission for Programs and Activities:** Obtain permission from the Principal before organizing any program or activity within the institute.
- 7. Reports Submission:** Submit written reports on completed and incomplete syllabi, unit tests, and other relevant information to the Principal.
- 8. Minutes of Meetings:** Maintain an updated minute's book of departmental meetings and regularly submit it to the Principal.
- 9. Students' Study Circle:** Facilitate the establishment of a Students' Study Circle in each teaching department annually and encourage them to organize departmental programs and activities.
- 10. Holistic Development Programs:** Organize programs for personality development, soft skills development, and communication skills to promote holistic student development.
- 11. Academic Engagement:** Arrange group discussions, debate competitions, and subject seminars using multimedia tools to enhance student engagement.
- 12. Utilization of ICT:** Utilize Information and Communication Technology (ICT) to enhance the teaching-learning process.

- 13. Support for Learners:** Identify and support slow learners through extra or remedial classes, while providing additional guidance to fast learners.
- 14. Industrial or Environmental Study Tours:** Organize study tours and prepare evaluation reports on outcomes and benefits for submission to the Principal.
- 15. Guest Lectures:** Seek permission from the Principal to organize guest lectures on various subjects for the students.
- 16. Student-Centric Programs:** Conduct student-centric programs for overall development, in addition to the programs outlined in the Institute's Annual Calendar.
- 17. Expense Reimbursement:** Submit expense bills to the Administrative Staff Officer for payment from the Principal's office.
- 18. Document Management:** Maintain a well-organized record-keeping system for all program/activity/meeting documents, including photographs, newspaper cuttings, attendance lists, and minutes.
- 19. Provision of Resources:** Provide subject notes, question papers, study materials, and relevant resources to the students.
- 20. Student Grievances and Counseling:** Address student grievances at the department level and provide necessary counseling.
- 21. Reports Submission:** Submit monthly reports of organized programs, activities, and events to the Principal, and an annual consolidated report to the Internal Quality Assurance Cell (IQAC).
- 22. Explanation for Unorganized Activities:** Submit a written explanation to the Principal if any planned program/activity/event could not be conducted, including the cause(s) and necessary signatures.

The Code of Conduct for all Heads of the Teaching Departments of Commerce & Management, Humanities, and Interdisciplinary Faculty plays a vital role in promoting ethical conduct, professionalism, and excellence within these departments. By adhering to the Code of Conduct, the heads of these departments demonstrate their commitment to upholding the institute's values and fostering a positive work environment.

In conclusion, the successful implementation of the Code of Conduct requires the commitment and active participation of the heads of departments. By embracing these principles and following the provided instructions, they contribute to a positive and ethical working environment that promotes the institute's values and enhances its reputation.

**PROFESSIONAL ETHICS AND CODE OF  
CONDUCT FOR  
RESEARCH SUPERVISORS**

## PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR RESEARCH SUPERVISORS

Professional ethics and a code of conduct are not only important for research scholars but also for research supervisors who play a critical role in guiding and overseeing research projects. Research Supervisors shall be responsible for ensuring the conduct of research in an ethical, transparent and consistent manner with established standards. The research scholars are given guidance, mentorship and support in a way that will help them deal with ethical problems while promoting responsible research practices.

**The following are the guidelines to be practised by the research supervisors in the research centre:**

- 1. Mentorships and guidance:** In order to foster a positive and ethical research environment, researchers should be provided with effective mentoring and guidance by the Research Supervisors. In research, they should be guided by a high standard of integrity, honesty and accountability.
- 2. Ethical oversight:** The supervisory authorities shall be responsible for monitoring the conduct of research and ensuring that it is carried out in accordance with applicable Ethics Guidelines, Regulations and Institutional Policies. In order for scholars to be able to obtain the necessary ethics approval and authorization, they should be guided by them.
- 3. Respect for scholars' rights and well being:** Supervisors are to give due consideration to the rights, dignity and well being of researchers under their guidance. They should foster openness to communication, coherence and mutual respect by creating a favorable and inclusive environment.
- 4. Intellectual Property Rights and Authorship:** Scholars should be taught to understand the IP rights and authorship guidelines by supervisors. They should make it possible for all contributors to receive adequate credit, and scholars are informed about the ethics implications of authorship practices.
- 5. Conflict of interest:** Any conflicts that might arise as part of a research process must be disclosed and managed by supervisors. In identifying and addressing potential conflicts, they should be guided by the need to ensure that this is not detrimental to the integrity or objectivity of research.
- 6. Responsible resource management:** Scholars should be guided by supervisors in the responsible and effective use of research funds, materials and resources. They should make it a priority for researchers to understand the importance of good management of their own resources and help them in ethics decisions on resource allocation.
- 7. Professional development:** By making it easier for researchers to participate in conferences, workshops and similar learning and networking opportunities, supervisors should support the training of research scholars. Within the research group, they should also foster a culture of continuous learning and improvement.
- 8. Responsible disclosure and dissemination:** Scholars should be advised on ethical communication and publication of research findings by supervisors. They should work to promote appropriate publishing practices, ensure a high level of accuracy and transparency with regard to the reports as well as provide guidance for researchers on how they avoid plagiarizing or any form of research misconduct.
- 9. Conflict Resolution:** Supervisors should be trained to deal with conflicts and ethical concerns that may occur during a research process. They should provide training and support to researchers on the resolution of conflicts, dealing with disputes or reporting research misconduct by means of appropriate channels.

In order for research supervisors to carry out their tasks effectively and promote ethical research practices among their scholars, professional ethics and a code of conduct are essential. Supervisors play an important role in building a culture of honesty, trust and accountability within the research community through their adherence to ethics principles and guidance on responsible research practices. In conclusion, the role of research supervisors is very important in developing ethical practices for researchers.

**PROFESSIONAL ETHICS AND CODE OF  
CONDUCT FOR EXAM SUPERINTENDENT**

## PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM SUPERINTENDENT

Professional ethics and a code of conduct are vital for exam superintendents who oversee the administration and conduct of examinations. As guardians of academic integrity and fairness, exam superintendents play a crucial role in maintaining the integrity of the examination process and ensuring that all candidates have an equal and unbiased opportunity to demonstrate their knowledge and abilities. Professional ethics and a code of conduct provide a framework for exam superintendents to uphold the highest standards of fairness, confidentiality, and ethical conduct in their roles.

**1. Impartiality and Fairness:** in the administration or supervision of examinations, exam supervisors should be capable of ensuring that there is a level playing field. In order to ensure a level playing field for all, they should treat each applicant equally and without bias.

**2. Confidentiality and security:** In order to ensure the integrity of examinations materials such as questions papers, answer sheets or supporting documents, Exam Supervisors should be provided with robust confidentiality and security measures. They should make sure that they do not allow unauthorised access to the examination material and keep it confidential at all times.

**3. Compliance with the Regulations and Policies:** examiners are to be well informed of relevant legislation, policies and guidance relating to examinations in order to ensure that they comply. They should be familiar with the rules, procedures and instructions of examinations organised by examination boards or education institutions.

**4. Professional conduct and decorum:** The examination supervisor should demonstrate professional behaviour, as well as high standards of ethics and behaviour in the course of his or her examinations. They must conduct themselves with integrity, show good manners and serve as a role model for applicants and others in the examination process.

**5. The prohibition of cheating and malpractice:** Exam supervisors are responsible to prevent, detect or address any irregularities in the conduct of examinations. They should introduce adequate measures, such as monitoring, invigilation and adherence to the protocols of examination, with a view to preventing and deterring cheating.

**6. Efficient communication and instructions:** in order to enable candidates to comply with the rules, expectations or procedures of examination, exam supervisors should be able to provide them with clear and concise guidance. Where necessary, they should be available for answering questions or providing clarification.

**7. Conflict of Interest:** Exam overseers should prevent any conflict of interest which could jeopardise their impartiality or lead to doubt as to their integrity. The Commission should disclose any potential conflict of interest and take appropriate steps to remedy it, for instance by recusal from decision related to an examination or responsibilities.

**8. Professional development:** to stay up to date on best practice, emerging trends and changes in examination rules and policies, exam supervisors should be engaged in an ongoing course of training. Opportunities to improve training and skills relating to the management of examinations and ethical issues should be proactively pursued by them.

**9. Reporting and dealing with ethical concerns:** any detected or suspected breach of ethics or examination irregularity should be promptly reported by exam supervisors. In order to ensure the adoption of appropriate measures aimed at addressing and resolving any problems, they must comply with established procedures for communicating concerns.

**10. The respect for diversity and inclusion:** educational supervisors should take into account the diversity of applicants, including their ethnic background, cultural or linguistic needs. They should strive to ensure that, as much as possible, an inclusive and supportive atmosphere is created for the examination of candidates with different needs.

Professional ethics and a code of conduct are fundamental for exam superintendents to ensure the integrity, fairness, and confidentiality of the examination process. By adhering to ethical principles, exam superintendents contribute to maintaining the credibility and reputation of the examination system, while providing candidates with a fair and equitable opportunity to showcase their knowledge and skills. Upholding professional ethics and a code of conduct in their roles as exam superintendents strengthens the trust and confidence placed in them by students, institution, and the wider community.

**PROFESSIONAL ETHICS AND CODE OF  
CONDUCT FOR EXAM INVIGILATORS**

## 2.7 PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR EXAM INVIGILATORS

Professional ethics and a code of conduct are of utmost importance for exam invigilators who play a critical role in maintaining the integrity, security, and fairness of examinations. As guardians of academic honesty, invigilators ensure that the examination process is conducted smoothly, free from malpractice, and in adherence to established rules and regulations. Professional ethics and a code of conduct provide invigilators with guidance on their responsibilities, behaviour, and ethical obligations during the examination.

### Professional Ethics and Code of Conduct for Exam Invigilators:

- 1. Impartiality and Fairness:** Invigilators shall treat all applicants in the same way with no bias during the examination process, so that fairness is maintained. In the light of their own personal biases and other factors, they should not favor or discriminate against any candidate.
- 2. Confidentiality and security:** To ensure the integrity of examination material, invigilators need to take stringent measures for secrecy and security. They should provide for the secure handling, storage and distribution of examination papers, response scripts as well as any supporting documents.
- 3. Knowledge of the rules and procedures:** Invigilators should have an in depth knowledge of examination rules, procedures or guidelines set out by examinations authorities or educational institutions. They should be familiarized with the particular guidance for each examination and make sure that it is correctly implemented.
- 4. Supervision and prevention of malpractice:** Invigilators have an obligation to be active in controlling, preventing or detecting any form of cheating, negligence or irregularity during the examination. In order to identify and tackle suspicious behavior, unauthorized material or any other irregularities, it is necessary that they be vigilant.
- 5. Professional conduct and decorum:** During examinations, invigilators need to show professional behaviour as well as be courteous and calm. They should be role models for the candidates, showing ethical behavior and protecting the integrity of the examination process.
- 6. Efficient Communication:** Invigilators should give candidates clear and efficient instructions on the tests so as to ensure that they are able to understand the rules, expectations and procedures. They should be able to reply to questions, clarify and respond to the issues raised by applicants during the examination.
- 7. Conflicts of interest:** Invigilators shall be guided to avoid any conflicts of interests that may jeopardize their impartiality or bring doubts about their integrity. They should be made aware of any possible conflicts and take measures to resolve them, for example by recusal from the conduct of invigilance duties on particular candidates or examinations.
- 8. Notifying and dealing with ethics concerns:** Invigilators should notify the relevant authorities immediately of any observation or suspected irregularity in their conduct as well as examinations. In order to ensure that appropriate measures are undertaken for the purpose of addressing and resolving any problems, they should comply with established procedures for sending a report on concerns.
- 9. Professional development:** For the improvement of knowledge and skills related to examination invigilation, inspectors should actively take part in continuous professional development. They should be kept up to date on best practices, emerging trends and changes in examination rules and policies.

**10. Consideration of diversity and inclusion:** Invigilators should demonstrate respect for the diverse nature of applicants, which include their backgrounds, cultures or needs. They should ensure that candidates are given the widest possible exposure to their different needs, thus creating a friendly and inclusive atmosphere for examination.

Professional ethics and a code of conduct guide exam invigilators in their crucial role of upholding the integrity, security, and fairness of examinations. Adhering to these ethical principles ensures that invigilators maintain impartiality, confidentiality, and professionalism throughout the examination process. By embodying these principles, exam invigilators contribute to the trust and confidence placed in them by candidates, educational institutions, and the wider community, ultimately preserving the credibility and reputation of the examination system.

**3. PROFESSIONAL ETHICS AND CODE  
OF CONDUCT FOR  
INTERNAL QUALITY ASSURANCE  
CELL (IQAC)**

### **3. PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The Internal Quality Assurance Cell (IQAC) plays a vital role in ensuring and enhancing the quality of education and academic processes within an educational institution. To maintain high standards of professionalism and integrity, IQACs often adopt a set of professional ethics and a code of conduct. These guidelines outline the expectations and responsibilities of the IQAC members, ensuring that they adhere to ethical principles and professional standards in their activities.

By establishing and adhering to professional ethics and a code of conduct, the IQAC fosters trust, credibility, and confidence among stakeholders, including faculty, staff, students, and external bodies. It reinforces the institution's commitment to quality, continuous improvement, and the holistic development of its academic programs, contributing to the overall success and reputation of the institution.

#### **Professional Ethics for the IQAC:**

##### **1. Integrity:**

- a. Conduct quality assurance activities with honesty, transparency, and fairness.
- b. Avoid any form of misrepresentation or manipulation of data or information.
- c. Uphold academic and professional integrity in all interactions.

##### **2. Confidentiality:**

- a. Respect the confidentiality of sensitive information and data obtained during quality assurance processes.
- b. Ensure proper storage, handling, and access control of confidential information.

##### **3. Objectivity:**

- a. Maintain objectivity and impartiality while assessing and evaluating academic processes and outcomes.
- b. Avoid any conflicts of interest that could compromise the integrity of quality assurance activities.
- c. Base decisions and recommendations on evidence and established criteria.

##### **4. Professional Development:**

- a. Engage in continuous professional development to enhance knowledge and skills related to quality assurance practices.
- b. Stay updated with the latest developments and best practices in higher education quality assurance.

##### **5. Respect for Diversity:**

- a. Value and respect the diversity of perspectives, experiences, and backgrounds within the academic community.
- b. Treat all individuals with fairness, dignity, and respect, regardless of their gender, race, religion, or other characteristics.

#### **Code of Conduct for the IQAC:**

##### **1. Compliance:**

- a. Comply with all relevant laws, regulations, and policies governing quality assurance in higher education.
- b. Follow the guidelines and procedures set by regulatory bodies and accreditation agencies.

**2. Accountability:**

- a. Take responsibility for the quality assurance processes and outcomes.
- b. Provide accurate and reliable information to stakeholders.
- c. Ensure transparency in reporting and documentation.

**3. Collaboration:**

- a. Foster collaboration and cooperation among stakeholders, including faculty, staff, students, and external agencies involved in quality assurance.
- b. Promote effective communication channels to share information and best practices.

**4. Professionalism:**

- a. Maintain a professional demeanor in all interactions and communications.
- b. Treat others with courtesy, respect, and professionalism.
- c. Uphold ethical standards and avoid engaging in any behavior that may undermine the credibility of the IQAC.

**5. Quality Enhancement:**

- a. Strive for continuous improvement in all aspects of academic processes and practices.
- b. Identify areas for enhancement and work collaboratively to implement quality improvements.
- c. Monitor the effectiveness of quality enhancement measures and take corrective actions when necessary.

**6. Ethical Research:**

- a. Conduct research as part of quality assurance activities following ethical guidelines and ensuring the rights and well-being of participants.
- b. Protect the privacy and confidentiality of research participants.

**7. Data Protection:**

- a. Safeguard personal data and information obtained during quality assurance processes.
- b. Ensure compliance with data protection regulations and internal data handling policies.
- c. Use data responsibly and only for authorized purposes.

In conclusion, the professional ethics and code of conduct for the Internal Quality Assurance Cell (IQAC) are essential guidelines that ensure integrity, transparency, and professionalism in the quality assurance processes of an educational institution. By adhering to these principles, the IQAC promotes a culture of continuous improvement, accountability, and respect for all stakeholders involved.

In summary, the professional ethics and code of conduct for the IQAC form a foundation of principles and guidelines that ensure professionalism, integrity, and accountability in quality assurance activities. By adhering to these guidelines, the IQAC contributes to the overall success and reputation of the educational institution, reinforcing its commitment to providing quality education and fostering academic excellence.

**4. CODE OF CONDUCT FOR STUDENTS &  
FACULTY:**

**USE OF PARKING SPACE & CAMPUS  
PREMISES**

## 4.

The following code of conduct has been established to ensure the efficient and fair utilization of parking spaces and the respectful use of campus premises by both students and faculty members. This code aims to promote safety, maintain order, and foster a harmonious environment within the campus community. It is mandatory for all individuals to adhere to these guidelines.

### **Parking Regulations:**

**1.1. Permits:** All individuals using parking spaces must obtain a valid parking permit from the designated authority. Permits should be visibly displayed on the vehicle's windshield or dashboard.

**1.2. Designated Areas:** Vehicles must be parked only in designated parking areas, as indicated by signs or markings. Unauthorized parking in restricted zones, emergency areas, or spaces reserved for specific individuals is strictly prohibited.

**1.3. Accessibility:** Accessible parking spaces should be exclusively used by individuals with valid disabled parking permits or special authorization.

**1.4. Vehicle Maintenance:** Vehicles parked on campus should be in proper working condition, registered, and comply with all local traffic laws. Abandoned or inoperable vehicles will be subject to towing at the owner's expense.

**1.5. Speed Limit:** The posted speed limit must be observed at all times while driving within the campus premises.

### **Parking Etiquette:**

**2.1. Courtesy and Respect:** Individuals must display courtesy towards other drivers, pedestrians, and campus property. Disruptive or reckless behaviour, such as honking excessively, aggressive driving, or littering, will not be tolerated.

**2.2. Parking Space Occupancy:** Each vehicle should occupy a single parking space without encroaching on neighbouring spots, walkways, or roadways. Double parking, blocking other vehicles, or obstructing traffic flow is strictly prohibited.

**2.3. Loading/Unloading:** Loading and unloading activities should be carried out promptly and efficiently without causing inconvenience to others. Flashing hazard lights should be used during these operations.

**2.4. Carpooling:** Encouragement of carpooling is highly recommended to reduce parking congestion and promote sustainability. Designated carpool parking spaces may be available and should be utilized by those eligible.

### **Enforcement and Violations:**

**3.1. Penalties:** Violations of the parking regulations may result in fines, warnings, loss of parking privileges, or other disciplinary actions as determined by the institution.

**3.2. Reporting Violations:** Members of the campus community are encouraged to report any observed parking violations to the designated authority or campus security.

**3.3. Appeals:** Procedures for appealing parking citations or penalties should be clearly communicated to individuals, and a fair and impartial process should be in place to handle such appeals.

### **Campus Premises:**

**4.1. Respect for Property:** All students and faculty members should treat campus premises, including buildings, grounds, and facilities, with respect. Vandalism, theft, or any form of damage to property is strictly prohibited.

**4.2. Noise Control:** Individuals should maintain an appropriate noise level, especially in areas where classes, lectures, or research activities are taking place, to ensure a conducive learning and working environment.

**4.3. Waste Disposal:** Proper disposal of waste and recycling should be followed in accordance with campus guidelines. Littering or improper waste management is prohibited.

### **Conclusion:**

Adhering to this code of conduct will contribute to a safe, organized, and respectful environment for all members of the campus community. It is the responsibility of students and faculty members to familiarize themselves with these guidelines and comply with them at all times. Any necessary updates or revisions

## **5. CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE (CDC)**

## 5. CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE (CDC)

The College Development Committee (CDC) plays a vital role in the growth and development of the college. In order to ensure effective functioning and maintain conducive environment within the committee, the following Code of Conduct was resolved in the College Development Committee:

- 1. Professionalism:** All members of the CDC should conduct themselves with utmost professionalism and adhere to ethical standards. They should prioritize the best interests of the college and its stakeholders.
- 2. Commitment:** Members should demonstrate a high level of commitment towards their responsibilities within the committee. They should actively participate in meetings, discussions, and decision-making processes.
- 3. Respect:** Respect for fellow committee members, college staff, and stakeholders is essential. Members should engage in constructive dialogue, listen to diverse perspectives, and value the contributions of others.
- 4. Confidentiality:** Any information or discussions that take place during CDC meetings should be treated with strict confidentiality. Members should not disclose or misuse any confidential information obtained through their involvement in the committee.
- 5. Conflict of Interest:** Members should disclose any potential or actual conflicts of interest that may arise in relation to their involvement in the committee. They should avoid engaging in activities that may compromise the integrity or impartiality of the committee's decisions.
- 6. Accountability:** Members should be accountable for their actions and decisions within the committee. They should fulfill their assigned tasks and responsibilities in a timely and responsible manner.
- 7. Compliance:** Members should comply with all relevant laws, regulations, and policies governing the college. They should familiarize themselves with the college's policies and guidelines and ensure their actions align with these regulations.
- 8. Collaboration:** Members should foster a spirit of collaboration and teamwork within the committee. They should actively contribute to the collective decision-making process and work towards the common goals and objectives of the college.
- 9. Conflict Resolution:** In the event of conflicts or disagreements within the committee, members should strive to resolve them amicably and through constructive dialogue. They should prioritize the best interests of the college and seek common ground for consensus.
- 10. Continuous Improvement:** Members should continuously strive for personal and professional growth. They should actively seek opportunities for learning, development, and enhancement of their knowledge and skills related to college development.

By adhering to this Code of Conduct, members of the College Development Committee can contribute to the overall progress and success of the college.

**Instructions to be followed by all  
Stakeholders of the Institute in effective  
implementation of Professional Ethics  
Policy**

## Instructions to be followed by all stakeholders of the Institute in effective implementation of Professional Ethics Policy

To ensure the successful implementation of the Professional Ethics Policy within the institute, it is crucial for all stakeholders to understand and follow specific instructions. These instructions provide practical guidance on how to incorporate ethical principles into daily practices and decisions. By adhering to these instructions, stakeholders can contribute to creating a culture of integrity, professionalism, and accountability throughout the institute.

The following instructions outline key steps and actions to be taken by all stakeholders to effectively implement the Professional Ethics Policy. These instructions serve as a roadmap for individuals to navigate ethical challenges and make informed decisions in alignment with the institute's ethical standards.

By following these instructions, stakeholders can uphold the institute's reputation, maintain a positive work environment, and ensure the institute's commitment to excellence and ethical conduct is upheld in all areas of operation.

**To ensure effective implementation of the Professional Ethics Policy, all stakeholders of the institute should follow the following instructions:**

- 1. Familiarize Yourself with the Policy:** Take the time to read and understand the Professional Ethics Policy thoroughly. Familiarize yourself with its principles, expectations, and guidelines. If you have any questions or need clarification, seek assistance from the designated authority within the institute.
- 2. Embrace Ethical Behavior:** As a stakeholder of the institute, commit yourself to upholding the highest standards of ethical conduct in all your professional activities. Act with honesty, integrity, and fairness, and always consider the potential ethical implications of your actions.
- 3. Adhere to Confidentiality:** Respect the confidentiality and privacy of information entrusted to you in the course of your work. Only disclose information when authorized or when required by law. Handle sensitive information securely and responsibly.
- 4. Avoid Conflicts of Interest:** Be vigilant about identifying and disclosing any actual or potential conflicts of interest that may arise between your personal or financial interests and your responsibilities to the institute. Take appropriate measures to manage and mitigate such conflicts in an ethical and transparent manner.
- 5. Foster a Respectful and Inclusive Environment:** Treat all individuals with respect, dignity, and fairness. Embrace diversity and refrain from engaging in any form of discrimination, harassment, or unfair treatment based on protected characteristics. Foster an inclusive environment that values and celebrates differences.
- 6. Comply with Laws and Regulations:** Stay informed about relevant laws, regulations, and policies that apply to your work. Ensure that your actions and decisions align with these legal requirements. Seek guidance or clarification if you are uncertain about any legal obligations.
- 7. Responsible Resource Use:** Utilize institute resources, including finances, equipment, and facilities, responsibly and efficiently. Avoid waste, misuse, or unauthorized use of resources. Prioritize the institute's best interests when making decisions related to resource allocation.

- 8. Report Ethical Concerns:** If you observe or suspect any unethical conduct within the institute, report it promptly through the designated reporting channels. Follow the institute's established procedures for reporting ethical concerns. Maintain confidentiality, and cooperate fully during any investigations or reviews.
- 9. Commit to Continuous Improvement:** Regularly reflect on your own ethical conduct and seek opportunities for personal and professional growth. Stay updated on emerging ethical issues and best practices within your field. Engage in ongoing learning and training to enhance your understanding of professional ethics.
- 10. Support a Culture of Ethics:** Actively promote and support a culture of ethics within the institute. Encourage open dialogue about ethical matters and provide guidance and support to fellow stakeholders. Lead by example and inspire others to uphold the principles outlined in the Professional Ethics Policy.

Implementing the Professional Ethics Policy requires the collective effort and commitment of all stakeholders within the institute. By following the instructions outlined above, stakeholders can contribute to the successful implementation of the policy and foster a culture of ethical behaviour and accountability.

By upholding the principles of the Professional Ethics Policy, stakeholders not only protect the institute's reputation but also contribute to the development of a positive and ethical work environment. Together, stakeholders can make a lasting impact on the institute's success and ensure its long-term sustainability.

**Instructions to be followed by all  
Stakeholders of the Institute in effective  
implementation of Code of Conduct**

## Instructions to be followed by all stakeholders of the Institute in effective implementation of code of conduct

The effective implementation of a Code of Conduct is crucial for maintaining a culture of integrity, professionalism, and ethical behaviour within an institute. A Code of Conduct serves as a guiding framework that outlines the expected standards of behaviour for all stakeholders associated with the institute. By adhering to this code, stakeholders contribute to a positive and respectful work environment, foster trust and accountability, and uphold the institute's values and reputation.

The following instructions outline key steps and actions to be taken by all stakeholders to effectively implement the Code of Conduct. These instructions serve as a roadmap for individuals to navigate ethical dilemmas, promote compliance, and demonstrate a commitment to ethical behaviour.

**To ensure the effective implementation of the code of conduct in an educational Institute, the following instructions should be followed by all stakeholders:**

- 1. Familiarize yourself with the code of conduct:** All stakeholders, including students, faculty, staff, and administrators should carefully read and understand the provisions outlined in the code of conduct. Familiarize yourself with the expected behavior, rules, and ethical standards set forth in the document.
- 2. Adhere to the code of conduct:** All individuals associated with the Institute must strictly adhere to the code of conduct at all times. Conduct yourself in a manner that upholds the values and principles outlined in the code. Show respect, professionalism, and integrity in your interactions with others.
- 3. Promote a safe and inclusive environment:** Create an environment that is safe, inclusive, and free from harassment, discrimination, and bullying. Treat others with dignity, respect their differences, and embrace diversity. Report any violations or concerns promptly to the appropriate authorities.
- 4. Uphold academic integrity:** Maintain the highest standards of academic integrity. Avoid plagiarism, cheating, and any form of dishonesty. Give proper credit to sources and uphold intellectual property rights. Encourage a culture of originality, critical thinking, and fair evaluation.
- 5. Take responsibility for your actions:** Each stakeholder is responsible for their own behavior. Take ownership of your actions and their consequences. Be accountable for upholding the code of conduct and encourage others to do the same. Recognize that your behavior reflects on the Institute and its reputation.
- 6. Report violations:** If you witness or experience any violations of the code of conduct, report them promptly and through the appropriate channels. Follow the Institute's procedures for reporting misconduct, ensuring confidentiality and fairness in the process. Cooperate with investigations and disciplinary actions, if necessary.

- 7. Support a positive learning environment:** Foster a positive learning environment by promoting open communication, constructive feedback, and teamwork. Encourage collaboration, empathy, and support among students, faculty, and staff. Engage in respectful dialogue and contribute to a culture of mutual growth and development.
  
- 8. Continuously review and update the code of conduct:** The code of conduct should be periodically reviewed and updated to ensure its relevance and effectiveness. Provide feedback and suggestions for improvement to the Institute's administration. Stay informed about any revisions or additions to the code of conduct.

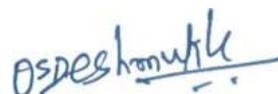
Following above instructions ensures that stakeholders understand their roles and responsibilities in upholding the Code of Conduct. It promotes consistency, fairness, and accountability in all interactions and decision-making processes.

Remember, effective implementation of the Code of Conduct is an ongoing effort. It requires continuous self-reflection, education, and improvement. Stakeholders should remain vigilant, seek guidance when needed, and actively contribute to the growth and reinforcement of ethical practices within the institute.

By embracing the principles of the Code of Conduct, stakeholders not only protect the institute's values and reputation but also contribute to the development of a positive and ethical work environment. Together, stakeholders can make a lasting impact on the institute's success and ensure its long-term sustainability.



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महाराष्ट्र विद्यापीठांच्या शैक्षणिक उत्कृष्टतेसाठी  
+ शैक्षणिक उत्कृष्टतेसाठी +

Section 3, Article 7 (3)

Section 11, 2017 / (Section 21, 1938)

[Section 119, Section : Volume 27.00

Section 11

Section

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), is hereby published under the authority of the Governor.

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

PRAKASH H. MALI,  
Principal Secretary to Government,  
Law and Judiciary Department.

MAHARASHTRA ACT No. VI OF 2017

(First published, after having received the assent of the Governor in the " Maharashtra Government Gazette ", on the 11th January 2017).

An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

WHEREAS it is expedient to provide for academic autonomy to non-agricultural and non-medical universities in the State of Maharashtra and to make better provisions therefor;

AND WHEREAS the Government of Maharashtra had appointed committees under the Chairmanships of Dr. Arun Nigvekar, Dr. Anil Kakodkar, Dr. Ram Takwale and Late Mrs. Kumud Bansal with a view to consider and recommend on different aspects of higher education and learning and to suggest various measures to ensure such autonomy;

**AND WHEREAS** after considering the recommendations of the said committees the Government of Maharashtra considers it expedient to make a law to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and to regulate the non-agricultural and non-medical universities in the State of Maharashtra in more effective manner, to provide for participation of universities in social and educational spheres, to establish Maharashtra State Commission for Higher Education and Development, to constitute various Boards, and to repeal the Maharashtra Universities Act, 1994; it is hereby enacted in the Sixty-Seventh Year of the Republic of India as follows:—

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## CHAPTER I PRELIMINARY

- |                               |  |
|-------------------------------|--|
| Short title and Commencement. | <p>1. (1) This Act may be called the Maharashtra Public Universities Act, 2016.</p> <p>(2) It shall come into force on such date as the State Government may, by notification in the <i>Official Gazette</i>, appoint.</p>   |
| Definitions.                  | <p>2. In this Act, unless the context otherwise requires,—</p> <p>(1) "academic services unit" means university science and instrumentation centre, academic staff college, computer centre, university printing press or any other unit providing specialized services for the promotion of any of the objectives of the university ;</p> <p>(2) "adjunct professor", "adjunct associate professor" or "adjunct assistant professor" means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of collaboration or association with the university ;</p> <p>(3) "affiliated college" means a college which has been granted affiliation by the university ;</p> <p>(4) "authorities" means the authorities of the university as specified by or under this Act;</p> <p>(5) "autonomy" means a privilege of the university conferred by the Statutes to permit a college, institution or a university department to conduct academic programmes and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations ;</p> <p>(6) "autonomous college", "autonomous institution" or "autonomous department" means a college, institution or department to which autonomy is granted and is designated to be so by the Statutes ;</p> <p>(7) "bodies" means the bodies of the university formed by the respective authorities ;</p> <p>(8) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the university ;</p> <p>(9) "choice based credit system" means the curricular system that offers multiple interdisciplinary choices for students to select from the courses (core, elective or minor or soft skill courses) to accumulate credits as prescribed in Statutes;</p> <p>(10) "cluster university " means the cluster university established under sub-section (6) of section 3 of the Act ;</p> |

(11) "collaboration" means collaborative academic activity of the university or college or institution with other universities, academic institutions including local, regional, national or international institutions, research institutions and organizations in the field of agriculture, industry, trade and commerce, sports, social, cultural, science, technology and any other field ;

(12) "college" means a college affiliated to the university, situated in the university area or jurisdiction ;

(13) "College Development Committee" means the College Development Committee constituted under section 97 of this Act ;

(14) "Collegium of Heads of Department of Affiliated Colleges and recognized institutions" means an electoral college consisting of heads of departments from affiliated colleges and recognized institutions who shall elect from amongst themselves as members to the concerned authorities;

(15) "Collegium of Graduates of the University" means an electoral college consisting of registered graduates of the university, who shall elect from amongst themselves as members to the different authorities ;

(16) "Collegium of Management Representatives" means an electoral college consisting of representatives of management committees of affiliated or autonomous colleges or institutions who shall elect from amongst themselves as members to the different authorities ;

(17) "Collegium of Principals" means an electoral college consisting of fulltime approved Principals and Directors of recognized institutions who shall elect from amongst themselves as members to the different authorities ;

(18) "Collegium of Teachers" means an electoral college consisting of fulltime approved teachers from affiliated and autonomous colleges and recognized institutions, who shall elect from amongst themselves as members to the different authorities ;

(19) "Collegium of University Teachers" means an electoral college consisting of fulltime teachers from University Departments, University Institutions, and Conducted Colleges appointed by university who shall elect from amongst themselves as members to the different authorities ;

(20) "Commission" means the Maharashtra State Commission for Higher Education and Development constituted under section 76 of this Act;

(21) "community college" means an institution providing skill-based academic programs as prescribed in the Statutes ;

(22) "conducted college" means a college maintained and managed by the university ;

(23) "De-notified Tribes (Vimukta Jatis)" means tribes declared as such by the State Government, from time to time;

(24) "department" means a department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes;

(25) "Director" means a head of an institution including a centre or a school of the university as designated by the Management Council or a head of a recognized institution;

(26) "Director of Higher Education" and "Director of Technical Education" means respectively, Director of Higher Education, Maharashtra State and Director of Technical Education, Maharashtra State;

(27) "Empowered Autonomous College " means an autonomous college that is identified by the university Grants Commission as College with potential for Excellence or College Excellence, which has high level grade as specified by the Government by notification in the *Official Gazette* as has been given the status of Empowered Autonomous College by the Authority under the Statutes, with a power to grant degree of such College jointly with the affiliating University;

(28) "Empowered Autonomous Cluster Institutions " means a group of autonomous Colleges or institutions of the same management or educational society which includes the colleges or institutions, identified by the University Grants Commission as College with potential for excellence or College of excellence, which have high level grade as specified by the Government by notification in the *Official Gazette* as has been given the status of Empowered Autonomous Cluster Institution by the Authority under the Statutes, and is empowered to grant a joint degree with the affiliating University;

(29) "Empowered Autonomous Skills Development College " means a college which has been recognized by the university for conducting the skills development programmes as prescribed by the university as per the National, State Level policy regarding Skills Qualification and Education Framework and which is given the status of Empowered Autonomous Skills Development College by the university to which it is affiliated and is empowered to grant a joint degree, certificate, diploma and advanced diploma with the affiliating university;

(30) "fee" means tuition fees, other fees and charges, including developmental charges;

(31) "Head of the University Department", "Head of the Institution" and "Head of the College Department" means respectively, a Head of the University Department, a head of the recognized institution and a head of the college department, as prescribed in the Statutes;

(32) "higher education" means the pursuit of knowledge beyond learning at the stage of higher secondary school education;

(33) "Hostel" means a place of residence for the students of the university or a college or an institution, provided, established, maintained by the university or college or institution, as the case may be;

(34) "institution" means an academic institution of higher learning, not being a college, associated with and admitted to the privileges of the university;

(35) "inter-disciplinary studies" means the combined academic studies and research in different disciplines as prescribed by statutes;

(36) "Knowledge Resource Centre" means a library established by the university on the campus or sub-campus of the university to hold in print, electronic and audio-video format material, monographs, reference volumes, text and review books, all types of journals and any other material in various format useful for education, research, extension services or for similar purposes;

(37) "management" means the trustees or the managing or governing body, by whatever name called, of any trust registered under the Maharashtra Public Trusts Act, or any society registered under the Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the management of which one or more colleges or recognized institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university;

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Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like a Zilla Parishad, Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or Zilla Parishad or the Municipal Council or the Municipal Corporation, as the case may be;

(38) "multi-disciplinary studies" means the combined academic studies and research in different streams of a particular discipline as prescribed by Statutes;

(39) "Nomadic Tribes" means tribes wandering from place to place in search of their livelihood, as declared by the State Government, from time to time;

(40) "non-vacational academic staff" means such staff as the State Government may classify to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions ;

(41) "Other Backward Classes" means any socially and educationally backward classes of citizens as declared by the State Government and includes Other Backward Classes declared by the Government of India in relation to the State of Maharashtra;

(42) "post-graduate department" means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the university and imparting post-graduate instruction or guidance for research;

(43) "prescribed" means prescribed by Statutes or Ordinances or Regulations, as the case may be, made by or under this Act;

(44) "Principal" means a teacher who is duly approved as a Principal by the university;

(45) "Pro-Vice-Chancellor" means the academic and executive officer, next to the Vice-Chancellor having purview of the entire university;

(46) "recognized institution" means an institution of higher learning, research or specialized studies, other than a college, and recognized to be so by the university;

(47) "registered graduate" means a graduate of a university registered or deemed to be registered by or under this Act with one of the universities;

(48) "satellite centre" means an integral part of an affiliated or conducted college or recognized institution imparting academic programmes, co-curricular, research and extension activities in rural or tribal region, neighbouring the location of such college or institution, established with the object of reaching the unreached, on the terms and conditions specified by the State Government by an Order in the *Official Gazette*;

(49) "Schedule" means the Schedule to this Act;

(50) "Scheduled Castes" means such castes, races or tribes or parts of, or groups within, such castes, races or tribes as are deemed to be Scheduled Castes, in relation to the State of Maharashtra under article 341 of the Constitution of India;

(51) "Scheduled Tribes" means such tribes or tribal communities or parts of or groups within, such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the State of Maharashtra under article 342 of the Constitution of India residing in any part of the State of Maharashtra;

(52) "school" means a school of studies maintained by or recognized as such by the university or autonomous college, Empowered Autonomous College, Empowered Autonomous Cluster Institution;

(53) "Skills Knowledge Provider" means an institution which has been recognized by the university for conducting such courses as prescribed by the university as per the National, State Level policy regarding Skills Qualification Framework;

(54) "Special Backward Category" means socially and educationally backward classes of citizens declared as a Special Backward Category by the State Government;

(55) "State" means the State of Maharashtra;

(56) "State Government" or "Government" means the Government of Maharashtra;

(57) "Statutes", "Ordinances" and "Regulations" means, respectively, the Statutes, Ordinances and Regulations of the university, made by or under this Act;

(58) "Student" means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous colleges and recognized institutions of the University ;

(59) "Students' Council" means the Students' Council established under section 99 of the Act ;

(60) "Sub-Campus" means a comprehensive inherent independent unit of the university for a predetermined geographical jurisdiction for decentralization of academic, administrative, research and extension activities of that jurisdiction, with the objective of improving efficiency and effectiveness ;

(61) "teacher" means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university ;

(62) "Tribunal" means the tribunal established under section 80 of the Act;

(63) "university" means any of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6) of section 3;

(64) "university area" means the area specified against the name of the university in the Schedule;

(65) " university department" means a department established and maintained by the university as prescribed by the Statutes;

(66) "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956; 3 of 1956.

(67) "university institution" means a centre, a school, or an institute established and maintained by the university as prescribed by the Statutes;

(68) "university teacher" means a full time teacher appointed by the university.



Object of  
University.

4. The objects of the university, in general, shall be to disseminate, create and preserve knowledge and understanding by teaching, research and development, skill development, training and education, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular, the objects shall be to,—

(1) carry out its responsibility of creation, preservation and dissemination of knowledge;

(2) promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;

(3) encourage individuality and diversity within a climate of tolerance and mutual understanding ;

(4) promote freedom, secularism, equality, social justice as enshrined in the Constitution of India, and to be catalyst in patriotic socio-economic transformation by promoting basic attitudes and values of essence to national development;

(5) promote the conducive environment for ensuring social harmony, co-existence, integral humanism and upliftment of the poorest of the poor;

(6) extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local, regional and national problems of development;

(7) carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values;

(8) promote equitable distribution of teaching, learning, training and other support services facilities of higher education;

(9) provide for efficient and responsive administration, scientific and technology management and develop organization of teaching, learning, training, research and extension ;

(10) devise motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit and desire to make true contribution and realize self-achievement is nurtured;

(11) promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society ;

(12) promote national integration, fraternity and preserve cultural heritage and inculcate respect towards different religions and diverse cultures of India through the study of different religions, literature, history, science, art, civilizations and cultures;

(13) develop work culture and promote dignity of labour through applied components in the syllabi;

(14) build up financial self-sufficiency by undertaking academic teaching, training and allied programmes, research and development activities for public and private industries, Governmental organizations at local, regional, national and global level and resource generative services in a cost-effective manner;

(15) promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university and facility it provides for higher education;

(16) generate and promote a sense of self-respect and dignity amongst the weaker sections of the society;

(17) to promote gender equality and sensitivity in society;

(18) strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

5. The university shall have the following powers and duties, namely:—

Powers and duties of university.

- (1) to provide for instructions, extension, teaching, learning and training in such branches or subjects or disciplines and courses of study including a choice based credit system and any other system that may emerge in future, as the university may, from time to time, determine;
- (2) to make provision for research and for the advancement and dissemination of knowledge, and generally to cultivate and promote the arts (including fine arts and performing arts), humanities, social sciences, accounts and commerce, pure and applied sciences, technologies, managements, different forms of medicine, engineering, law, physical education and other branches of learning and culture and their multi-disciplinary and inter-disciplinary areas;
- (3) to make provision to enable conducted and affiliated colleges and recognized institutions to undertake specialized studies;
- (4) to make provisions for creation of autonomous, empowered autonomous and empowered autonomous cluster of institutions;
- (5) to develop procedures and processes for recognition of private skills education providers and empowered autonomous skills development colleges;
- (6) to organize, maintain and manage university departments, schools, institutions, laboratories, knowledge resource centers, learning resource centers, libraries, museums and equipment for teaching, learning, training, research and development or extension;
- (7) to establish, maintain and manage departments, institutions of research, institutions of specialized studies or academic services unit;
- (8) to establish, maintain and manage constituent, community and conducted colleges, institutions, hostels, health centers, auditoria and gymnasiums;
- (9) to provide for establishment, on the university campus and Sub-Campuses, of autonomous institutions like multi-university and inter-university centers, research laboratories, modern instrumentation centers and like centers of learning, set up by the University Grants Commission, Central Government or the State Government, teaching or learning or training colleges or institutions at local, regional, national and global level, which may be used by a university or college or group of universities or colleges:  
  
Provided that, in the case of any industry or any non-Government organization availing themselves of such facility of a university or such organizations providing the facility to a university, prior approval of the State Government shall be obtained by the university concerned;
- (10) to provide for establishment of sub-campuses for serving a group of colleges, and also to provide for and maintain common resource centers in such sub-campuses in the form of post-graduate departments, multi-disciplinary or inter-disciplinary schools, knowledge resource centers, libraries, laboratories, computer centers, and the like centers of learning and skills training, as per the guidelines laid down by the State Government or the University Grants Commission;
- (11) to create posts of directors, principals, university teachers, non-vacation academic staff, non-teaching skilled, administrative, ministerial staff and other posts required by the university, from its funds and from the funds received from other funding agencies, prescribe their qualifications, experience and pay-scales, and make appointments thereto;



(24) to lay down the conditions of affiliation of colleges and recognition of institutions taking into account the credibility of the management and the norms of academic performance of colleges, faculties and subjects, as may be laid down, from time to time, and satisfy itself by periodical assessment or otherwise, that those conditions are fulfilled;

(25) to admit to the privileges of the university, affiliated colleges and institutions not maintained by the university and withdraw all or any of those privileges, temporarily or permanently;

(26) to designate a university department, conducted college, an affiliated college, institution or school as an autonomous university department, conducted college, affiliated college or institution or school, as the case may be, in accordance with the guidelines, if any, laid down by the State Government or University Grants Commission;

(27) to designate a conducted college, an affiliated college, institution or school as an empowered conducted college, affiliated college or institution or school, in a stand-alone or cluster form, as the case may be, in accordance with the guidelines, if any, laid down by the State Government or University Grants Commission;

(28) to monitor and evaluate the academic performance of university departments, university institutions, conducted colleges and of affiliated colleges, autonomous or empowered colleges in a stand-alone or cluster form and recognized institutions for affiliation or recognition, as the case may be, and for periodical accreditations;

(29) to inspect, where necessary, all types of colleges or institutions and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching, learning, training and research, and extension are maintained by them and adequate library, class rooms, laboratory, hostel, workshop and other academic facilities are provided for;

(30) to hold and to manage trusts and endowments and institute and to award fellowship, travelling fellowship, scholarship, studentship, medals and prizes for teachers and students of the university and colleges;

(31) to fix, demand and receive or recover such fees and other charges, as may be regulated by the Ordinances, from time to time;

(32) to constitute a fee fixation committee;

(33) to supervise, control and regulate the conduct and discipline of the students of the university, colleges, institutions, recognized institutions, schools and hostels;

(34) to provide for mobility of students from formal to non-formal stream and vice-versa, and also among the other universities in the State and outside the State;

(35) to provide facilities for revision or in-service courses for teachers of the university, colleges, schools and institutions;

(36) to make arrangements for promoting the healthy atmosphere, corporate life and welfare of the students of the university, colleges, schools and institutions;

(37) to make arrangements for promoting welfare of the employees of the university;

(38) to co-ordinate and regulate teaching, learning, training and research and extension in the colleges and recognized institutions;

(39) to provide for the training and education in the domain of quality, intensive workshops or learning exercises on enhancing quality, and also mechanism for setting up of internal quality assurance for quality improvement of teachers and non-teaching employees;



(52) to explore the possibilities of augmenting the resources of the university by exploring or innovating activities such as research and development, consultancy, training programmes and providing services for different clients from industry, trade or any other non-government organizations;

(53) to transfer the management of an affiliated college, institution or autonomous college or empowered autonomous college or cluster of institutions in case where irregularities or commissions or omissions of criminal nature by the management of such college or institution or mismanagement of such college or institution are prima facie evident, to any other management;

(54) to undertake academic collaboration programmes, research and advisory services with universities and institutions abroad, with prior approval of the State Government;

(55) to receive funds for collaboration programmes from foreign agencies, subject to rules and regulations of the Central Government and State Government in that behalf;

(56) to create development corpus out of surplus that the university may generate through its teaching, learning, training, research and development, consultancy, and any other academic and support activities and to invest it in a professional manner and use the interest generated through it for the growth and development of academic, research and development, academic and physical infrastructure development and any other infrastructure;

(57) to lay down for teachers and university teachers, such instructions or directions as, in the opinion of the university, may be necessary in academic matters;

(58) to undertake development programmes in higher education, research, consultancy based projects and training programmes for outside agencies, by charging fees, so as to generate resources;

(59) to make special provisions for the benefit of university education to be made available to classes and communities which are socially and educationally backward;

(60) to make special provisions for such benefits of university education to be made available for women students and differently-abled students as the university may think necessary;

(61) to make special provision for higher education in rural and tribal areas;

(62) to take appropriate measures in order to increase the gross enrolment ratio;

(63) to implement the national literacy and adult education program through teachers and students on voluntary basis in the university system and to evolve measures to give due weightage to the efforts and performance of the students in this area in addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;

(64) to promote by itself, or in co-operation with other universities, the study of Marathi and the use of Marathi as a medium of instruction, study, research and examination, in adherence to the policies of the State Government;

(65) to promote by itself, or in co-operation with other universities or organizations, the study of foreign languages in general and Asian languages in particular;

(66) to evolve an operational scheme for ensuring accountability of teachers, non-vacation academic and non-teaching staff of the university, institutions and colleges;

(67) to provide for joint appointments in single grade of pay in more than one department or administrative section in the university, as also between university departments and between the university-public or university-private or university public-private partnership research laboratories or university-industry or university- other bodies;

(68) to create knowledge and disseminate it and foster high quality research which is contemporary, globally competitive and locally as well as regionally and nationally relevant;

(69) to have a learner-centric approach and perform the role of being a knowledge creator;

(70) to strengthen education at under-graduate, post-graduate level, enhance research and development culture and relevant degree programmes and cultivate desire for entrepreneurship;

(71) to create a comprehensive digital university framework for both, e-learning and e-administrative services;

(72) to exploit the power of 'learning by collaboration' and 'participation' with use of information and communication technology;

(73) to cultivate research parks, technology incubators and other engagement entities to translate university research to commercial domain and coordinated projects involving multiple faculty groups from several disciplines that address some important issues before the State;

(74) to identify skills to which students need to be exposed to, by taking into account the local needs, training facilities available, emerging needs and new employment opportunities;

(75) to provide an environment for the all-round development of youth by exposing them to the rich cultural heritage of the country and creating opportunities for development of skills in sports;

(76) to ensure introduction of choice based credit system with transferable credit points from four streams, namely, the academic stream, the technology stream, the professional and social stream and the personality and cultural development stream;

(77) to facilitate mobility of teachers to collaborating institutions such as industries, research and development laboratories, non-Government organizations, engaged in societal development, to enable translation of knowledge to viable real life applications and in turn enrich university programmes;

(78) to establish centers or institutions in foreign countries with the permission of the Central and the State Government;

(79) to establish vocational or skills based community colleges in partnership with industry;

(80) to implement recommendations report of the Commission within the time-frame given by it;

(81) to comply with and carry out any directives issued by the State Government, from time to time, with reference to above powers, duties and responsibilities of the university;

(82) to conduct academic audit of university departments, conducted colleges, affiliated colleges, institutions or schools, at regular intervals;

(83) to do all such other acts and things as may be necessary for, or incidental or conducive to, the attainment of all or any of its objects.

6. (1) The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the whole of the university area as specified against the name of such university in the Schedule:

Jurisdiction and admission to privileges of university.

Provided that, the benefit of distance-education courses, correspondence courses, open university courses or external degree courses of any university may, with the prior permission of the State Government, extend and cover the entire area of the State outside the university area:



Control of  
State  
Government  
on universi-  
ties.

8. (1) Without prior approval of the State Government, the university shall not,—

- (a) create new posts of teachers, officers or other employees;
- (b) revise the pay, allowances, post-retirement benefits and other benefits of its teachers, officers and other employees;
- (c) grant any special pay, allowance or other extra remuneration of any description whatsoever, including ex-gratia payment or other benefits having financial implications, to any of its teachers, officers or other employees;
- (d) divert any earmarked funds received for any purpose other than that for which it was received;
- (e) transfer by sale or lease of immovable property ;
- (f) incur expenditure on any development work from the funds received from the State Government or University Grants Commission or any person or body for the purposes other than the purposes for which the funds are received;
- (g) take any decision regarding affiliated colleges resulting in increased financial liability, direct or indirect, for the State Government.

(2) The university shall be competent to incur expenditure, in consonance with the policies and directives of the State Government issued from time to time, from the funds received from,—

- (a) various funding agencies without any share or contribution from the State Government;
- (b) contributions received from individuals, industries, institutions, organizations or any person whosoever, to further the objectives of the university;
- (c) contributions or fees for academic or other services offered by the university for aided and self-supporting academic programmes;
- (d) development fund, or any other fund established by the university; for the purposes of,—
  - (i) creation of posts in various cadres;
  - (ii) granting pay, allowances and other benefits to the posts created through its own funds provided those posts are not held by such persons, who are holding the posts for which government contribution is received;
  - (iii) starting any academic programmes on self-supporting basis;
  - (iv) granting remunerations or incentives to its employees for performing any task assigned to them other than their regular duties and responsibilities;
  - (v) incurring expenditure on any development work and on welfare activities of its students and employees:

Provided that, there is no financial liability, direct or indirect, immediate or in future, on the State Government.

(3) The State Government may, in accordance with the provisions contained in this Act, for the purpose of securing and maintaining uniform standards in all universities in the State, by notification in the *Official Gazette*, prescribe a Standard Code providing for the classification, manner and mode of selection, appointment, induction and advance training, field exposure, deputation and reservation of post in favour of members of the Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, and Other Backward Classes, duties, workload, pay, allowances, post-retirement benefits, other benefits, conduct and disciplinary matters and other conditions of service of the officers, teachers and other employees of the universities and the teachers and other employees in the affiliated colleges and recognized institutions (other than those managed and maintained by the State Government, Central Government and the local authorities) and the provisions for absorption of teachers and employees in the university departments, affiliated or conducted colleges and institutions who are aided and rendered surplus. However, the unaided teachers and employees who are rendered surplus in university departments, affiliated or conducted colleges and institutions shall not be eligible, for absorption at the aided vacancies in university



### CHAPTER III

#### OFFICERS OF THE UNIVERSITY

Chancellor  
and his  
Powers.

9. (1) The Governor of Maharashtra shall be the Chancellor of every university and the Chancellor, by virtue of his office, shall be the Head of the university.

(2) The Chancellor, when present, shall preside over the Convocation of the university and may issue directions to the Vice-Chancellor to convene the meeting of any authority of the university for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meeting to the Chancellor for his perusal.

(3) The Chancellor,—

(a) shall, on receiving a reference from the State Government under the proviso to sub-section (7) of section 8 in such matter; or

(b) may, in any matter *suo motu* or otherwise,

call for a report or an explanation or such information and record relating to such matter or any matter or affairs of the university, and shall, after considering such report or explanation, or information or record, issue such directions thereupon as may be deemed fit in the interest of the university or student or larger interest of the public, and his directions shall be final and shall be complied with by the university forthwith.

(4) The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceeding of any authority, body, committee or officer which, in his opinion, is not in conformity with this Act, Statutes, Ordinances or Regulations made thereunder, or is not in the interest of the university and the university, authority, body, committee and officer, shall comply with the same:

Provided that, before making any such order, the Chancellor shall call upon the university, authority, body, committee or, as the case may be, officer to show cause why such an order should not be made, and if any cause is shown, within the time fixed by the Chancellor, he shall consider the same and wherever he deems it necessary, after consulting the State Government, decide the action to be taken in the matter, and his decision shall be final.

(5) Where, in the opinion of the Chancellor, the conduct of any elected or nominated or appointed or co-opted member is detrimental to the smooth functioning of university or any authority or body or committee, he may, after giving such member an opportunity to offer his explanation in writing and after considering such explanation, if any, and satisfying himself that it is necessary so to do, disqualify such member or suspend him for such period, as he may deem fit.

(6) The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in him by or under this Act.

Other  
officers of  
university.

10. The following shall be the other officers of the university, namely:—

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor;
- (3) the Registrar;
- (4) the Deans of Faculties;
- (5) the Director of Board of Examinations and Evaluation;
- (6) the Finance and Accounts Officer;
- (7) the Director of Sub-campus of the University;
- (8) the Director of Innovation, Incubation and Linkages;
- (9) the Director Knowledge Resource Center;
- (10) the Director of Lifelong Learning and Extension;

- (11) the Director of Students' Development;
- (12) the Director of Sports and Physical Education;
- (13) the Director of National Service Scheme;
- (14) such other officers in the service of the university as may be prescribed by Statutes.

**11. (1)** There shall be a Vice-Chancellor who shall be the principal academic and executive officer of the university and *ex-officio* Chairperson of the Management Council, Academic Council, Board of Examinations and Evaluation, Board of Lifelong Learning and Extension, Finance and Accounts Committee, Board of National and International Linkages and the Board for Innovation, Incubation and Enterprise, Board of Information Technology, Board of Students' Development, Board of Sports and Physical Education and Board of Research and shall preside in the absence of the Chancellor at any convocation for conferring degrees and also at any meeting of Senate. His powers and duties shall be as provided in section 12.

Appoint-  
ment of  
Vice-  
Chancel-  
lor.

(2) Save as otherwise provided, pay and allowances, terms and conditions of service of the Vice-Chancellor shall be such as may be determined by the State Government, from time to time.

(3) The Vice-Chancellor shall be appointed by the Chancellor in the manner stated hereunder :—

(a) There shall be a committee consisting of the following members to recommend suitable names to the Chancellor for appointment of Vice-Chancellor, namely:—

(i) a member nominated by the Chancellor, who shall be the retired Judge of the Supreme Court or retired Chief Justice of a High Court or an eminent scholar of national repute or a recipient of Padma Award in the field of education;

(ii) the Principal Secretary of Higher and Technical Education Department or any officer not below the rank of Principal Secretary to Government nominated by the State Government;

(iii) the Director or Head of an institute or organization of national repute established by an Act of Parliament, nominated by the Management Council and the Academic Council, jointly, in the manner specified by the State Government by an order published in the *Official Gazette*.

(b) The member nominated by the Chancellor shall be the Chairman of the committee.

(c) The members nominated on the committee shall be persons who are not connected with the university or any college or any recognized institution of the university.

(d) No meeting of the committee shall be held unless all the three members of the committee are present.

(e) The committee shall recommend a panel of not less than 5 suitable persons for the consideration of the Chancellor for being appointed as the Vice-Chancellor. The names of the persons so recommended shall be in alphabetical order without any preference being indicated. The report shall be accompanied by a detailed write-up on suitability of each person included in the panel.

(f) A person recommended by the committee for appointment as Vice-Chancellor shall,-

(i) be an eminent academician and an administrator of high caliber;

(ii) be able to provide leadership by his own example;

(iii) be able to provide vision; and have ability to translate the same into reality in the interest of students and society; and

(iv) possess such educational qualifications and experience as may be specified by the State Government, by an Order published in the *Official Gazette*, in consultation with the Chancellor.

(g) The eligibility conditions and the process for recommendation of names for appointment as Vice-Chancellor shall be given wide publicity to ensure the recommendation of most suitable candidates.

(4) The Chancellor may appoint one of the persons included in the panel to be the Vice-Chancellor:

Provided, that, if the Chancellor does not approve any of the persons so recommended, he may call for a fresh panel either from the same committee or after constitution of a new committee for the purpose, from such new committee.

(5) The process of preparing the panel of the suitable persons for being appointed as the Vice-Chancellor, shall begin at least six months before the probable date of occurrence of the vacancy of the Vice-Chancellor, and the process of appointment of the Vice-Chancellor shall be completed at least one month before the probable date of occurrence of the vacancy of the Vice-Chancellor.

(6) The person appointed as the Vice-Chancellor shall, subject to the terms and conditions of contract of service, hold office for a period of five years from the date on which he takes charge of his office or till he attains the age of sixty-five years, whichever is earlier and he shall not be eligible for re-appointment.

(7) The person appointed as the Vice-Chancellor shall hold a lien, if any, on the substantive post held by him prior to the appointment.

(8) In any of the following circumstances, the exigency whereof shall solely be judged by the Chancellor, namely :-

(i) where the committee appointed under clause (a) of sub-section (3) is unable to recommend any name within the time limit specified by the Chancellor;

(ii) where the vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, and it cannot be conveniently and expeditiously filled in, in accordance with the provisions of sub-sections (3) and (4);

(iii) where the vacancy in the office of the Vice-Chancellor occurs temporarily because of leave, illness or other causes; or

(iv) where there is any other emergency;

the Chancellor may appoint any suitable person, to act as the Vice-Chancellor for a term not exceeding twelve months, in the aggregate as may be specified in his order :

Provided that, the person so appointed shall cease to hold such office on the date on which the person appointed as the Vice-Chancellor in accordance with the provisions of sub-sections (3) and (4) assumes office or the Vice-Chancellor resumes office.

(9) The Vice-Chancellor shall be a whole-time salaried officer of the university and shall receive pay and allowances, and other facilities as determined by the State Government. In addition, he shall be entitled to free furnished residence, a motor car including its maintenance, repairs and fuel required therefor, with the service of a chauffeur, free of charge.

(10) Such sumptuary allowance shall be placed at the disposal of the Vice-Chancellor, as the State Government may approve.

(11) If a person receiving an honorarium from the consolidated fund of the State, or if a principal of an affiliated college or a recognized institution or a university teacher is appointed as Vice-Chancellor, his terms and conditions of service shall not be altered to his disadvantage during his tenure as Vice-Chancellor.

(12) Notwithstanding anything contained in the foregoing sub-sections, the person referred to in sub-section (7) shall stand retired from his original post in accordance with the terms and conditions of service of that post.

(13) The Vice-Chancellor may, by writing under his signature addressed to the Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Chancellor or from the date of expiry of the said notice period, whichever is earlier.









(f) is a member of, or is otherwise associated with, any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

*Explanation.*- For the purposes of this clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice-Chancellor thereon shall be final :

Provided that, the Pro-Vice-Chancellor shall be given a reasonable opportunity to show cause by the Vice-Chancellor before taking recourse for his removal under clauses (d), (e) and (f).

(13) The Pro-Vice-Chancellor shall,—

(a) be the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;

(b) ensure that quality in education and central academic services is maintained by the university;

(c) be responsible for fostering intellectual interaction across the university and for ensuring that there is research and development and industry linkages;

(d) ensure that the long-term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;

(e) monitor appointment of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or post-graduate centers;

(f) accord approval to the appointments of principals and teachers of affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions or withdraw the same in accordance with the procedure as prescribed in the Ordinances;

(g) accord approvals to selection committees for appointment of teachers in the colleges as per the norms of the University Grants Commission and the State Government;

(h) recommend proposals to the Management Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories and museums in the university;

(i) consider and recommend proposals to the Management Council for creation of the posts of directors, principals, university teachers, non-vacation academic staff, non-teaching employees and other posts required by the university, from the funds of the university and from the funds received from other funding agencies, and qualifications, experience and pay-scales for such posts;

(j) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilization;

(k) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field survey within geographical jurisdiction under section 107;

(l) be responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organizations;

(m) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council;

(n) exercise such other powers and perform such other duties as prescribed under this Act or assigned to him, from time to time, by the Vice-Chancellor.

Registrar.

**14. (1)** The Registrar shall, be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.

(3) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act.

(4) Appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving;

(5) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be.

(6) The Registrar shall,—

(a) act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees, as prescribed by or under this Act;

(b) be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;

(c) be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge;

(d) conduct elections to various authorities and bodies of the university as per the programme approved by the Vice-Chancellor;

(e) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;

(f) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;

(g) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;

(h) organise training and orientation of non-teaching employees in the university and affiliated colleges;

(i) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;











(l) maintain the minutes of the meetings of the Finance and Accounts Committee;

(m) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council;

(n) prepare financial reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission, University Grants, Commission and All India Council for Technical Education and any such body providing funds to the university;

(o) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice- Chancellor and Pro- Vice-Chancellor, from time to time.

Director of  
Sub-  
Campus  
university.

**19. (1)** The Director of Sub-campus shall be a full time officer who shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) The Director of Sub-campus shall be a person who is holding the post of professor or principal or equivalent position in any university or institute of national repute engaged in teaching, research and development activities, with not less than fifteen years teaching or research or administrative experience.

(3) The appointment of the Director of Sub-Campus shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Appointment of the Director of Sub-Campus shall be for a term of five years or till the age of super-annuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sub-Campus shall,—

(a) be the chief academic and administrative officer of the Sub-Campus;

(b) oversee and monitor the administration of the academic programmes of the colleges and recognized institutions in the district;

(c) oversee and monitor general administration of the Sub-Campus of the university and ensure efficiency and good order of the university departments or schools or institutions on the Sub-Campus;

(d) act as a link between the university, colleges and recognized institutions in the district, as well as departments, schools or institutions on the Sub-Campus of the university;

(e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Cell and the university authorities, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to university authorities;

(f) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the district and on the Sub-campus;

(g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions in the district;

(h) ensure that the decisions of the colleges or university departments, schools, institutions on the Sub-Campus and their functioning is not inconsistent with this Act, Statutes and Regulations;

(i) organize workshops and training programmes for the benefit of the teaching and support staff in the district and on the Sub-Campus;

(j) ensure that financial discipline is maintained and expenditures of the campus are within the budgetary provisions recommended by the Sub-Campus committee and sanctioned by the Finance and Accounts Committee of the university;

(k) ensure that the annual audited accounts related to the Sub-Campus are prepared and sent to the university at the end of each financial year;

(l) undertake any other task that may be assigned to him by the university authorities to ensure that the objectives of the university are accomplished;

(m) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**20. (1)** The Director of Innovation, Incubation and Linkages shall be a full time salaried officer who shall be responsible for creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise and to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of Innovation, Incubation and Linkages.

(2) The qualifications and experience for the purpose of selection of the Director of the Innovation, Incubation and Linkages shall be as may be specified by the State Government, by an Order published in the *Official Gazette*.

(3) The Appointment of Director of Innovation, Incubation and Linkages shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The Appointment of the Director of Innovation, Incubation and Linkages shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Innovation, Incubation and Linkages shall,—

(a) be the principal officer who shall lead and provide vision to the Centre for Innovation, Incubation and Enterprise with his dynamism and enterprise;

(b) spearhead the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith;

(c) organize training programmes for creating awareness on the importance of entrepreneurship;

(d) organize and create support system for cultivation and incubation of good ideas into a scalable mode that would eventually culminate into the establishment of small, medium and large industry;

(e) work towards creating a liaison with national and international bodies and agencies involved in creating and developing entrepreneurial skills in students;

(f) take all steps to facilitate colleges to establish linkages with knowledge based and other types of industries;

(g) conduct training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects;

(h) implement the policies and strategies for promotion of international linkages with premier national and international universities and institutions,

as envisaged by the Board of National and International Linkages and the university authorities;

(i) process applications for visits of teachers and students from university departments, institutions, conducted colleges, colleges and recognized institutions to national and international universities or institutions and assist them on logistic support for such visits;

(j) oversee and monitor administration of Foreign Students' Assistance Cell which gives facility of a Single Window Operation to the foreign students;

(k) process the applications received from foreign students for their visits to other parts of India;

(l) supervise the working of the Migrant Indian Students' Cell established for providing Single Window Operation for students coming from other parts of the country;

(m) undertake any other task that may be assigned to him by the university authorities, to ensure that the objectives of the Board for Innovation, Incubation and Enterprise and Board of National and International Linkages are accomplished;

(n) exercise such other powers and perform such other duties, as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

Director  
knowledge  
Resource  
Center.

**21. (1)** Director Knowledge Resource Center shall be a full time salaried officer of the university and shall be in-charge of the Knowledge Resource Centre in the university. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The qualifications, experience, emoluments and terms and conditions of service of the Director, Knowledge Resource Center shall be as recommended by the University Grants Commission, in the case of university librarian and adopted by the State Government.

(3) The appointment of the Director Knowledge Resource Center shall be made by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose.

(4) The Director Knowledge Resource Center shall,—

(a) be a Member-Secretary of the Knowledge Resource Centre Committee and shall ensure proper implementation of the decisions taken by the Knowledge Resource Centre Committee;

(b) be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center;

(c) evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center;

(d) cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee;

(e) be responsible for the development, modernization, up keeping and management of university Knowledge Resource Center;

(f) render assistance and guidance to the concerned officer at Knowledge Resource Centre on the Sub-Campus of the university;

(g) render assistance and advice to libraries and librarians of affiliated colleges and recognized institutions by conducting annual meeting of the librarians of affiliated colleges and recognized institutions;

(h) conduct training programmes and workshops to update the skills and knowledge of librarians of affiliated colleges and recognized institutions;

(i) create awareness among the students of various departments of the university regarding the availability of resources, information, search techniques and databases through the information literacy programme;

(j) undertake any other task assigned to him by the university authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;

(k) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**22. (1)** The Director of Lifelong Learning and Extension shall be a full time salaried officer of the university and shall be responsible to carry out the activities of the Board of Lifelong Learning and Extension. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

Director of Lifelong Learning and Extension.

(2) The qualifications, experience, emoluments and terms and conditions of service of the Director of Lifelong Learning and Extension shall be as recommended by the University Grants Commission and adopted by the State Government.

(3) The Director of Lifelong Learning and Extension shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment shall be for a term of five years or till the age of superannuation, whichever is earlier and he shall be eligible for reappointment in the manner provided in sub-section (3) for only one more term of five years in the university in which he is serving.

(5) The Director of Lifelong Learning and Extension shall be the *ex-officio* head of the Department of Lifelong Learning and Extension.

(6) The Director of Lifelong Learning and Extension shall,—

(a) be responsible for implementation of policies and recommendations of the Board of Lifelong Learning and Extension;

(b) promote research in the field of lifelong learning, value education, life skills for adults and senior citizens, and for longevity;

(c) organize lower level skills development programmes for training female and male nurses to handle elderly patients or terminally ill patients;

(d) organize the teaching programmes which include certificate and diploma programmes for graduate students and advanced diploma programmes at post-graduate level in value education and longevity;

(e) organize post-graduate teaching programmes exclusively in the domain of value education and life skills for adults and senior citizens;

(f) organize and co-ordinate awareness activities for adults and senior citizens on life skills for coping with old age, information on social organization and Government Schemes for elderly persons and briefing on home for the aged;

(g) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board for Lifelong Learning and Extension;

(h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

**23. (a) (1)** The Director of Students' Development shall be nominated by the Vice-Chancellor, from amongst the teachers having minimum aggregate teaching experience of ten years and desired exposure in the field of extra-curricular and extension activities. He shall work directly under the superintendence, directions and control of the Vice-Chancellor.

Director of Students' Development and Director of National Service Scheme.

(2) The emoluments, tenure, and terms and conditions of service shall be as prescribed by the Statutes.

(3) The Director of Students' Development shall,—

(a) work towards promotion of cultural, recreational and welfare activities of students in colleges, institutions and university departments;

(b) conduct leadership training programmes for students;

(c) ensure that there are mentors and counselling cells for the young students in colleges, institutions and university departments;

(d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the university, colleges and the institutions;

(e) look into the grievances and general welfare of the students;

(f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults;

(g) organize cultural and recreational activities jointly with regional, national and international bodies;

(h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills;

(i) organize university, state, national and international level competitions, skills development workshops and interactive programmes in various fields for the students;

(j) train the students for state, national and international level competitions in various cultural activities;

(k) conduct elections to the University Students' Council;

(l) to prepare the report of the Board of Students' Development to be submitted before the Senate ;

(m) undertake any other task assigned to him by the university authorities to carry out objectives of the Board of Students' Development;

(n) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

(b) (1) the Director of National Service Scheme shall be nominated by the Vice-Chancellor from amongst the teachers having minimum aggregate teaching experience of ten years, experience of at least three years as NSS Programme Officer and desired exposure in the field of National Service Scheme activities.

(2) The emoluments tenure and terms and conditions of service shall be as prescribed by the Statutes.

(3) The Director of National Service Scheme shall,—

(i) work towards promotion, co-ordination and conduct of different activities under National Service Scheme in colleges, institutions and university departments;

(ii) organize university, State, National and International level workshops, seminars, camps, competitions for National Service Scheme volunteers;

(iii) train the students for State, National and International competition;

(iv) undertake any other task assigned to him by the State National Service Scheme co-ordinator and the university authorities to carry out the objectives of National Service Scheme;

(v) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro Vice-Chancellor, from time to time.

**24. (1)** The Director of Sports and Physical Education shall be a full time salaried officer responsible for promoting the culture of sports and supervising sports related activities in the university, colleges and recognized institutions. He shall work under the superintendence, direction and control of the Vice-Chancellor. Director of Sports and Physical Education.

(2) The qualifications and experience for the purpose of selection of the Director of Sports and Physical Education shall be such as may be specified by the State Government, by an order published in the Official Gazette.

(3) The Director of Sports and Physical Education shall be appointed by the Vice-Chancellor on the recommendation of the selection committee constituted for the purpose under this Act.

(4) The appointment of the Director of Sports and Physical Education shall be for a term of five years or the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.

(5) The Director of Sports and Physical Education shall,—

(a) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;

(b) promote sports, culture and organize activities in the field of sports in colleges, institutions and university departments;

(c) co-ordinate and organize activities related to various sports jointly with regional and national bodies;

(d) organize university level competitions, sports skill development camps in various sports on the university campus;

(e) train students for regional, national and international competitions in various sports;

(f) to prepare the report of the Board of Sports and Physical education to be submitted before the Senate;

(g) undertake any other task that may be assigned to him by the university authorities, so as to carry out objectives of the Board of Sports and Physical education;

(h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor and Pro-Vice-Chancellor, from time to time.

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**25.** All salaried officers, members of the authorities, committees or bodies, teachers of the university and other employees of the university, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

Officers, members of authorities, bodies and employees of university to be public servants.

**CHAPTER IV**  
**AUTHORITIES OF THE UNIVERSITY**

Authority of university.

**26.** The following shall be the authorities of the university, namely:

- (1) the Senate;
- (2) the Management Council;
- (3) the Academic Council;
- (4) the Faculty;
- (5) the Board of Deans;
- (6) the Board of Sub-campus of the university;
- (7) the Board of Studies;
- (8) the Board of University Departments and Inter-disciplinary studies;
- (9) the Board of Post-Graduate Education in Colleges;
- (10) the Board of Lifelong Learning and Extension;
- (11) the Board of Examinations and Evaluation;
- (12) the Board of Information Technology;
- (13) the Board of National and International Linkages;
- (14) the Board for Innovation, Incubation and Enterprise;
- (15) the Board of Students' Development;
- (16) the Board of Sports and Physical Education;
- (17) the Board of Research;
- (18) such other bodies of the university as are designated by the Statutes, to be the authorities of the university.

Power of State Government to specify eligibility conditions for being member of any authority of university.

**27.** Notwithstanding anything contained in any other provisions of this Act, in consultation with the Chancellor, the State Government shall, by an order published in the *Official Gazette*, specify the eligibility conditions for being elected, nominated or co-opted as a member of any authority of the university.

Senate.

**28.** (1) The Senate shall be the principal authority for all financial estimates and budgetary appropriations and for providing social feedback to the university on current and future academic programmes.

(2) The Senate shall consist of the following members, namely:—

- (a) the Chancellor - Chairperson;
- (b) the Vice-Chancellor;
- (c) the Pro-Vice-Chancellor;
- (d) the Deans of Faculties;
- (e) the Director of Board of Examinations and Evaluation;
- (f) the Finance and Accounts Officer;
- (g) the Directors of Sub-campus of the university;
- (h) the Director, Innovation, Incubation and Linkages;
- (i) the Director of Higher Education or his nominee not below the rank of Joint Director;





(2) There shall be not less than four meetings of the Management Council in a year.

(3) The procedure for conduct of business to be followed at a meeting including the quorum at the meeting and such other matters in relation to meetings as may be necessary, shall be such as may be prescribed by the Statutes.

(4) The Management Council shall consist of following members, namely:—

(a) the Vice-Chancellor-Chairperson;

(b) the Pro-Vice-Chancellor;

(c) one eminent person from the field of education, industry, agriculture, commerce, banking, finance, social, cultural and other allied fields to be nominated by the Chancellor;

(d) two Deans to be nominated by the Vice-Chancellor for tenure of two and half year.

(e) One head or Director, nominated by the Vice-Chancellor from amongst the heads or Directors of University Departments or University institutions for a tenure of one year, by rotation:

Provided that, in rotating the heads or Directors amongst Departments or University institutions, the earlier Departments or University institutions, which were given an opportunity of representation shall be ignored;

(f) two principals to be elected by the Senate from amongst the principals who are the members of the Senate, out of whom one shall be elected from amongst the principals who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation;

(g) two teachers who are not principals or directors of recognised institutions to be elected by the Senate from amongst the teachers and university teachers who are the members of the Senate, out of whom one shall be elected from amongst the teachers and university teachers who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation ;

(h) two representatives of managements to be elected by Senate from amongst the representatives of management who are members of Senate, and further provided that same managements shall not have second consecutive institutional representation:

Provided that, out of the two representatives under this clause, one member shall be elected, by rotation, from amongst the Scheduled Castes or Scheduled Tribes, or De-notified Tribes (*Vimukata Jatis*) or Other Backward Class;

(i) two registered graduates elected by Senate from amongst elected registered graduate members of Senate, out of whom one shall be elected from amongst the registered graduates who have been elected from Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Class categories, by rotation;

(j) two members elected by the Academic Council from amongst its members, one of whom shall be from amongst the elected teachers who are members of the Council and another shall be a woman;

(k) one eminent-expert from the institute or organization of National repute to be nominated by the Vice-Chancellor in consultation with the Chancellor ;

(l) the Secretary, Higher Education or his nominee not below the rank of Deputy Secretary or Joint Director of Higher Education;

(m) the Director of Higher Education or his nominee, not below the rank of Joint Director of Higher Education;

(n) the Director of Technical Education or his nominee not below the rank of Joint Director of Technical Education;

(o) the Registrar - Member-Secretary.

(5) The Finance and Accounts Officer and the Director, Board of Examinations and Evaluation shall be invitees of the Management Council, but they shall have no right to vote.

(6) President of the university students council shall be invitee, who shall attend the meeting as and when invited:

Provided that, such President shall be invited at least in every three months to discuss the issues related to the students' development, welfare and grievances.

Powers and  
duties of  
Management  
Council.

**31.** The Management Council shall have the following powers and duties, namely:—

(a) to review and deliberate on short and long term reforms in academic, research and development activities, finances, management and governance that are taking place at the national and global level with a view to allow them to percolate into the university;

(b) to study and decide upon the operative mechanism for the reforms that would be recommended by the Commission in all the domains of the university;

(c) to make such provisions, as may enable colleges and institutions to undertake specialized studies and courses, and where necessary or desirable, organize and make provision for common laboratories, libraries, museums and equipment for teaching and research;

(d) to establish departments, colleges, schools, centres, institutions of higher learning, research and specialized studies, on the recommendation of the Academic Council;

(e) to recommend to the senate, the draft of statutes or amendment or repealment of statutes for approval;

(f) to make, amend or repeal ordinances and regulations;

(g) to control and arrange for administration of assets and properties of the university;

(h) to discuss and approve with modifications, if any, the annual financial estimates or budget, that is to say the fund which may be received from State Government, university funds and other funding agencies separately, as received from the Finance and Accounts Committee;

(i) to consider proposals to enter into, amend, carry out and cancel contracts on behalf of the university;

(j) to determine the form of common seal for the university and provide for its use;

(k) to accept, on behalf of the university the transfer of any trusts, bequests, donations and transfer of any movable, immovable and intellectual property to the university;

(l) to transfer by sale or otherwise, any movable or intellectual property rights on behalf of the university;

(m) to transfer by sale or lease or contract any immovable property to other organization with the prior permission of the State Government:

Provided that, any immovable property may be permitted to be used for the specific period, for the purpose of providing essential physical facilities for accomplishment of objects of the university, such as bank, canteen, post office, mobile towers, etc., without prior approval of the State Government;

(n) to create immovable assets in the form of land, building and other infrastructure out of reserve funds, for its campus and sub-campus;

(o) to borrow, lend or invest funds on behalf of the university as recommended by the Finance and Accounts Committee;

(p) to lay down policy for administering funds at the disposal of the university for specific purposes;

(q) to provide buildings, premises, furniture, equipment and other resources needed for the conduct of the work of the university;

(r) to recommend the conferment of honorary degrees and academic distinctions;

(s) to institute and confer such degrees, diplomas, certificates and other academic distinctions as recommended by the Academic Council and arrange for convocation for conferment of the same, as provided by the Ordinances;

(t) to institute fellowship, travelling fellowship, scholarship, studentship, exhibitions, awards, medals and prizes, and prescribe Regulations for their award;

(u) to make Regulations for collaborations with other universities, institutions and organizations for mutually beneficial academic programmes recommended by the Board of Deans;

(v) to create posts of university teachers and non-vacation academic staff from the funds of the university and from the funds received from other funding agencies, on the recommendation of the Academic Council, as and when required, and prescribe their qualifications, experience and pay-scales;

(w) to create posts of officers, non-teaching skilled, administrative, ministerial staff and other posts from the funds of the university and from the funds received from other funding agencies, as and when required, and prescribe their qualifications, experience and pay-scales;

(x) to prescribe honoraria, remunerations, fees and travelling and other allowances for paper-setters and other examination staff, visiting faculty, and fees or charges for any other services rendered to the university;

(y) to recommend to the Academic Council the comprehensive perspective plan and annual plan for the location of colleges and institutions of higher learning, as prepared by the Board of Deans;

(z) to consider and approve proposals for change or transfer of management and shifting of locations of colleges and institutions, as prescribed in the Statutes;

(za) to receive and consider report of the development activities of the university received from the Registrar every six months;

(zb) to confer autonomous status on university departments, university institutions, affiliated colleges and recognized institutions on the recommendation of the Academic Council, as per the Statutes;

(zc) to assess and approve proposals for academic programmes received from the Academic Council;

(zd) to consider and adopt the annual report, annual accounts and audit report in respect of State Government funds, university funds and funds received from other agencies separately;

(ze) to cause an inquiry to be made in respect of any matter concerning the proper conduct, working and finances of colleges, institutions or departments of the university ;



(g) two teachers, representing each faculty, with not less than fifteen years of teaching experience to be elected by the collegiums of teachers from amongst themselves out of whom one each shall be a person belonging Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis)/ Nomadic Tribes or Other Backward Class provided that the reservation per faculty shall be decided by drawing lots:

Provided that, out of the teachers representing each faculties, under this clause, one shall be a woman, to be decided by drawing lots.

(h) one representative of management nominated by the Senate, from amongst the representatives of managements, who are the members of Senate;

(i) Eight eminent experts from the institutes or organizations of national repute, such as Indian Institute of Technology, Indian Institute of Science Education and Research, Indian Institute of Management, Indian Space Research Organization, Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Council for Social Research, Industrial Associations, Indian Olympic Association and allied fields and as much as possible representing all the faculties, nominated by the Chancellor;

(j) the Director of Higher Education or his nominee, not below the rank of the Joint Director, Higher Education;

(k) the Director of Technical Education or his nominee, not below the rank of the Joint Director, Technical Education;

(l) Director, Board of Examinations and Evaluation;

(m) Chairpersons of Board of Studies;

(n) Registrar-Member Secretary.

**33. (1)** The Academic Council shall have the following powers and duties, namely:—

Powers and duties of Academic Council.

(a) to ensure that the university becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;

(b) to consider and approve with modifications, if any, the matters referred to it by the Board of Studies through the faculty;

(c) to ensure that there are choice based credit systems for all certificates diplomas, degrees, post-graduate programmes and other academic distinctions;

(d) to ensure that the spirit of research and entrepreneurship percolates to all colleges and recognized institutions of the university;

(e) to approve fees, other fees and charges as recommended by the Board of Deans through the fee fixation committee;

(f) to recommend to the Management Council, the institution of degrees, diplomas, certificates and other academic distinctions;

(g) to propose draft of Ordinances relating to the academic matter to the Management Council;

(h) to make amend or repeal Ordinances and Regulations relating to academic matters;

(i) to allocate subjects to the faculties;





(f) to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in university departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement;

(g) to consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programmes referred to it by the Boards of Studies or the Board of University Departments and Inter-disciplinary Studies;

(h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented;

(i) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Inter-disciplinary Studies;

(j) to recommend to the Academic Staff College and the Academic Council, conduct of refresher and orientation programmes for teachers of affiliated colleges and university departments, especially for the revised or newly introduced or inter-disciplinary courses of study, training and advance training, field exposure and deputation;

(k) to prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;

(l) to undertake any other task in respect of studies and research in relation to the subjects included in the faculty and also in multi-faculties, as may be assigned to it by the university authorities.

Board of Deans.

**36. (1)** There shall be a Board of Deans to co-ordinate, oversee, implement and to supervise the academic activities of the university. It shall be responsible to plan the development of the university in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning. It shall also plan, monitor, guide and coordinate under-graduate and post-graduate academic programmes and development of affiliated colleges.

(2) The Board of Deans shall consist of the following members, namely:—

- (a) the Pro-Vice-Chancellor, Chairperson;
- (b) the Deans of faculties;
- (c) the Director of Innovation, Incubation and Linkages.

Powers and Duties of Board of Deans.

**37. (1)** The Board of Deans shall have the following powers and duties, namely:—

(a) to make recommendations to the Academic Council for the conduct of post-graduate courses in university departments and post-graduate departments in colleges and recognized institutions;

(b) to consider and recommend to the Academic Council, new courses, interdisciplinary courses and short-term training programmes referred to it by the faculty;

(c) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in colleges and recognized institutions;

(d) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;

(e) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;

(f) to recommend to the Vice-Chancellor recognition of private skills education providers and empowered autonomous skills education colleges by following the procedure as prescribed under this Act;

(g) to consider and recommend to the Academic Council the proposals submitted by the private skills education providers and empowered autonomous skills development colleges in respect of starting new certificate, diploma, advanced diploma and degree programmes and designing the curricula thereof;

(h) to prepare a comprehensive perspective plan of five years for integrating therein the plan of Development in a manner ensuring equitable distribution of facilities for higher education, as per the guidelines framed by the Commission;

(i) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;

(j) to conduct academic audit of the university departments, institutions, affiliated colleges, autonomous university departments and institutions, empowered autonomous colleges, cluster of institutions, empowered autonomous skills development colleges and recognized institutions, which shall be carried out by an Academic Audit Committee, having an equal number of internal and external members;

(k) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

(l) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories and museums in the university;

(m) to consider and make recommendations to the Academic Council for creation of posts of university teachers and non-vacational academic staff required by the university, from the funds of the university and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;

(n) to make proposal to the Management Council for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;

(o) to recommend to the Management Council through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, workshops, hobby centers, museums, etc.;

(p) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges through a Fee Fixation Committee;

(q) to draft Ordinances and place them before the Management ;

(r) to draft regulations and place them before the Management Council and the Academic Council, as the case may be, for its approval.

(2) The Board of Deans shall appoint a Research and Recognition Committee for each Board of Studies,-

(a) The Research and Recognition Committee shall consist of the following members, namely :-

(i) the Pro-Vice-Chancellor, Ex-officio Chairman;

(ii) Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any;

(iii) the Chairperson, Board of Studies;





Provided that the member to be elected as a chairperson of Board of Studies shall be a post graduate recognized teacher imparting teaching to post graduate students; and thereafter co-opt -

(ii) one professor from other universities; and

(iii) four experts as under :-

(A) a person holding a rank not lower than that of Assistant Director, in national laboratories or institutions; or recognized institutions or industry or experts in the related field having published at least one reference book in the subject; or at least three research papers in recognized national or international journals;

(B) an eminent scholar in the subject;

(C) an eminent person from the subject-related industries or association or professional body;

(D) person having at least ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.

(e) top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

**41.** The Board of Studies shall have the following powers and duties, namely:—

(a) to recommend to the Management Council through the faculty or faculties concerned and the Academic Council, the introduction of new diplomas and degrees;

(b) to recommend to the Management Council through the faculty or faculties concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant;

(c) to recommend to the faculty concerned, the course syllabi, course structures and evaluation schemes of various courses;

(d) to recommend to the reference books or supplementary reading books and such other material useful for study of the course;

(e) to recommend to the faculty, modifications in respect of addition or deletion or updating of courses;

(f) to prepare the panels of paper-setters, examiners and moderators for the university examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation ;

(g) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations;

(h) to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned;

(i) to suggest extension programmes with respect to the courses introduced;

(j) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;

(k) to encourage learning by collaboration and participation by using information and communication technology tools;

(l) to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected;



- (i) to work out and initiate use of technology in delivery of education;
- (j) to promote the face-to-face and e-learning process in classroom teaching, use of mini-research and maxi research projects as an integral part of post-graduate learning;
- (k) to initiate new approaches and methodology for assessing learning by students as a continuous online process;
- (l) to recommend to the Vice-Chancellor,—
  - (i) the posts of university teachers (including aided posts and the posts for the purposes of sub-section (2) of section 8) to be filled by selection, who possess the prescribed minimum and additional qualification ;
  - (ii) emoluments and the number of posts to be filled ; and
  - (iii) the number of posts under sub-clause (i), which may be reserved for the persons belonging to the Scheduled Castes or Scheduled Tribes, Vimukta Jatis (De-Notified Tribes) or Nomadic Tribes or Other Backward Classes.
- (m) to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board of University Departments and Interdisciplinary Studies and of the university.

Board of  
Post-  
Graduate  
Education  
in Colleges.

**44. (1)** There shall be a Board of Post-Graduate Education in Colleges with broad objectives of initiating and strengthening of quality post-graduate programmes in various disciplines of learning in colleges.

(2) The Board of Post-Graduate Education in Colleges shall meet not less than four times in a year, two of which shall necessarily be in the month of September or October and December or January, each year.

(3) The Board of Post-Graduate Education in Colleges shall consist of the following members, namely:—

- (a) the Pro-Vice-Chancellor - Chairperson;
- (b) the Deans of faculties and Associate Deans, if any;
- (c) one faculty-wise expert from other universities, nominated by the Vice-Chancellor, each having minimum experience of five years as a professor;
- (d) three faculty-wise heads of departments in colleges, with minimum experience of five years as a recognized post-graduate teacher, from post-graduate centres in colleges, preferably from different districts to be nominated by the Vice-Chancellor ;
- (e) Directors of all sub-campuses;
- (f) Deputy Registrar of the administrative section concerned, shall act as the Secretary of the Board.

(4) The Board of Post-Graduate Education in Colleges shall have the following powers and duties, namely :—

- (a) to recommend creation of a new post-graduate centre in a particular discipline or a new course in the existing post-graduate centre in an affiliated college ;
- (b) to create synergy for the growth of the post-graduate centers at district level through district sub-campuses ;
- (c) to initiate and encourage the use of technology in a blended form of education in the post-graduate centers;
- (d) to propagate and keep track of quality enhancement in post-graduate centers by initiating teachers capacity enhancement activities;
- (e) to initiate research and development activities in post-graduate centers;

(f) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Post-Graduate Education in Colleges.

**45. (1)** There shall be a Board for Lifelong Learning and Extension to create skilled and learned human power through its various degree level programmes and skills development programmes.

Board of Lifelong Learning and Extension.

(2) The Board for Lifelong Learning and Extension shall meet at least twice in a year.

(3) The Board for Lifelong Learning and Extension shall consist of the following members, namely:—

- (a) the Vice-Chancellor - Chairperson;
- (b) the Pro-Vice-Chancellor;
- (c) the Deans of faculties;
- (d) three eminent experts, nominated by the Vice-Chancellor, working in the domain of lifelong learning skills, value education and in field of longevity;
- (e) two teachers from university departments, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development;
- (f) two teachers from the colleges, nominated by the Vice-Chancellor, who are actively engaged in innovation, research and development and extension;
- (g) the Director, Centre of Lifelong Learning and Extension- Member-Secretary.

**46. (1)** The Board of Lifelong Learning and Extension shall have the following powers and duties, namely:-

Powers and duties of Board of Lifelong Learning and Extension.

- (a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various teaching, research and development institutions and various regional and national bodies and governmental agencies in the domain of lifelong learning, value education and life skills for senior citizens;
- (b) to supervise and monitor the activities of an independent Centre for Lifelong Learning and Extension that shall be set up by the university to carry out the objectives of the Board;
- (c) to look into budgets and financial needs of the Centre for Lifelong Learning and Extension;
- (d) to prepare an annual programme of activities of the Centre for Lifelong Learning and Extension and to review the same periodically;
- (e) to submit an annual report to the Management Council;
- (f) to undertake any other task that may be assigned by the university authorities to carry out the objectives of the Board of Lifelong Learning and Extension.

(2) There shall be a Department of Lifelong Learning and Extension headed by the Director, to carry out the objectives of the Board of Lifelong Learning and Extension.

**47. (1)** The Board of Examinations and Evaluation shall be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations in the autonomous colleges, institutions, university departments and university institutions.

Board of Examinations and Evaluation.

(2) The Board of Examinations and Evaluation shall meet at least twice in an academic year.

(3) The Board of Examinations and Evaluation shall consist of the following members, namely:—

- (a) the Vice-Chancellor - Chairperson;





(5) (a) In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or formal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson;

(b) Such committee shall submit its report and recommendations to the Vice-Chancellor, who may direct the Director, Board of Examinations and Evaluation, the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Board of Examinations and Evaluation shall proceed to implement the decision of the Vice-Chancellor.

Board of  
Information  
Technology.

**49. (1)** There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration, address the issues relating to use of the right kind of technology, software, hardware and connectivity to deploy technology in all domains of activities and associated tasks of the university and to project the funds required for that purpose.

(2) The Board of Information Technology shall meet at least three times in a year.

(3) The Board of Information Technology shall consist of the following members, namely:—

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any;

(d) the Director of Board of Examinations and Evaluation;

(e) the Finance and Accounts Officer;

(f) one professor from university departments having knowledge and expertise in the domain of software and hardware, nominated by the Vice-Chancellor;

(g) two experts in the field of information and communication technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;

(h) the Registrar;

(i) the Dean of Faculty of Science and Technology shall act as a Member-Secretary.

Powers and  
duties of  
Board of  
Information  
Technology.

**50.** The Board of Information Technology shall have the following powers and duties, namely: —

(a) to plan information technology services through information technology infrastructure;

(b) to decide the annual budget of the university for creating technology related infrastructure;

(c) to devise strategy for creation of virtual classrooms and laboratory infrastructure;

(d) to lay down the policy for networking in the various campuses of the university;

(e) to lay down the policy for generating financial resources in the field of higher education, research and development and allied projects or programmes;

(f) to advise and assist the university to create inter-university and intra-university networks for connecting university administration, departments and colleges;

(g) to assist the university to be part of the national knowledge grid;

(h) to assist the university network, for connecting it with other universities in the State;

(i) to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the university;

(j) to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;

(k) to monitor use of technology in administration, finances and evaluation activities of the university;

(l) to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;

(m) to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;

(n) to advise on purchase of software, hardware and networking for university departments and university system as a whole;

(o) to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;

(p) to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;

(q) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Information Technology.

**51. (1)** There shall be a Board of National and International Linkages to cultivate, establish, maintain and strengthen the link of the university with premier national and international universities and institutions.

Board of National and International Linkages.

(2) The Board shall meet at least three times in a year.

(3) The Board of National and International Linkages shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any ;

(d) one member of the Management Council, from amongst its elected members, nominated by the Vice- Chancellor;

(e) one senior professor, nominated by the Vice-Chancellor from the university post-graduate Department;

(f) two principals, of whom one shall be from autonomous or empowered autonomous colleges or empowered autonomous institutions and one shall be from affiliated colleges to be nominated by the Vice-Chancellor;

(g) one expert from industries having proven expertise about National and International linkages to be nominated by Commission;

(h) the Director, Innovation, Incubation and Linkages -Member-Secretary.

Powers and  
Duties of  
Board of  
National and  
International  
Linkage.

**52.** The Board of National and International Linkages shall have the following powers and duties, namely:—

(a) to work on long term policy and strategy for promotion of inter-linkages with premier national and international universities and institutions;

(b) to evolve a process to collaborate with national and international agencies, universities, colleges and institutions for sharing of academic resources, running joint research and development and teaching programmes, running joint degree programmes with national and international universities, colleges and institutions;

(c) to evolve mechanism for visits of teachers or research and development scientists or experts from industry and other entities, to the university departments, colleges and institutions and vice-versa, and also to work out the details on logistic support for such visitors;

(d) to evolve mechanism for visits of teachers and students from [university departments to national and international universities or institutions] university departments, colleges and institutions to national and international universities, colleges or institutions and vice-versa, and also to work out details on budgetary provisions and logistic support for such visits;

(e) to evolve a mechanism to assist foreign students and migrant Indian students, their admissions and completion of other statutory formalities;

(f) to organize cultural and other activities such as visits of foreign students and migrant Indian students to other parts of India;

(g) to make arrangements for other logistic infrastructure, if any, created by the university for foreign students and migrant Indian students;

(h) to work out budgetary provision for activities of the Board and for providing various services to foreign students and migrant Indian students;

(i) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of National and International Linkages.

**53.** (1) There shall be a Board of Innovation, Incubation and Enterprise for creation and cultivation of an enabling environment to propagate the concept of innovation and to convert the innovative ideas into working models through a process of incubation which shall finally lead to the creation of enterprise.

Board of Innovation, Incubation and Enterprise.

(2) The university shall establish an independent Centre for Innovation, Incubation and Enterprise to carry out the objectives of the Board for Innovation, Incubation and Enterprise. The Centre shall exercise the powers and perform the duties as may be assigned by the Board, from time to time.

(3) The Board for Innovation, Incubation and Enterprise shall consist of the following members, namely:-

- (a) the Vice-Chancellor - Chairperson;
- (b) the Pro-Vice-Chancellor;
- (c) the Deans of faculties and Associate Deans, if any ;
- (d) five prominent industrialists, nominated by Commission from manufacturing, information and communication technology, bio-sciences and technology, agro - industries and service industries;
- (e) one senior manager from the lead bank of the District in which head quarter of the University is located to be nominated by Vice-Chancellor;
- (f) two teachers from university departments or university institutions, who are active in innovation, research and development nominated by the Vice-Chancellor;
- (g) two teachers, nominated by the Vice-Chancellor, from colleges who are active in innovation, research and development;
- (h) the representative of Department of Information and Technology, not below the rank of the Deputy Secretary;
- (i) the Director, Innovation, Incubation and Linkages - Member-Secretary.

(4) There shall be minimum three meetings of the Board to be conducted in the year.

**54.** The Board of Innovation, Incubation and Enterprise shall have the following powers and duties, namely:-

Powers and duties of Board of Innovation, Incubation and Enterprise.

- (a) to create synergy at policy and operative level mechanism for co-existence and co-operation between various research and development activities in university departments, colleges and various industries in the State and in other States;
- (b) to create synergy through operative policy mechanism and support system for incubation of good ideas such as product, process, service and innovation, into a scalable mode so as to establish small, medium and large industries;
- (c) to establish a system to support protection of intellectual property rights at national and global level;
- (d) to establish a system so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support;
- (e) to project and plan the activities to be carried out by the Centre for Innovation, Incubation and Enterprise;
- (f) to prepare annual programmes of activities of the Centre for Innovation, Incubation and Enterprise and review the same periodically;
- (g) to prepare the annual budget of the Centre for Innovation, Incubation and Enterprise;



(g) to devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Senate for approval.

(h) to devise a mechanism to implement recommendations of the Commission as regards students' development and culture.

(i) to take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.

(j) to devise, develop and implement schemes of career counselling, psychological counselling and rehabilitation and upliftment of differently-abled students.

(k) to co-ordinate activities of National Service Scheme(NSS)and National Cadet Corps (NCC) in university and affiliated Colleges.

(l) to recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-university or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances.

(m) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Students' Development and Students' Development Cell.

(2) There shall be a Students' Development Cell and Students Grievance Redressal Cell in the university and in the colleges and recognized institutes to devise an operational level mechanism to assist the Students and provide for prompt redressal of students grievances. These Cells shall be as under,-

(a) Students' Development Cell,-

to assist students on the issues and difficulties in various facets related to their day to day life and other aspects connected with their academic world, personality development and healthy campus life. Such cell in the university shall be headed by Director, Students' Development. The Cell shall consist of other seven members nominated by Vice-Chancellor from amongst the Teachers on the Campus and President and Secretary of the Students Council to be the ex-officio members. There shall be Students' Development Cell in each college and recognized Institution which shall be headed by Vice-Principal or Senior Teacher Nominated by the Principal and other four members shall be nominated by the Principal to include Teachers, Female Teacher, Social Worker, Counselor and office bearers of College Students Council to be the ex-officio members.

(b) Students Grievance Redressal Cell,-

There shall be Students Grievance Redressal Cell at the University and each college and recognized institutions to resolve the Grievances of Students and to suggest to the higher authorities different ways and means to minimize and prevent such grievances. The functional mechanism of working of Students Grievance Redressal Cell shall be as prescribed by Statutes, prepared in accordance with the provisions of the University Grants Commission (Grievance Redressal) Regulations, 2012, or any other regulations for the time being in force.

57. (1) There shall be a Board of Sports and Physical Education in the university to promote the culture of sports and look after sports related activities. The activities of the Board shall be carried out by the Director of Sports and Physical Education.

Board of Sports and Physical Education.

(2) The Board of Sports and Physical Education shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) three professionals, nominated by the Vice-Chancellor with established credibility in different fields of sports;

(d) District Sports Officer of the district where the University Head Quarter is located.

(e) one teacher from the university department of Physical Education, nominated by the Management Council;

(f) two sports teachers, from affiliated, conducted or autonomous colleges, nominated by the Management Council;

(g) Zonal or Divisional president (principal of the host college) and secretary (director physical education of the host college) with the tenure of one year;

(h) the President, Secretary of the University Student Council;

(i) one student member from sports of University Student Council nominated by the President of University Students Council under sub-sub clause (v) of sub-clause (b) of sub-section (4) of section 99;

(j) the Director, Sports and Physical Education - Member-Secretary.

Powers and duties of Board of Sports and Physical Education.

**58.** The Board of Sports and Physical Education shall have the following powers and duties, namely:-

(a) to take necessary steps for promotion of sports culture and activities in the field of sports in colleges and university departments;

(b) to establish links with regional and national bodies in the various sports and to promote various activities jointly with them;

(c) to establish rapport with groups, societies and other professional bodies so as to involve them in the activities of Board of Sports and Physical Education;

(d) to take up activities in colleges, recognized institutions and university departments to promote interest and also skills in various sports as per the policy of the university and also national policies in the field of sports;

(e) to hold university level competitions, sports skills development camps, interactive activities and also training workshops in various sports in order to bring the society closer to the colleges, institutions and university;

(f) to encourage participation in regional, national and international level activities and competitions through well trained teams in various sports;

(g) to recommend to competent authority to make alternative arrangements regarding examinations of students participating in the inter-university or national or international sports tournaments or events during the relevant schedules of examinations as prescribed by Ordinances;

(h) to undertake any other task as may be assigned by the university authorities so as to carry out the objectives of the Board of Sports and Physical Education.

Board of Research.

**59.** (1) There shall be a Board of Research to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in university departments, colleges and recognized institutions.

(2) The Board of Research shall consist of the following members, namely :

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) the Deans of faculties and Associate Deans, if any ;

(d) four eminent researchers, of national or international repute nominated by the Vice-Chancellor, with proven experience; one each from pure and applied sciences and technology, humanities, commerce, accounts and finances, and interdisciplinary studies;

(e) two teachers, nominated by the Vice-Chancellor from university departments;

(f) two teachers, nominated by the Vice-Chancellor, from colleges or recognized institutions having a strong base in research culture;

(g) eight eminent persons from different areas of Science, Commerce, Agriculture, Banking , Finance, Industry, Intellectual Property Rights, etc., who are conversant with the global trends as well as regional issues to be nominated by Chancellor ;

(h) the Director, Innovation, Incubation and Linkages -Member-Secretary.

(3) The Board of Research shall meet at least three times in a year.

**60.** The Board of Research shall have the following powers and duties:-

Powers and duties of Board of Research.

(a) to work on long term policy and strategy for promotion of research culture in the university, colleges and recognized institutions;

(b) to advise and encourage the teachers to take up research in emerging areas at individual and group level;

(c) to promote inter-disciplinary research programmes by co-ordinating amongst teachers and also to make and articulate policies for sharing of research and development infrastructure;

(d) to encourage the university departments, colleges and recognized institutions to hold research seminars in all disciplines for the research students;

(e) to publish research journals, monographs for different disciplines;

(f) to decide upon policy for maintenance of standards of research for Ph.D. degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;

(g) to work on creation of research and development data base for work done in university departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;

(h) to work out and initiate research in delivery of education, pedagogy of face-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students, open distance learning and conventional education;

(i) to make efforts and also assist the teachers, university departments, colleges and recognized institutions to raise the funds for research activities;

(j) to work out the budget for research activities of the university;

(k) to mobilize money from the industry for enhancing research activities;

(l) to identify problems and issues related to the region within the jurisdiction of the university and to take special initiative to address such issues through systematic research;

(m) to work on long-term policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research;

(n) to encourage industries to promote, adopt and participate in the basic and applied research projects;

(o) to establish central research laboratories with the help of participation of national and international industries;

(p) to undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Board of Research.

Powers, functions and duties of Authorities.

**61.** The constitution, powers, functions and duties of the authorities of the university, not laid down under any of the provisions of this Act shall be as prescribed by the Statutes.

Term of office of members of authority.

**62.** (1) The term of every authority constituted under this Act shall commence on 1st September and shall be of five years from the said date and the term of the members of every authority shall expire on the expiry of the said period of five years, irrespective of the date on which a member has entered upon his office.

(2) The process of election, nomination and co-option shall be commenced at least three months before expiry of the term of the authority and shall be completed not later than 30th November in that year.

Cessation of membership.

**63.** Notwithstanding anything contained in this Act or the Statutes made thereunder, where a person, elected, nominated, appointed or co-opted, as the case may be, as an officer of university or a member of any of the authority or bodies of the university by virtue of his being eligible to be so elected, nominated, appointed or co-opted as such an officer or a member under any of the categories of officers or members specified by or under the relevant provisions of this Act in relation to such office, authority or body, he shall cease to be such an officer of the university or a member of such an authority or a body as soon as he ceases to belong to such category and shall be deemed to have vacated his office as such officer or member.

Disqualification for membership of authority.

**64.** A person shall be disqualified for being a member of any of the authorities, bodies and committee of university and voting to the authorities, bodies and committees, if he-

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an undischarged insolvent; or

(c) has been convicted of any offence involving moral turpitude; or

(d) is conducting or engaging himself in private tuitions or private coaching classes; or

(e) has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or

(f) has willfully omitted or refused to carry out the provisions of this Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or

(g) has been punished in any form, by the competent authority for committing a misconduct; or

(h) discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position:

Provided that, the right of voting of the person in respect of clauses (e) and (g) shall remain suspended during the term of punishment under the said clauses.

**65.** No person shall be a member of Management Council or Chairman of Board of Studies, for a second consecutive term whether, as an elected, nominated or co-opted member, as the case may be:

Ineligibility for second consecutive term.

Provided that, any person who was the member of the Management Council of the university or Chairman of the Board of Studies, for the first time whether as elected, nominated or co-opted member, as the case may be, on the date of commencement of this Act, shall not be deemed to have enjoyed the consecutive term if he is nominated or elected or co-opted for the first time after the commencement of this Act.

**66.** Save as otherwise provided by or under the provisions of this Act, each authority of the university while acting and exercising its powers and discharging functions or duties assigned to it by or under the provisions of this Act, shall have the exclusive jurisdiction to deal with and decide the matters assigned to it and discharging functions or duties assigned to it by or under the provisions of this Act.

Conclusiveness of decision of authority.

**67.** (1) Every election to any authority or body of the university under this Act, except the elections to the post referred in clauses (a) to (e) of sub-section (2) and clauses (a) to (e) of sub-section (3) of section 99, shall be held by ballot in accordance with the system of proportional representation by means of the single transferable vote and as prescribed by the Statutes.

Election to be by proportional representation.

(2) The other details relating to elections not specified in the Act shall be as prescribed by the Statutes.

**68.** (1) A member, other than an ex-officio member, may resign by writing under his signature. A nominee of the Chancellor may resign by addressing to the Chancellor, and any other member may resign by addressing to the Vice-Chancellor. The person shall cease to be a member upon his resignation being accepted by the Chancellor or the Vice-Chancellor, as the case may be, or upon expiry of thirty days from the date of resignation, whichever is earlier.

Resignation of membership.

(2) If a person nominated, elected, appointed or co-opted to any authority or body remains absent without prior permission of the authority or body for three consecutive meetings, he shall be deemed to have vacated his membership and he shall cease to be a member from the date of the third such meeting in which he has remained absent:

Provided that, such member should have attended at least one meeting in the previous year.

**69.** (1) Save as otherwise provided by this Act, all matters with regard to the conduct of meetings of the authorities, bodies or committees, if any, constituted by the university, shall be such as may be prescribed by the Statutes.

Meeting of authorities.

(2) A meeting of an authority or body shall be convened on the date determined by the Chairperson by a notice issued by its Secretary.

(3) Except as otherwise provided, the quorum for a meeting shall ordinarily be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(4) Where no provision is made by or under the Statutes for a President or Chairperson to preside over a meeting of any authority or body of the university or when the President or the Chairperson so provided for is absent and no provision is made for any other person to preside, the members present shall elect a person from amongst themselves to preside at the meeting.

(5) Save as otherwise provided, all items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The secretary, if not a member, shall have the right to participate in the deliberations but shall not have the right to vote.

Casual  
vacancy  
and  
Standing  
Committee  
to fill  
vacancies.

**70.** (1) When any vacancy occurs in the office of a member, other than an *ex-officio* member or, a member nominated by the Chancellor, of any authority or other body of the university except Management Council before the expiry of his normal term, the vacancy shall be filled by nomination of a person by the Standing Committee constituted under sub-section (3) who is otherwise eligible to be elected on the said authority or body from the same category.

(2) In case, any vacancy occurs in the office of a member, other than an *ex-officio* member of Management Council of the university, it shall be filled as soon as possible, by nomination or election or co-option, as the case may be, of a person by the authority, body or the officer concerned. The person so nominated, elected or co-opted shall be a person who is otherwise eligible to be nominated, elected or co-opted on the said authority or body from the same category. The person so nominated, elected or co-opted shall hold office only so long as the member in whose place he has been nominated, elected or co-opted shall have held it, if the vacancy had not occurred.

(3) The constitution of the Standing Committee for filling in the vacancies mentioned in sub-section (1) shall be as follows, namely :-

- (a) Pro-Vice-Chancellor - Chairman;
- (b) Chancellor's nominee on Management Council;
- (c) one dean nominated by Management Council;
- (d) one elected member of the Management Council nominated by that Council;
- (e) one principal nominated by Senate from amongst its members;
- (f) one teacher nominated by Senate from amongst its members;
- (g) one graduate nominated by Senate from amongst its members;
- (h) Registrar - Member-Secretary.

(4) The term of the Standing Committee shall commence on 1st September and shall be of five years from the said date. The term of the members shall expire on the expiry of the said period of five years, irrespective of the date on which a member has entered upon his office.

## CHAPTER V

### THE STATUTES, ORDINANCES AND REGULATIONS

Statutes  
and  
their  
subject  
matters.

**71.** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- (1) conferment of honorary degrees and academic distinctions;
- (2) establishment and maintenance of the sub-campus university departments, institutions, conducted colleges, institutions of higher learning, research or specialized studies and hostels;
- (3) constitution, powers, duties and functions of authorities of the university not laid down under any of the provisions of this Act;
- (4) abolition of university departments or institutions and conducted colleges;
- (5) rules of procedure for conduct of business at the meetings of authorities of the university;

(6) appropriation of funds of the university for furtherance of the objects of the university;

(7) norms for grant of autonomy to university departments or institutions, affiliated colleges and recognized institutions, subject to the approval of the State Government;

(8) acceptance and management of trusts, bequests, donations, endowments and grants from individuals or organizations;

(9) disciplinary action against defaulting teachers, officers and other employees of the university, affiliated colleges and recognized institutions other than the colleges or institutions managed and maintained by the State Government or Central Government or local authorities;

(10) conditions of residence, conduct and discipline of the students of the university, colleges and recognized institutions, and the action to be taken against them for breach of discipline or misconduct, including the following :-

(a) use of unfair means in an examination, or abetment thereof ;

(b) refusal to appear or give evidence in any authorized inquiry by an officer in charge of an evaluation and examination, or by any officer or authority of the university ; or

(c) disorderly or otherwise objectionable conduct, whether within or outside the university ;

(11) mechanism and procedure for redressal of grievances of the students;

(12) functions and duties of Students' Council in university, colleges and recognized institutions ;

(13) procedure for conduct of elections to various authorities and bodies;

(14) conditions and procedure for grant of approval to the appointments of the teachers in the colleges and recognized institutions and suspension or withdrawal thereof ;

(15) inspection of colleges, recognized institutions, halls and hostels;

(16) procedure to be followed while granting permission for transfer of management ;

(17) Norms and Procedure to be followed while nominating members on authorities, boards and committees by the Vice-Chancellor under this Act ;

(18) norms of grant and withdrawal of affiliations to colleges and institutions ;

(19) transferring, in public interest, of the management of a college or institution by the university and the conditions for such transferring, subject to the approval of the State Government;

(20) qualifications, recruitment, code of conduct, terms of office, duties and conditions of service including periodic training and advance training, field exposure, deputation, assessment of teachers, officers and other employees of the university and affiliated colleges except those colleges or institutions which are

maintained by the State or Central Government or local authority, retirement benefits and the manner of termination of their services as approved by the State Government, provided that these shall not be in contravention of State Government policies in this regard ;

(21) procedure to be followed for purchases under sub-section (7) of section 98;

(22) any matter which is to be prescribed by Statutes or which is necessary to give effect to the provisions of this Act.

Statutes  
how  
made.

**72.** (1) The Statutes may be made, amended or repealed by the Senate in the manner hereinafter provided.

(2) The Statute Committee shall be constituted by Management Council as under :-

(a) One member of Management Council from amongst the elected members of that Council - as Chairman,

(b) One Dean,

(c) One Professor of university department or affiliated colleges,

(d) One Principal of affiliated college,

(e) Registrar of the university,

(f) Law Officer of the university as Member-Secretary.

Such Statute Committee shall prepare and propose draft Statutes concerning the matters referred to in the last preceding section and shall present to the Management Council for its recommendations to senate.

(3) The Management Council, if it thinks necessary, may obtain the opinion of any officer, authority or body of the university with regard to any draft Statute which is before it for consideration.

(4) Every Statute passed by the Senate shall be submitted to the Chancellor who may give or withhold his assent thereto or send it back to the Management Council for reconsideration. The Chancellor may send the draft Statutes to the State Government for its views, if there are implications, financial or otherwise, on the part of the State Government in the implementation of such Statutes.

(5) No Statute passed by the Senate shall be valid or shall come into force until assented to by the Chancellor.

(6) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suo motu or on the advice of the State Government, may, direct the university to make provisions in the Statutes in respect of any matter specified by him and if the Senate fails to initiate adopt the direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Senate for its inability to comply with such direction, make or amend the Statutes in that respect, suitably.

(7) The Senate may take into consideration the draft of a statute either of its own motion or on a proposal by the management council. In the case of a draft which is not proposed by the management council, the senate, before considering the same, shall obtain the opinion of the management council :









(e) to understand and keep track of developments that are taking place at national and global level in delivery of education, use of technology in education, administration and governance of education and evolve an appropriate policy and strategy for the educational systems in the State to be in phase with these changes ;

(f) to create synergy through operative policy for research culture in pure and applied domains in all subjects in various disciplines and across different disciplines in educational institutions and also research culture needs and demands of industries ;

(g) to create a policy and strategy for sharing of academic and knowledge resources infrastructure amongst various educational institutions and the State, Central and industry research and development laboratories ;

(h) to establish and maintain educational information communication network in tandem with the national grid and also enhance the geographical reach so as to bring each and every educational institution into the educational information communication network and to keep track of technology changes and upgrade the network from time to time ;

(i) to establish linkages with National Knowledge Commission, the Ministry of Information and Communication Technology and Human Resources Development ;

(j) to create a repository of e-learning objects and virtual experiments and support material in digital format for teaching-learning processes in frontline environment ;

(k) to develop a policy and strategy for percolation of use of technology for administration, evaluation and governance of educational institutions and to promote establishment of an e-platform to carry out these tasks by use of information and communication technology ;

(l) to explore the scope for sharing research journals, research and technology reviews and other such material that enhances scope and quality of research by use of Information and Communication Technology through creation of network of various knowledge resource centers in educational and research and development institutions in the State and also at national level ;

(m) to prepare programmes in the various subjects in the sphere of higher education, keeping in view the overall priorities, perspectives and needs of the society and expectations from higher education ;

(n) to advise the State Government in respect of determining and maintaining uniformity of standards of education in the universities ;

(o) to advise on promoting co-operation and co-ordination of the various educational institutions among themselves and explore the scope for interaction between the universities on the one hand, and industry and other organizations on the other hand ;

(p) to suggest ways and means of raising additional resources for higher education from industry and other sources ;

(q) to advise on inter-university programmes for various activities undertaken by the universities ;

(r) to advise on programmes for greater co-operation and interaction and exchange of university teachers, college teachers and the teachers of university departments ;

(s) to initiate inter-university programme for various activities related to teaching, research and extension in the field of higher education ;

(t) to take into consideration various suggestions, advises and specific recommendations for making academic, administrative, governance and financial synergy more conducive for growth and sustenance of quality in colleges, educational institutions and universities, and to devise mechanisms to bring them into practice ;







**CHAPTER VII**

**GRIEVANCES OF TEACHERS AND EMPLOYEES**

**79. (1)** There shall be a Grievances Committee in each university to deal with all types of grievances ; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority ; which are not within the jurisdiction of the University and College Tribunal. Grievances Committee.

(2) The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.

(3) The Grievances Committee shall consist of the following members, namely :-

(a) retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor - Chairperson ;

(b) one Dean, nominated by the Vice-Chancellor;

(c) Chancellor's nominee on the Management Council;

(d) Registrar;

(e) one teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;

(f) Law Officer of the University - Member-Secretary.

(4) The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.

(5) The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.

(6) The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.

(7) It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties.

**80. (1)** There shall be one or more university and college tribunals for one or more universities in the State, governed by this Act as well as the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983, the Maharashtra Animal and Fishery Sciences University Act, 1998 and the Maharashtra University of Health Sciences Act, 1998, for adjudication of disputes between the employees of these universities and their respective university and between the employees of the affiliated or autonomous colleges or recognized institutions of these universities, other than those managed and maintained by the State Government, Central Government or local authority and their respective managements, with regard to the matters specified in sub-section (1) of section 81. Unive rsity and College Tribunal.

(2) The Tribunal shall consist of the Presiding Officer, to be appointed by the State Government.

(3) A person shall not be qualified to be appointed as a Presiding Officer of a Tribunal, unless,-

(a) he is or has been a Judge of High Court; or

(b) is qualified to be appointed as a Judge of High Court:

Mah. XLI of 1983  
Mah. XVII of 1998.  
Mah. X of 1999.



(3) Notwithstanding anything contained in sub-section (2), the Tribunal may entertain an appeal made to it after the expiry of the said period of thirty days, if it is satisfied that the appellant had sufficient cause for not preferring the appeal within that period.

(4) Every appeal shall be accompanied by a fee as prescribed which shall not be refundable and shall be credited to the university fund:

Provided that, it shall be lawful for the State Government to revise, by notification in the *Official Gazette*, such fees as it may deem fit, from time to time.

**82.** (1) For the purposes of hearing and disposal of appeals, the Tribunal shall have the same powers as are vested in an appellate court under the Code of Civil Procedure, 1908, and shall also have the power to stay the operation of any order against which an appeal is made, on such conditions as it may think fit to impose and such other powers as are conferred on it by or under this Act. General power and procedure of Tribunal.

(2) The Presiding Officer of the Tribunal shall decide the procedure to be followed by the Tribunal for the disposal of its business including the place or places at which and the hours during which it shall hold its sittings.

(3) Every appeal shall be decided as expeditiously as possible. In every case, endeavor shall be made by the Tribunal to decide an appeal within three months from the date on which the Tribunal receives it. If the Tribunal is unable to dispose of any appeal within this period, it shall record the reasons therefor.

**83.** (1) On receipt of an appeal, where the Tribunal after giving reasonable opportunity of being heard to both parties, is satisfied that the appeal does not pertain to any of the matters specified in sub-section (1) of section 81 or is not maintainable, or there is no sufficient ground for interfering with the order of the university or management or decision of the Grievances Committee, it may dismiss the appeal. Powers of Tribunal to give appropriate relief and directions.

(2) Where the Tribunal, after giving reasonable opportunity to both the parties of being heard, decides in any appeal that the order of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, or the decision of the Grievances Committee, was in contravention of any law, contract or conditions of service for the time being in force or was otherwise illegal or improper, the Tribunal may set aside the order of the university or the management, or decision of the Grievances Committee, as the case may be, partially or wholly, and direct the university or the management,-

(a) to reinstate the employee on the same post or on a lower post as it may specify;

(b) to restore the employee to the rank which he held before reduction or to any lower rank as it may specify;

(c) to give arrears of emoluments, dues and other monetary benefits to the employee for such period as it may specify;

(d) to award such lesser punishment as it may specify in lieu of dismissal, removal, otherwise termination of service, compulsory retirement or reduction in rank, as the case may be;

(e) where it is decided not to reinstate the employee or in any other appropriate case, to give such sum to the employee, not exceeding his emoluments for six months, by way of compensation, regard being had to loss of employment and possibility of getting or not getting suitable employment thereafter, as it may specify; or

(f) to give such other relief to the employee and to observe such other conditions as it may specify, having regard to the circumstances of the case.

(3) It shall be lawful for the Tribunal to recommend to the State Government that any dues directed by it to be paid to the employee may be deducted from the grant payable to the university or, as the case may be, the management and be paid to the employee directly.









(i) advise on financial matters referred to it by the Management Council, Academic Council or any other authority, body or committee or any officer of the university ;

(j) report to the Vice-Chancellor any lapse or irregularity in financial matters which comes to its notice so that he may take suitable prompt actions after assessing the seriousness of the matter or refer it to the Management Council ;

(k) ensure that the annual accounts of the university, colleges and institutions are open for audit by the auditors appointed by the State Government ;

(l) study various reforms suggested by the Commission for management of financial resources, maintenance of accounts and use of modern technologies to enhance the efficiency in accounts maintenance and audit procedures ;

(m) carry out any other functions and tasks as may be assigned by the university authorities.

Internal  
Quality  
Assurance  
Committee.

**95. (1)** There shall be an Internal Quality Assurance Committee in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.

(2) The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

(3) The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.

(4) There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.

(5) The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.

(6) The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

Knowledge  
Resource  
Committee.

**96. (1)** There shall be a Knowledge Resource Committee for administering, organizing and maintaining the Knowledge Resource Centre, print and electronic material and related services of the university.

(2) The Knowledge Resource Committee shall consist of the following members, namely :-

(a) the Vice-Chancellor - Chairperson ;

(b) one Dean of faculty, nominated by the Vice-Chancellor ;

(c) one head of the university department or university institution nominated by the Vice-Chancellor ;

(d) two members nominated by the Vice-Chancellor, of whom one shall be from industry and the other shall be librarian from a national level organization ;

(e) the Registrar ;

(f) the Finance and Accounts Officer ;

(g) the Director Knowledge Resource Center - Member - Secretary.

(3) All nominated members of the Knowledge Resource Committee, other than the ex-officio members, shall hold office for a period of three years.

(4) The Knowledge Resource Committee shall meet at least three times in a year.



(e) four local members, nominated by the Director of Higher Education in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;

(f) Co-ordinator, Internal Quality Assurance Committee of the college, ex-officio;

(g) President and Secretary of the College Students' Council ; and

(h) one head of department, nominated by the principal or the head of the institution - Member Secretary .

(3) The College Development Committee shall meet at least four times in a year.

(4) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

(5) The College Development Committee shall,-

(a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities ;

(b) decide about the overall teaching programmes or annual calendar of the college ;

(c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;

(d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;

(e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;

(f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;

(g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;

(h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;

(i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;

(j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;

(k) make recommendations regarding the students' and employees' welfare activities in the college or institution ;

(l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;

(m) frame suitable admissions procedure for different programmes by following the statutory norms ;

(n) plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;

(o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;

(p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;

(q) recommend the distribution of different prizes, medals and awards to the students.

(r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ;

(s) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

**98. (1)** There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time. Purchase Committee.

(2) The committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson ;

(b) the Pro-Vice-Chancellor ;

(c) Chancellor's nominee on Management Council ;

(d) two heads of university departments or university institutions nominated by the Management Council ;

(e) one member of the Management Council nominated by the Council from amongst the elected members of the Council.

(f) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry ;

(g) the Registrar ; and

(h) the Finance and Accounts Officer - Member - Secretary.

(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.

(4) The Purchase Committee shall invite the head of the university department or university institution, for which the purchases are to be made.

(5) All members of the committee, other than ex-officio members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

(6) All matters pertaining to all purchases of the University in respect of such items where individual cost of each item is not more than rupees ten lakhs at a time, shall be as prescribed by the Statutes.

(7) The powers and duties of the Purchase Committee and the procedure for its meetings shall be as prescribed by the Statutes.

**99. (1)** There shall be a University Students' Council as specified in clause (b) of sub-section (4), a university department Students' Council for the departments of the university and a college Students' Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities. Students Council.

(2) The University Department Students' Council shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in all university departments ;



(ii) Secretary, elected by the members of University Students' Association from amongst themselves ;

(iii) one Lady Representative, elected by the members of University Students' Association from amongst themselves ;

(iv) one Representative belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes or Special Backward Category, by rotation, elected by the members of University Students' Association from amongst themselves ;

(v) one student each from (a) National Service Scheme, (b) National Cadet Corps (c) Sports and (d) Cultural activities nominated by the President of the University Students' Council in consultation with the Director, Students' Development from amongst the students of the University Departments and affiliated colleges who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities respectively on the basis of prescribed criteria ;

(vi) Director Board of Student Development, Director Sports and Physical Education, Director Board of Lifelong Learning and extension shall be permanent invitees.

(5) The first meeting of the University Students' Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as he may deem fit.

(6) A student shall be eligible to be, or continue to be, a member of any of the Students' Councils, only if he is enrolled as a full time student.

(7) During the period of election no person, other than a student on the rolls of college or institutions or University, shall be permitted to take part in the election process in any capacity. Any student or a candidate violating this condition shall be liable for disciplinary action against him in addition to the revocation of his candidature.

(8) The budget, frequency of meeting of the University Department Students' Council, Students' Council for each institution, conducted college or affiliated college and University Students' Council shall be as may be prescribed by the Statutes.

(9) The election of the student members of the Students' Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed. The term of office of the elected student members shall begin with effect from the date of election and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act, and shall then expire.

(10) One third of the members of the Students' Council shall constitute the quorum. The procedure for conduct of business of the meetings and such other matters shall be such as may be prescribed by the Statutes. The Council shall meet at least once in every three months.

(11) The procedure for election, the powers and duties, authority for the conduct of election, mechanism for conduct of such elections, code of conduct for the candidates and election administrators and grievances redressal mechanism in respect of such election shall be such as may be specified by the State Government, by orders published in the *Official Gazette*.

(12) The provisions of this sections shall come into effect from such date after issuing the order under sub-section (11), as specified by the State Government in such order.

**100. (1)** There shall be a Buildings and Works Committee to carry out several minor and major infrastructure development activities of the university efficiently and in a time bound manner.

Building and Works Committee.

(2) The Buildings and Works Committee shall consist of the following members namely :-

(a) the Vice-Chancellor - Chairperson ;

- (b) the Pro - Vice - Chancellor ;
- (c) Chancellor's nominee on the Management Council ;
- (d) Chief Engineer of the Public Works Department in charge of the region in which the university is situated, or his nominee not below the rank of Executive Engineer from that region ;
- (e) one eminent engineer, nominated by the Vice-Chancellor from the private sector ;
- (f) an eminent Architect, nominated by the Vice-Chancellor from the private sector ;
- (g) the Registrar ;
- (h) the Finance and Accounts Officer ;
- (i) the Executive Engineer of the University - Member-Secretary.
- (3) All members of the committee, other than ex- officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.
- (4) If any vacancy occurs in the office of a member, the same shall be filled within one month by the Vice-Chancellor and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- (5) The Buildings and Works committee shall,-
- (a) under direction and overall superintendence of the Management Council, be responsible for the execution of all types of works, including major works to be executed through the agency of the Public Works Department ;
- (b) accord administrative approval and financial sanction, subject to availability of funds in the budget, to the maintenance work ;
- (c) recommend and obtain administrative approval and expenditure sanction of the Management Council in respect of all minor and major works ;
- (d) recommend to the Management Council through the Finance and Accounts Committee, a 'Programme of Works' to be executed in the ensuing year, specifying maintenance works, minor works and major works, separately;
- (e) prepare a panel of ten to twelve Architects and other specialized consultants of proven experience and merit for the university works and get the same approved by Management Council. Such panel shall be subject to the approval of the Chancellor who may make such modifications in it as he deems fit ;
- (f) on getting administrative approval and expenditure sanction of the Management Council to minor and major works, to get the plans and estimates of such works prepared from the Executive Engineer of the university or the Architect selected for a project, borne on the panel of approved Architects of the university ;
- (g) maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works ;
- (h) be responsible for making technical scrutiny as may be considered necessary by it ;
- (i) be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and major works ;
- (j) exercise general supervision over the work of the technical staff of the university, and in particular, ensure that essential records and data are maintained up-to-date and that the rejected tenders are retained for a reasonable period ;
- (k) ensure that the Executive Engineer of the university certifies the completion of works in accordance with the designs finally approved by the architect, if appointed, in respect of maintenance works and minor works ;
- (l) associate and deliberate with the consulting Architects, as and when necessary;

(m) settle rates not covered by the tender and settle claims and disputes with contractors in respect of maintenance works and minor works :

Provided that, the rates or claims or disputes shall be settled by the Public Works Department in respect of major works entrusted to that Department, subject to the condition that if the decision in respect of any such claims or disputes is likely to cause excess over the approved estimated cost of the project, prior sanction of the Management Council shall be obtained to such an excess amount ;

(n) exercise such other powers and perform such other duties as may be conferred upon it by the Statutes.

(6) The Chairperson of the committee shall, in respect of maintenance and minor works, have the power to sanction the payment of monthly Running Account Bills of a work, subject to such bill having been examined by the Architect, where appointed, and certified as 'fit for payment' by the Executive Engineer of the university. The bills so paid shall be put up for approval of the committee at its next meeting.

(7) If there are reasonable grounds for the Chairperson of the committee to believe that there is an emergency which requires immediate action to be taken, he may exercise the powers of the committee. Such cases shall be reported by the Chairperson at the next meeting of the committee.

(8) Procedure for the execution of all types of works in the university and procedure for conduct of business at the meetings of the committee shall be as prescribed by the Statutes.

**101. (1)** There shall be a Fee Fixation Committee to work out the real cost of delivery of each and every under-graduate and post-graduate courses or programmes run by the university, colleges and recognized institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities.

Fee fixation  
Committee.

(2) The Fee Fixation Committee shall decide the tuition fees, other fees and charges for various courses or programmes as recommended by the board of Deans, and recommend it to the academic Council for approval.

(3) The Fee Fixation Committee shall consist of the following members, namely :-

(a) a retired Vice-Chancellor or an eminent educationist having wide experience in the field of education, who shall not be connected with the university or any college or institution under its jurisdiction as the Chairperson ;

(b) the Dean of the faculty concerned ;

(c) Chancellor's nominee on the Management Council ;

(d) one finance expert nominated by the Vice-Chancellor, preferably a Chartered Accountant, not connected with the university or college or institutions under its jurisdiction ;

(e) one legal expert nominated by the Vice-Chancellor, not connected with the university or college or institution under its jurisdiction ;

(f) Registrar or his nominee not below the rank of Deputy Registrar - Member Secretary.

(4) The quorum for a meeting of the committee shall be three.

(5) All members of the committee, other than ex-officio members shall hold office for a term of five years and shall not be eligible for a second consecutive term.

(6) Notwithstanding anything contained above, the State Government may evolve the Statutory Mechanism of fixation and regulation of fees which shall be binding on different types of colleges and recognized institutions as specified by the State Govt. in this regard.

(7) The tuition fees, other fees, and charges for various courses or programmes as recommended by fee fixation committee and finally approved by the Academic Council

shall be applicable in general. Provided that, any college or recognized institution other than autonomous college and autonomous institution and those managed and maintained by the State Government, Central Government and Local Authorities which intends to charge different fees other than those prescribed and approved by Academic Council may submit the proposal to the fee fixation committee and the fee fixation committee shall decide the tuition fee, other fees and charges for the specific course or programme for such college or institution on the basis of assessment and evaluation of different additional facilities provided by such applicant college or recognized institutions. The decision of fee fixation committee in this regard shall be final and binding on the applicant college or institution.

(8) The committee shall meet at least twice a year to examine and consider the fee fixation proposals on the basis of the norms as prescribed in Ordinance, and shall hold as many meetings as needed. The committee shall decide tuition fees, other fees and charges for various courses or programmes, at least six months before the commencement of academic year.

Selection and appointment of university teachers.

**102.** (1) Subject to the provisions of this Act, Statutes and Ordinances, the Vice-Chancellor shall appoint according to the order of merit and recommendations made by the selection committee, a university teacher.

(2) The selection committee for making recommendations for appointment of university teachers shall consist of the following members :-

(a) the Vice-Chancellor or the Pro-Vice-Chancellor upon directions of the Vice-Chancellor-Chairman ;

(b) one person, not below the rank of professor, nominated by the Chancellor ;

(c) the Dean of the Faculty concerned as a Member Secretary ;

(d) the Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor ;

(e) not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected ;

(f) one person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimuktajatis) or Nomadic Tribes or Other Backward Classes, nominated by the Chancellor ;

(g) one principal who is a member of Management Council to be nominated by the Management Council;

(h) Director, Higher Education or his nominee not below the rank of Joint Director ;

(i) Director, Technical Education or his nominee not below the rank of Joint Director :

Provided that, a head referred to in clause (d), who is an Associate Professor shall be a member of the selection committee for the selection to the Assistant Professor.

(3) Every post of a university teacher, to be filled by selection, shall be duly and widely advertised, according to the draft approved by the Vice-Chancellor, together with particulars of the minimum and additional qualifications, as prescribed, the emoluments and number of posts to be filled, the number of posts which are reserved for the members of the Scheduled castes or Scheduled Tribes or De-notified Tribes (Vimuktajatis) or Nomadic Tribes or Other Backward Classes, to be determined by the Vice-Chancellor on the recommendation of the Board of University Department and Inter Disciplinary Studies, and reasonable time, shall be allowed within which the applicants may, in response to the advertisement, submit their applications.





(d) one person belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes, or Other Backward Classes, not below the rank of Principal or Professor nominated by the Vice-Chancellor;

(e) one elected principal or teacher who is a member of Management Council to be nominated by the Management Council;

(f) the Director of Higher Education or his nominee, not below the rank of the Joint Director of Higher Education;

(g) the Registrar, Member-Secretary :

Provided that, where he himself is a candidate for the post then in such case, the Pro-Vice-Chancellor shall be the Member-Secretary.

(3) All posts, mentioned in sub-section (1) shall be duly and widely advertised.

(4) The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least thirty days of such meeting, being given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting.

(5) In case of appointment to the post referred to in sub-section (1), if, on petition by any person directly affected, or suomotu, the Chancellor, after making or having made such inquiries or obtaining or having obtained such explanations, including explanations from the person whose appointments are likely to be affected, as may be or may have been necessary, made by any authority or officer of the university at any time was not in accordance with the law at that time in force, the Chancellor, may, by order, notwithstanding anything contained in the contract relating to the conditions of service of such person, direct the Vice-Chancellor to terminate his appointment after giving him one month's notice or one month's salary in lieu of such notice, and the Vice-Chancellor shall forthwith comply and take steps for a fresh selection to be made. The person whose appointment has been so terminated shall be eligible to apply again for the same post.

(6) Any order made by the Chancellor, under the last preceding sub-section shall be final and a copy of the order shall be served on the person concerned by the Vice-Chancellor within three days from its receipts.

(7) It shall be the duty of the Vice-Chancellor, to ensure that no payment whatsoever is made to any person, by way of salary or allowance, from the funds of the university, for any period after the termination of his services, and any authority or officer authorizing or making any such payment shall be liable to reimburse the amount so paid to the university.

(8) The Selection Committee and mode of appointment of other officers of the university shall be prescribed by the State Government in the *Official Gazette*.

(9) The management of any affiliated college shall before proceeding to fill in vacancies of aided teachers and other aided employees in accordance with the prescribed procedure shall ascertain from the Director of Higher Education whether there is any suitable person available on the list of aided surplus persons maintained by the Director of Higher Education for absorption in other colleges and in the event of such person being available, the management shall appoint that person in accordance with the direction issued by Director of Higher Education:

Provided that, this process of absorption of surplus teachers and other employees shall be applicable to only aided teachers and aided other employees.

(10) The Selection Committee, selection process and mode of appointment of principals and teachers of affiliated colleges and recognized institutions shall be as per the guidelines, directions of the University Grants Commission as may be prescribed by the State Government in the *Official Gazette*.

**106.** In addition to the committees constituted under this Act, the authorities of the university may appoint committee with suitable terms and reference for any specific task, and such committee shall consist of members of the same authority constituting such a committee and also of such other persons as that authority may nominate. other Committees.

## CHAPTER X

## PERMISSION, AFFILIATION AND RECOGNITION

Perspective  
Plan.

**107. (1)** The university shall prepare a comprehensive perspective plan for every five years and get the same approved by Commission. Such plan shall be prepared for the location of colleges and institutions of higher learning in a manner ensuring comprehensive equitable distribution of facilities for higher education having due regard, in particular, to the needs of unserved and under-developed areas within the jurisdiction of the university. Such plan shall be prepared by the Board of Deans and shall be placed before the Academic Council and the Senate through the Management Council.

(2) The perspective plan shall include the new courses and faculties to be permitted which shall be determined by studying the social and economic needs of the region, job opportunities available and requirements of the industry and should be as per policies of and in conformity with the plans of the State Government and the National Policy for Higher Education for achieving National and State objectives of higher access, equity, excellence, research, relevance and quality.

(3) The perspective plan shall make provision for the subjects, number of new divisions and satellite centres to be permitted to the colleges and institutions of higher learning in different regions after factoring in the demand for the same and shall be in conformity with the plans of and after the approval of Commission under section 76.

(4) While preparing the perspective plan preference shall be given to the districts where Gross Enrolment Ratio is less than the national average and also to the tribal, hilly and inaccessible areas besides quality benchmarks, inclusive growth, social relevance and value education.

(5) The university shall initiate a time bound programme to prepare an annual plan every year for the location of colleges and institutions of higher learning, in consonance with the perspective plan and shall publish it before the end of academic year preceding the year in which the proposals for the opening of new colleges or institutions of higher learning are to be invited.

(6) The University shall undertake the systematic field survey within the geographical jurisdiction of the University every five years regarding the requirements of the facilities of Higher Education, types of skills needed for the local industries, trade and commerce, aspirations of youth of the region, needs of socially and economically deprived youth like female students, backward and tribal communities and such other related factors. The university shall use the findings of such field survey and develop the scientific database while preparing the perspective plan of the university.

Conditions  
of affiliation  
and recogni-  
tion.

**108. (1)** The management applying for affiliation or recognition, and the management whose college or institution has been granted affiliation or recognition, shall give the following undertaking and shall comply with the following conditions,-

(a) that the provisions of the Act and Statutes, Ordinances, and Regulations made thereunder and the standing orders and directions of the university and State Government shall be complied with;

(b) that there shall be a separate College Development Committee provided for an affiliated college as provided by section 97 of the Act ;

(c) that the number of students admitted for courses of study shall not exceed the limits prescribed by the university and the State Government, from time to time;

(d) that there shall be suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research, hostels, gymnasium, etc. as may be prescribed;

(e) that the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working;



(e) such Letter of Intent granted by the State Government shall be valid up to 31st January of the next following year. The management shall have to comply with the necessary conditions mentioned in the Letter of Intent, within such period and submit compliance report to the university with the present status of the academic and infrastructure facilities and readiness to start the institutions with required documents for final approval;

(f) Such compliance report received within aforesaid time-limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of the Management Council on or before, 1st day of May in which the compliance report has been received. The recommendation of the Board of Deans and approved by the Management Council shall be duly supported by relevant reasons as are deemed appropriate by Management Council:

Provided that, if the management fails to comply with the conditions of Letter of Intent, within the time limit as specified in clause (e), the Letter of Intent shall be deemed to have been lapsed:

Provided however that, in exceptional cases and reasons to be recorded in writing, the State Government may, on application by the management duly processed by the university, extend from time to time, the validity of Letter of Intent for further period which shall not exceed twelve months in the aggregate;

(g) after considering the report of the university under clause (f), the State Government may grant final approval to such management as it may consider fit and proper in its absolute discretion, taking into account the State Government's budgetary resources, and other relevant factors, the suitability of management seeking permission to open new institution, etc. The final approval under this clause may be granted on or before 15th June, of the year in which such new college or institutions are proposed to be started. Such approval from the State Government shall be communicated to the university. Approvals granted thereafter shall be given effect by the university only in the subsequent academic year:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any compliance report on the Letter of Intent, which is not recommended by the university, may be approved by the State Government.

(4)(a) The management seeking permission to start a new course of study, subjects, faculties, additional divisions or satellite centers shall apply in a prescribed format to the Registrar of the University before the last day of the September, of the year preceding the year in which the permission is sought;

(b) only those applications complying with the requirement and received within the prescribed time limit shall be accepted and considered by the university;

(c) all such applications received within the aforesaid prescribed time limit, shall be scrutinized by the Board of Deans and be forwarded to the State Government with the approval of Management Council on or before the 1st day of April of the year, with such recommendation duly supported by relevant reasons as are deemed appropriate by the Management Council;

(d) out of the applications recommended by the university, the State Government may grant permission on or before 15th June of the year to such institutions as it may consider fit and proper in its absolute discretion, taking into account other relevant factors, the budgetary resources of the State Government and other relevant factors, the suitability of the management seeking permission, etc. The permission shall be communicated by the State Government to the university, on or before the date specified in this clause:

Provided however that, in exceptional cases and for the reasons to be recorded in writing any application not recommended by the university may be approved by the State Government.

(5) No application shall be entertained directly by the State Government for grant of Letter of Intent, under sub-section (3) or final approval under sub-section (4), as the case may be.





(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it. The decision of the Vice-Chancellor in this regard shall be final and binding.

(8) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management with a copy to the Director of Higher Education.

(9) The process laid down in sub-sections (1) to (8) shall be completed within six months.

**112.** (1) The management of private skills education provider seeking recognition from the university to various degree, diploma, advanced diploma and certificate courses as prescribed by the University as per the National, State level policy regarding skill qualification and education framework and to the experts engaged for conducting such courses shall apply to the Registrar in the prescribed format, with full information on the programmes run by the private skills education provider and other data as sought in the format, before the last day of September of the year preceding the year from which the recognition is sought.

Procedure for recognition of private education provider.

(2) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university.

(3) All such applications shall be scrutinized by the Board of Deans. The Board of Deans shall inform the management the discrepancies in the application or documents submitted for seeking recognition, and shall ask the management to comply with the requirements.

(4) The Board of Deans after being satisfied with the authenticity of the private skills education providers shall cause an inspection by the committee of experts in skills education, industry and academia, for the purpose of grant of recognition.

(5) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(6) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(7) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding.

(8) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management.

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to 30th April of the year, in which private skills education provider intends to start various degree, diploma, advance diploma and certificate courses.

(10) The recognition shall be valid for a period of five years. The procedure referred to in sub-sections (1) to (8) shall apply mutatis-mutandis, for continuation of such recognition, from time to time.

(11) The recognized private skills education provider shall conduct assessment, declare results and recommend to the University for Award of certificate, diploma, advanced diploma and degree for different programmes.

(12) The management desirous of closing down the institution providing private skills education shall apply to the Registrar on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.



process, creation of necessary academic and skills training infrastructure, linkages with appropriate industries or business, faculty and experts with their academic qualifications and domain experience and other supporting information on assessment of students and the financial details of the college seeking recognition.

(3) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the university.

(4) All such applications shall be scrutinized by the Board of Deans and a report thereof be forwarded to the Vice-Chancellor and the university shall inform the management, of the discrepancies in the application or documents submitted for seeking recognition and shall ask the management to comply with the requirements.

(5) The Board of Deans after being satisfied with the authenticity of the proposal, shall cause an inspection by the committee of experts in skills education, industry and academia for the purpose of grant of recognition.

(6) The committee shall visit the institution and submit a report thereof to the Board of Deans, with such recommendations duly supported by relevant reasons as are deemed appropriate.

(7) After considering the report of such inquiry, and making such further inquiry as it may think necessary, the Board of Deans shall submit to the Vice-Chancellor the proposal to grant or reject the application, in part or in whole, with such recommendations duly supported by relevant reasons as are deemed appropriate and the report of the inquiry committee.

(8) The Vice-Chancellor shall after considering the proposal submitted by the Board of Deans, may, either grant or reject it and the decision of the Vice-Chancellor in this regard shall be final and binding.

(9) The time schedule for the process laid down in sub-sections (2) to (8) shall be published and completed by the University up to 30th April of the year, in which empowered autonomous skills development college intends to start various degree, diploma, advance diploma and certificate courses.

(10) The Pro-Vice-Chancellor shall communicate the decision of the Vice-Chancellor to the management, on or before the 30th April of the year, in which the management desires to seek recognition.

(11) The recognition shall be valid for a period of five years. The procedure referred to in sub-sections (1) to (10) shall apply mutatis-mutandis, for continuation of recognition, from time to time.

(12) The recognized empowered autonomous skills development college shall conduct assessment, declare results and recommend to the university award of joint certificate, diploma, advanced diploma and degree for different programmes.

(13) The management desirous of closing down the empowered autonomous skills development college shall apply to the Registrar on or before the first day of August of the preceding year, stating fully the grounds for closure, and specifying the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(14) On receipt of such an application, the Vice-Chancellor shall cause to make enquiries as it may deem fit, to assess and determine whether the college be permitted to effect the closure. The Vice-Chancellor may, examine whether the closure should be avoided by making provisions for transferring it to another management.

(15) If the Vice-Chancellor decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies, be transferred to other management.

(16) The Vice-Chancellor shall, with prior concurrence of the Management Council, decide whether the college be permitted the closure.

(17) The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the college are not affected, and that the first year shall be closed first and no new admission shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

Continuation of affiliation or recognition.

**114.** (1) The procedure prescribed in sub-sections (1) to (3) of section 110 shall apply, *mutatis mutandis*, for the consideration of continuation of affiliation, from time to time.

(2) The procedure prescribed in section 111, for grant of recognition shall apply, *mutatis-mutandis*, for the consideration of continuation of recognition.

Extension of affiliation or recognition.

**115.** The affiliated college or recognized institution may apply for affiliation or recognition for additional courses of study. The university shall follow the procedure as prescribed in sections 108, 109, 110 and 111, so far as may be applicable.

Permanent affiliation and recognition.

**116.** The affiliated college or institution or recognized institution with at least five years standing as an affiliated or recognized institution shall apply for permanent affiliation or recognition. The Board of Deans shall consider and scrutinize the applications and make recommendation to the Academic Council. If the Academic Council is satisfied that the affiliated college or institution or recognized institution has fulfilled all the conditions of affiliation or recognition satisfactorily and has attained high academic and administrative standards as prescribed by the university and concerned regulatory bodies, from time to time, the Academic Council shall grant permanent affiliation or recognition to the college or institution, as the case may be.

Inspection of colleges and recognized institutions and report.

**117.** (1) Every affiliated college and recognized institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognized institution.

(2) The Pro-Vice-Chancellor shall cause every university department or institution, affiliated college or recognized institution to be inspected, at least once in every three years, by one or more committees appointed by him in that behalf which shall consist of the following members, namely:-

(a) the Dean of the faculty concerned - Chairperson;

(b) one expert, not connected with the university or with any affiliated college or recognized institution under its jurisdiction, nominated by the Academic Council;

(c) one expert, to be nominated by the Management Council;

(d) one expert, to be nominated by the Senate:

Provided that, no member on such committee shall be connected with the management of college or institution concerned.

(3) The committee shall submit its report to the Pro-Vice-Chancellor for his consideration and for further action as may be necessary.

Shifting college location.

**118.** (1) The permission for shifting of location of a college or institution of higher learning only within the same district shall be granted.

(2) The Management Council of the university shall consider the points referred to in sub-section (3) before granting permission for shifting of location of a college.

(3) Permission shall be granted by the university after the concurrence of the State Government:

Provided that,-

(a) such shifting of location does not result in disturbing the educational development of the location from where the college is being shifted;

(b) such shifting to a new location is allowed only if such location is within the periphery of five kilometres of the location for opening a new college or institution of higher learning, as indicated in the annual perspective plan; and

(c) the infrastructure and other facilities in the new location are adequate as per the prescribed norms.

(4) If the college is being shifted from one location to another for reason of natural calamity, emergent permission shall be granted by the university and shall in due course of time be approved by the State Government.

**119.** The Management Council of the university shall consider the proposals for transfer of management of colleges and institutions, as prescribed in the Statutes subject to the permission of the State Government. Transfer of management.

**120.** (1) If an affiliated college or recognized institution fails to comply with the conditions of affiliation or recognition as provided in section 108 or to allow the College Development Committee as provided in section 97 to function properly or to take action as per directions issued under the Act, or if it is conducting the college or recognized institution in a manner prejudicial to the interest of the university or the standards laid down by it, the Board of Deans may issue a notice to the management to show cause as to why the privileges conferred on the college or recognized institution by affiliation or recognition should not be withdrawn in part or in whole or modified. withdrawal of affiliation or recognition.

(2) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college, or head of recognized institution. It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.

(3) On receipt of such written statement or on expiry of the period specified in the notice issued under sub-section (1), the Board of Deans shall place before the Academic Council, the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.

(4) The Academic Council shall, having regard to the interest of students studying in the colleges or recognized institutions, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.

**121.** (1) No management of an affiliated college or recognized institution shall be allowed to close down the affiliated college or recognized institution without prior permission of the State Government. Closure of affiliated college or recognized institutions.

(2) The management desirous of closing down the college or recognized institution shall apply to the university on or before the first day of August of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of buildings and equipment, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.

(3) On receipt of such an application, the Academic Council shall cause to make inquiries as it may deem fit, to assess and determine whether the affiliated college or recognized institution be permitted to effect the closure. The Academic Council may examine whether the closure should be avoided by [providing necessary assistance or taking over the college or institution by the university or] transferring it to another management.

(4) If the Academic Council decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management for the assets created utilizing the funds provided by the University Grants Commission, the State Government or other public funding agencies.

(5) The Academic Council shall, with prior concurrence of the Management Council and approval of the State Government decide whether the affiliated college or recognized institution be permitted the closure.

(6) The university may transfer the college or a recognized institution to another management with prior approval of the State Government and after following the procedure prescribed in that behalf.



## CHAPTER XI

### ENROLMENT, DEGREES AND CONVOCATIONS

**125.** All post-graduate instruction, teaching, training, research, research collaborations and partnerships, shall normally be conducted within the university area by the university, affiliated colleges and the recognized institutions in such manner as may be prescribed. Post-graduate teaching and research.

**126.** A person to be enrolled as student of the university shall possess such qualifications and fulfill such conditions as may be prescribed. Enrolment of students.

**127. (1)** All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor. Disciplinary powers and discipline amongst students.

(2) The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.

(3) The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled:

Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.

(4) Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.

(5) Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct, shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.

(6) Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.

(7) At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.

(8) All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution, and the provisions of the sub-sections (6) and (7) including the Statutes made thereunder, shall mutatis-mutandis apply to such colleges, institutions and students therein.

Degrees,  
diplomas,  
certificates &  
other  
academic  
distinctions.

**128.** (1) The Management Council may institute and confer such degrees, diplomas, certificates and other academic distinctions as may be recommended by the Academic Council.

(2) The Management Council may institute and confer post- doctoral degrees such as D.Sc. and D.Litt. - by Research, as may be recommended by Academic Council.

(3) The Chancellor may, on the recommendation of the Management Council and the Academic Council, supported by a majority of not less than two-third members of each such authority, present at its meeting, such majority comprising not less than one-half of the members of each such authority, withdraw the degree or diploma or certificate or any other academic distinction permanently or for such period as the Chancellor thinks fit, if such a person is convicted by a court of law for any offence involving moral turpitude or has been found to have sought admission to any degree or diploma or certificate course by fraudulent means or has been found to have obtained such degree or diploma or certificate or any other academic distinction by fraudulent means. No such action under this section shall be taken unless the person concerned is given an opportunity to defend himself.

Honorary  
Degree.

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

Provided that, the Management Council shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained the previous approval of the Chancellor.

(2) The Management Council may take a decision on the proposal of the Senate:

Provided that, the Senate shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained prior approval of the Chancellor.

Convocation.

**130.** The convocation of the university shall be held at least once during an academic year in the manner prescribed by the Statutes for conferring degrees, post-graduate diplomas or for any other purpose.

Registered  
graduates.

**131.** (1) Subject to the provisions of sub-section (2), the following persons shall be entitled to have their names entered in the register of registered graduates or deemed to be registered graduates, maintained by the university, namely:-

(a) who are graduates of the university;

(b) who are graduates of the parent university from which corresponding new university is established:

Provided that, the graduates registered in the parent university as registered graduates but residing in the jurisdiction of the new university will have to apply for registration, as registered graduates, to the new university and once registered with the new university, they will automatically cease to be the registered graduates of the parent university.

(2) A person who -

(a) is of unsound mind and stands so declared by a competent court; or

(b) is an un-discharged insolvent; or

(c) is convicted for an offence involving moral turpitude; or

(d) has obtained a degree by fraudulent means; or

(e) is a registered graduate of any other university established by law in the State, shall not be qualified to have his name entered in the register of graduates, or be a registered graduate.

(3) Every person who intends to be a registered graduate shall make an application to the Registrar in such form and make payment of such fees as may be prescribed by the Statutes.

(4) The Vice-Chancellor shall, after making such inquiry as he thinks fit, decide whether the person is entitled to be a registered graduate. If any question arises whether a person is entitled to have his name entered in the register of graduates or be a registered graduate or is not qualified to be a registered graduate, it shall be decided by the Vice-Chancellor after making such inquiry as he thinks fit and his decision shall be final.

(5) From amongst the persons registered as registered graduates, an electoral college shall be constituted for election of members of the Senate under clause (t) of sub-section (2) of section 28, and for that purpose, an electoral roll shall be prepared as prescribed by publishing a public notice, requiring the registered graduates desirous of enrolling themselves in such electoral roll to fill in the prescribed form for such enrolment.

**132.** (1) The Vice-Chancellor may, on the recommendation of the Management Council, supported by a majority of not less than two-third of its members present at its meeting, such majority comprising not less than one-half of its members, remove the name of any person from the register of graduates for such period as the Vice-Chancellor thinks fit, for any of the reasons mentioned in sub-section (2) of section 131.

Removal of name from register of graduates.

(2) No action under this section shall be taken unless the person concerned is, as prescribed by the Statutes, given an opportunity of being heard in his defence.

## CHAPTER XII

### UNIVERSITY FUNDS, ACCOUNTS AND AUDIT

**133.** (1) The annual financial estimates (budget) of the university for ensuing financial year shall be prepared by the Finance and Accounts Officer under the direction of the Finance and Accounts Committee, at least two months before the commencement of the financial year.

Annual financial estimates.

(2) The Finance and Accounts Officer shall thereafter forward copies of annual financial estimates (budget) as approved by the Management Council and the Senate to the Chancellor, the Maharashtra State Commission for Higher Education and Development and the State Government.

(3) The Financial year of the university shall be the same as that of the State Government.

**134.** (1) The university shall establish the following funds, namely :-

University funds.

(a) general fund ;

(b) salary fund,-

(i) for all posts approved by the State Government;

(ii) for all other posts separately;

(c) trust fund;

(d) development and programme fund;

(e) contingency fund;

(f) any other fund which, in the opinion of the university, is deemed necessary to establish.



(5) The State Government shall provide for conduct of the test audit or full audit of the accounts of the university at regular intervals by the auditors appointed by the State Government.

**136. (1)** The Board of Deans shall prepare the Annual Report containing the administrative, academic, research and development and other activities of the university, colleges and institutions under its jurisdiction, for each academic year and submit it to the Management Council for consideration. The Senate shall discuss and approve the Annual Report as received from the Management Council. Such report as approved by the Senate shall be submitted to the Chancellor and the State Government, within one year from the conclusion of the academic year. Annual Report.

(2) The State Government shall cause the Annual Report to be laid before each House of the State Legislature.

### CHAPTER XIII

#### SPECIAL PROVISIONS FOR SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

**137. (1)** In addition to the other provisions of this Act and Statutes, the provisions set out in this section shall apply to the Shreemati Nathibai Damodar Thackersey Women's University. Special provisions for Shreemati Nathibai Damodar Thackersey Women's university.

(2) The territorial limits, within which the powers conferred upon the university by this Act shall be exercised, shall comprise the entire State:

Provided that, the university may, subject to such conditions and restrictions as it and the State Government may think fit to impose, admit any women's educational institution in any other territory to the privileges of the university, with the approval of the Government concerned.

(3) Any female student from any part of the State of Maharashtra or any other territory may register as a private student of the university or join correspondence course or any other external degree or diploma course of the university.

(4) Any society, association or body in the State seeking affiliation or recognition by the university to the college or institution started or conducted by it exclusively for women students need not seek the permission of any other university in the area of which the college or the institution, as the case may be, is to be or is located. On an application of any such society or association or body, the university may, notwithstanding anything contained in any other law for the time being in force, grant the affiliation, with the previous sanction of the State Government, or the recognition, as the case may be, without seeking permission of any other university in the area of which the college or institution, as the case may be, is to be or is located.

(5) The university may, in the interest of women's education, start or conduct a college or research institution in any territory outside the State of Maharashtra, with the approval of the Government concerned.

(6) No educational institution affiliated to or recognized by the university shall be associated in any way with, or seek admission to any privileges of, any other university established by law, except, with the permission of the university and the State Government.

(7) The Senate of the university shall have the following additional members, namely:-

(a) two representatives of women's educational associations or bodies in the State of Maharashtra, nominated by the Vice-Chancellor;

(b) two representatives of women's educational associations or bodies from outside the State admitted to the privileges of the Shreemati Nathibai Damodar Thackersey Women's University, nominated by the Vice-Chancellor;

(c) one representative of women's educational associations or bodies in other territories, nominated by the Vice-Chancellor.

(8) The university shall have powers to draw up Statutes or Ordinances or Regulations or to undertake other activities, such as running schools, polytechnics, etc.

(9) No member of the Board of Examinations or the Committees of the University shall be appointed as paper setter, examiner, moderator or referee except with the written approval of the Board under exceptional circumstances to be recorded in writing.

#### CHAPTER XIV MISCELLANEOUS

Authorities and officers responsible for damages.

**138.** (1) It shall be the duty of every authority or body and officer of the university to ensure that the interests of the university are duly safeguarded.

(2) If it is found that a damage or loss has been caused to the university by any action on the part of any authority or body or officer of the university, not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith, or any failure so as to act in conformity thereof, by willful neglect or default on its or his part, such damage or loss shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, as the case may be, in accordance with the procedure prescribed by the Statutes.

Membership of State Legislature and of Parliament.

**139.** (1) A teacher or a non-teaching employee shall not be disqualified for continuing as such teacher or a non-teaching employee merely on the ground that he has been elected or nominated as a member of the Legislative Assembly or of the Legislative Council of the State or of the Parliament.

(2) A teacher or a non-teaching employee elected or nominated as a member of the Legislative Assembly or of the Legislative Council of the State, or of the Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of the Legislative Council or of the Parliament as on leave without salary and allowances.

(3) A teacher or a non-teaching employee referred to in sub-section (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of the Legislative Council or of the Parliament for the purposes of pension, seniority and increments.

Questions regarding interpretation and disputes regarding constitution of university authority or body, etc.

**140.** If any question arises regarding the interpretation of any provision of this Act, or of any Statutes, Ordinance or Regulation or Rule, or whether a person has been duly elected or appointed or nominated or co-opted as a member or is entitled to be a member of any authority or body of the university, the matter may, be referred, on petition by any person or body directly affected or *suomotu* by the Vice-Chancellor to the Chancellor, who shall after taking such advice as he thinks necessary, decide the question, and his decision shall be final:

Provided that, such reference shall be made by the Vice-Chancellor upon a requisition signed by not less than one fourth members of the senate.

Protection of Acts and orders.

**141.** All acts and orders done or passed in good faith by the university or any of its officers, authorities or bodies, shall subject to the other provisions of this Act, be final; and accordingly, no suit or other legal proceedings shall be instituted against, or maintained, or damages claimed from the university or its officers, authorities or bodies for anything done or passed, or purporting to have been done or passed in good faith and in pursuance of the provisions of this Act and the Statutes, Ordinances and Regulations.

Delegation of powers.

**142.** Subject to the provisions of this Act and the Statutes, any officer or authority of the university may, by order, delegate his or its powers, except the power to make Statutes, Ordinances and Regulations to any other officer or authority under his or its control, and subject to the condition that the ultimate responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating them.





(e) all benefactions accepted or received by the university and held by it immediately before the commencement of this Act, shall be deemed to have been accepted or received or held by that university under this Act, and all the conditions on which such benefactions were accepted or received or held shall be deemed to be valid under this Act, notwithstanding that such conditions may be inconsistent with any of the provisions of this Act;

(f) all debts, liabilities and obligations incurred before the commencement of this Act, and lawfully subsisting against the university, shall be discharged and satisfied by that university;

(g) any will, deed or other document made before the commencement of this Act, which contains any bequest, gift, term or trust in favour of the university shall be deemed to have been made thereunder and for the purposes of this Act in favour of that university;

(h) all references in any enactment or other instruments issued under any enactment to the university before the commencement of this Act, shall be deemed to have been construed under and for the purposes of this Act;

(i) the appointment of examiners validly made under the said Act and subsisting immediately before the commencement of this Act, shall be deemed to have been made under and for the purposes of this Act for the respective university, and such examiners shall continue to hold office and to act until fresh appointments are made under this Act;

(j) the teachers, who were recognized teachers of the university under the said Act immediately before the commencement of this Act, shall be deemed to be recognized teachers of that university under and for the purposes of this Act and shall continue to be such recognized teachers until fresh recognitions are granted under this Act;

(k) the registered graduates, whose names were entered in the register of graduates maintained by the university immediately before the commencement of this Act, shall be deemed to be the registered graduates of that university under and for the purposes of this Act and the register so maintained and the registered graduates whose names are so entered therein, shall continue to be the register maintained by that university, and the registered graduates to be the registered graduates of that university;

(l) all Statutes and Ordinances made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act in respect of that university, until they are superseded or modified by the Statutes or Ordinances, as the case may be, made under this Act;

(m) all Regulations made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act by the that university, until they are superseded or modified by the Regulations, made under this Act;

(n) a standard code, if any, prescribed under the said Acts shall be deemed to have been prescribed under this Act and shall, save as otherwise provided by or under this Act, continue to remain in force, until it is superseded in accordance with the provisions of this Act;

(o) all notices and orders made or issued by any authority under the said Act or by the State Government shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made or issued by that authority or by the State Government until they are superseded or modified under this Act;

(p) the Tribunal constituted under the said Act and existing on the date of commencement of this Act shall continue to function as such under this Act and all the disputes or matters or appeals pending before such Tribunal shall be dealt with and disposed of by such Tribunal:



