



BRAINWARE UNIVERSITY

(State Private University Established by West Bengal State Govt., Act XXXI of 2015)

*(Notified in the Kolkata Gazette vide Notification No. 165-Edn (U)/1U-125/2014
dated. February 24, 2016; act in force from February 25, 2016)*

FIRST STATUTES

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**FIRST STATUTES
BRAINWARE UNIVERSITY**

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**FIRST STATUTES
BRAINWARE UNIVERSITY**

NOTIFICATION

No. BWU/PUB/REG/2021/001, January 18, 2020. In exercise of the power conferred by section 28 of the Brainware University Act, 2015 (West Bengal Act XXXI of 2015), the Governing Board of the Brainware University with the approval of the Government of West Bengal hereby causes the First Statutes of the University as follows: -

First Statutes

**CHAPTER -I
PRELIMINARY**

1: Short title and commencement:–

- (1) These statutes may be called the First Statutes of the Brainware University.
- (2) They shall come into force from the date of their approval by the State Government.

2: Definitions:–

- (1) In these Statutes, unless the context otherwise requires,
 - (a) "**Academic Council**" means the Academic Council of the University;
 - (b) "**Academic Session**" means a period of twelve months commencing on the first/second week of July;
 - (c) "**Act**" means the Brainware University Act, 2015. (West Ben. Act XXXI of 2015);
 - (d) "**Authority**" means authorities specified in the Act and includes authorities incorporated by these Statutes;
 - (e) "**Board**" means the Governing Board of the University;

- (f) **"Board of Studies"** means the Board of Studies of the Department or Faculties or Institutions or Centers or Schools of the University;
- (g) **"Convocation"** means the Convocation of the University;
- (h) **"Course"** means prescribed areas of study of programme and of any other component leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University;
- (i) **"Dean"** means the head of a faculty of studies or constituent College or Institute under the University;
- (j) **"e-learning"** means the programmes offered via Internet;
- (k) **"employee"** means any person appointed by the University and includes teachers and other staff of the University;
- (l) **"Faculty Councils"** means faculty councils of various fields of study of the University listed in the Statutes or created by the University from time to time;
- (m) **"Head of the Department"** means the Head of any academic Department or Head of any constituent Institutions under the University;
- (n) **"Institution"** means an institution situated as a constituent of, and maintained by, the University under the provisions of these Statutes;
- (o) **"MoU"** means Memorandum of Understanding;
- (p) **"Open and Distance Learning"** means the programmes offered under Open, Distance and On-line modes;
- (q) **"Principal and Director"** means the Head of a constituent College or Institute and includes persons duly appointed to act as Principal or Director;
- (r) **"Quorum"** means presence of minimum number of members necessary for holding a meeting of any authority/body/committee/council of the University;
- (s) **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabus, eligibility, and such other related details by whatever name they may be called, for the concerned course of the University;
- (t) **"School"** means units primarily focused on specific inter-disciplinary research works;

- (u) **"Seal"** means the common seal of the University as may be decided and designed by the University subject to further change as deemed necessary from time to time;
 - (v) **"Teachers"** means Professors, Associate Professors, Assistant Professors of the teaching and research departments of the University or of any constituent College or Institution maintained by the University, and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Chancellor of the University;
 - (w) **"University"** means the Brainware University;
- (2) The words and expressions used but not otherwise defined in the First Statutes shall have the same meaning as assigned to them in the Act.

CHAPTER-II
AUTHORITEIS OF THE UNIVERSITY

3: The Governing Board:

- (1) The Governing Board shall be constituted in accordance with the provisions of the Act.
- (2) (a) Every nomination in the Governing Board shall be made for three years.
 - (b) Re-nomination can be made for three years at a time.
 - (c) Vacancies due to resignation or otherwise may be filled in within a period of six months for the rest of the tenure of the vacant position.
- (3) (a) The Chancellor of the University shall preside over the meetings of the Board.
 - (b) In the absence of the Chancellor at any meeting of the Board, for any reason whatsoever, the Vice-Chancellor or a member of the Board nominated by the Chancellor shall preside over the meeting.
- (4) In addition to the powers and functions as provided in the Act, the Governing Board shall have the following powers and functions, namely:
 - (a) to approve of the recommendations of the Academic Council regarding new course to be introduced;
 - (b) to finalize the fees structure of different courses of the University;
 - (c) to approve of the proposals recommended by the Academic Council regarding creation of any new School of Study, Research Department, Board of Studies, or post of teachers and officers under the University;
 - (d) to approve of the proposals recommended by the Vice-Chancellor and/or Academic Council regarding the terms and conditions of appointment of Visiting Professors, Emeritus Professors, Adjunct Professors, Honorary Teachers, Part-time Teachers, Consultants and Scholars;
 - (e) to confirm the decision of the Vice-Chancellor as approved by the Academic Council regarding acceptance or rejection of any thesis submitted by a candidate for the award of doctoral degrees;
 - (f) to maintain a register of donors of the University;
 - (g) to approve and issue directions to the officers of the University in regard to the budget, annual accounts and audit reports presented in its meetings;

- (h) to enter into, modify, carry out and cancel contracts on behalf of the University;
 - (i) to abolish any Board of Studies on recommendation of the Academic Council or otherwise under the University;
 - (j) any other power or function as may be entrusted to it by the Statutes, Ordinances, Regulations or Rules of the University.
- (5) The Secretary of the Governing Board shall, under the direction of the Chancellor, issue the notice for a meeting of the Board along with agenda showing the business to be transacted, at least three days prior to the date of the meeting:
- Provided that if, for any reason, the date fixed for a meeting is to be changed, fresh notice shall be issued in due time.
- (6)(a) The Chancellor may, at his discretion, convene an urgent meeting of the Board and such an urgent meeting/ agenda, shall be treated as a meeting.
- (b) The Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned.
- (7) (a) Any member desiring to move a proposal to be included in the agenda of a meeting shall forward the proposal to the Secretary, so as to reach him not later than three days before the date fixed for the meeting.
- (b) The Secretary shall place all such proposals received from the members of the Board for inclusion in the agenda of a meeting before the Vice-Chancellor in time, who shall direct the Secretary to include in the agenda such proposals as are admissible. A proposal shall be admissible only if it -
- (i) deals with only one matter;
 - (ii) deals with a matter which falls within the power of the Board;
 - (iii) does not contain arguments, inferences, ironical expressions or defamatory statements, including those which are likely to amount to contempt of court or breach of privilege of Parliament, nor does it refer to the character or conduct of any person;
 - (iv) does not refer to a matter which is under adjudication by a court of law; and;
 - (v) does not raise substantially the same issue as that included as an item of the agenda and decided upon by the Board during the twelve months preceding the date of the meeting at which it is to be taken up.

- (c) Proposals as directed not to be included in the agenda will be returned to the proposer with reason.
- (8) (a) If the quorum is not present for a meeting within sixty minutes after the time fixed for the meeting, the meeting shall be adjourned.
- (b) The Secretary shall make a record of the fact which will be signed by the Chancellor, or by the person presiding over at the meeting.
- (c) When a meeting of the Governing Board is adjourned for want of quorum as provided under clause 8 (a), the Chancellor shall have power to reconvene the same to transact business mentioned in the original agenda.
- (9) The Chancellor or the person presiding over a meeting of the Governing Board shall be the sole judge of any point of order raised in the meeting.
- (10) Every issue of the agenda shall be decided through majority of votes of the members present and voting at the meeting. In the case of equality of votes, the Chancellor shall have a casting vote in addition to his vote as a member.
- (11) A member who may like to dissent from a decision of the Board and expresses desire to give a note of dissent shall be briefed and the note shall be confined to the point at issue. Personal reference of any kind as also attributing motives shall invariably be avoided and shall not be a part of the dissenting note. The dissenting note given by a member will be circulated along with the proceedings of the meeting in due course.
- (12) The Registrar shall be the Secretary of Governing Board.
- (13) The Governing Board shall meet at least once in three months.
- (14) Two third of the total members will form the quorum.

4: The Academic Council:–

- (1) The Academic Council of the University shall consist of the following members, namely: -
- (a)The Vice-Chancellor - Chairman,
- (b)The Deans of the Faculty Councils - Members,
- (c)Two Professors nominated by the Vice-Chancellor one of whom shall be from outside the University - Members,
- (d)The Professors of the University - Members,
- (e)The Heads of the Departments of teaching - Members,

- (f) Registrar – Secretary.
- (2) The Vice-Chancellor of the University shall preside over the meetings of the Academic Council.
- (3) (a) The Academic Council shall meet at least two times in a calendar year.
(b) The Vice-Chancellor shall fix the date, time and venue of the meetings.
(c) The Vice-Chancellor may, at any time, direct the Secretary to convene additional meetings, as and when required.
(d) In the absence of the Vice-Chancellor, one of the Deans of the Faculty Councils nominated by the Vice-Chancellor shall preside over a meeting.
- (4) A written notice together with the agenda shall be circulated to the members of the Academic Council by the Secretary, at least three days prior to the date of the meeting:
Provided that if the date fixed for the meeting is changed for any reason, fresh prior notice shall be issued in due time.
- (a) The quorum for a meeting of the Academic Council shall be fifty percent of the total number of members including the Vice-Chancellor, rounded off to the next integer. If quorum is not present within sixty minutes after the time fixed for the meeting, the meeting shall not be held and the Secretary shall make a record of the fact and the same will be signed by the Vice-Chancellor or by the person presiding over the meeting.
- (b) When a meeting of the Academic Council is adjourned for want of quorum, the Vice-Chancellor shall have power to reconvene the same to transact business mentioned in the original agenda.
- (5) (a) The Vice-Chancellor may at his discretion convene an urgent meeting of the Academic Council.
(b) The Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned.
(c) Such an urgent meeting, if convened, shall be treated as a meeting.
- (6) The rulings of the Vice-Chancellor in regard to all questions of procedure in respect of the meetings of the Academic Council shall be final.
- (7) Decisions at the meetings of the Academic Council shall be taken, if required, through a secret ballot, by a majority of votes of the members present and voting at the meeting. The

Vice-Chancellor shall be entitled to exercise a casting vote in addition to his vote as a member, if votes are equally divided.

- (8) The proceedings of the meetings of the Academic Council shall be recorded by the Secretary. In the absence of the Registrar, the Vice-Chancellor shall appoint any other person, not below the rank of Associate Professor, to act as the Secretary.
- (9) In addition to the powers and functions prescribed under the Act, the Academic Council shall have the following powers and functions, namely: -
- (a) to consider any matter referred to or delegated to it by the Governing Board, and make recommendations thereto;
 - (b) to issue directions regarding methods of instructions, coordination of teaching among the Faculty Councils, evaluation of courses of studies and, of research and maintenance and improvement of academic standards;
 - (c) to promote and monitor coordination between various Faculty Councils, Departments, Centers; collaboration between the University and other institutions of higher learning and establish such committees as may be deemed necessary for the purposes;
 - (d) to consider matters of general academic interest either on its own, or on a reference by a Faculty Council or Department and to take appropriate action thereto;
 - (e) to recommend proposals to the Governing Board for approval regarding creation, abolition, amalgamation, sub-division, etc. of Faculty Councils, Departments, Boards of Studies and the like of the University;
 - (f) to consider and recommend to the Governing Board, proposals submitted by any Faculty Council or Research Board in respect of courses of study and research programmes, respectively;
 - (g) to recommend to the Vice-Chancellor regarding appointment of Visiting Professors, Emeritus Professors, Adjunct Professors, Honorary Teachers, Part-time Teachers, Consultants and Scholars;
 - (h) to consider and approve or reject the recommendation of the Research Board regarding any thesis submitted by a candidate for the degree of Doctor of Philosophy under any Faculty Council of the University;
 - (i) to make recommendation to the Governing Board with regard to -

- (i) the Degrees, Diplomas and Certificates to be awarded by the University and the conditions thereof;
 - (ii) the creation of posts required for teaching in the University, or abolition thereof, if required;
 - (iii) the classification of the posts referred to in sub-clause i.(ii) and the duties attached thereto as per University Grants Commission and other Regulatory Body norms;
 - (iv) fixation of remuneration and travelling allowances and dearness allowances payable to the examiners;
 - (v) fixation of any amount payable for any service or assistance rendered to the University by persons other than the persons under sub-clause i.(iv).
- (j) to recognize Degrees, Diplomas or Certificates of other Universities or Institutions and to determine their corresponding status;
 - (k) to recommend institution of stipends, scholarships, medals and prizes and to fix, subject to any conditions prescribed by the Governing Board, the tenure, mode and prerequisites of award of fellowships, scholarships, medals and other prizes and to recommend award of the same;
 - (l) to exercise general supervision over the conduct of the University examinations;
 - (m) to formulate a procedure for Annual Academic Audit on the basis of the recommendation of the IQAC (Internal Quality Assurance Cell);
 - (n) to perform, in relation to academic matters, all such functions and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes, the Ordinances, the Regulations of the University;

Note: Any decision having financial implication needs to be vetted by the Chief Finance Officer.

5: The Faculty Council:–

- (1) There shall be as many Faculty Councils for postgraduate and undergraduate studies corresponding to the following fields of study in the University:-
 - (a) Faculty of Arts & Humanities;
 - (b) Faculty of Engineering;

- (c) Faculty of Management & Commerce;
 - (d) Faculty of Medical and Paramedical Sciences;
 - (e) Faculty of Science;
 - (f) Any other Faculty as may be created by the University.
- (2) Every Faculty Councils shall consist of the following, namely:-
- (a) the Vice-Chancellor –Chairman;
 - (b) Dean of the Faculty Council concerned - Vice-Chairman;
 - (c) the Head or Heads of the Department or Departments concerned –Members;
 - (d) the Professors and the Associate Professors of the Faculty concerned –Members;
 - (e) the Librarian of the University and if the post of Librarian is vacant then the person acting as Librarian of the University –Member;
 - (f) five teachers of the University, other than Professors and Associate Professors, to be nominated by the Chancellor – Members;
- (3) In addition to the powers conferred under the Act, the following shall also be the powers and functions of a Faculty Council, namely,–
- (a) to consider and recommend to the Academic Council courses of study, curricula and procedure of examinations, as prepared by the concerned Boards of Studies;
 - (b) to report to the Governing Board through the Academic Council the institution, composition or abolition of Boards of Studies;
 - (c) to recommend to the Academic Council conditions for the award of Degrees, Diplomas and other academic distinctions;
 - (d) to consider any matter referred to it by the Governing Board or the Academic Council and recommend thereto;
 - (e) to recommend to the Academic Council the establishment, amalgamation, subdivision and abolition of the Departments, Board of Studies or any course of studies;
 - (f) to make recommendations to the Governing Board through Academic Council regarding re-organization of teaching and research and examination process in the subjects concerned;
 - (g) to consider any report or recommendation referred to it by the Boards of Studies and make recommendations thereto to the Academic Council;
 - (h) to refer any matter to the concerned Boards of studies attached to it; and

- (i) any other function required to be performed under the Act, the Statutes, the Ordinances, the Regulations or the Rules of the University.
- (4) (a) The Faculty Councils shall ordinarily meet at least twice in a calendar year and at such other time as may be directed or fixed by the Vice-Chancellor, in consultation with the Dean concerned.
- (b) Notice of a meeting of the Faculty Council shall be sent at least three days before the date of the meeting, to each member, by the concerned Secretary stating the date, time and place of the meeting, showing the agenda of business to be transacted at the meeting.
- (c) The Vice-Chancellor may convene joint meetings of two or more Faculty Councils for the purpose of considering any matter of common academic interest and shall preside over such meeting. In the absence of the Vice-Chancellor, one of the Deans nominated by him shall preside over it.
- (d) The quorum for the meeting of a Faculty Council shall be at least one-third of the total number of its members, rounded off to the next integer.

6: The Finance Committee:–

- (1) The Finance Committee shall consist of the following:-
 - (a) The Chancellor - Chairman;
 - (b) The Vice-Chancellor - Vice-Chairman;
 - (c) One person having special knowledge in financial matters, nominated by the Chancellor - Member;
 - (d) One person having expertise in finance and accounts/audit, nominated by the Governing Board - Member;
 - (e) One of the Deans of the Faculty Councils of the University, nominated by the Vice-Chancellor-Member;
 - (f) the Registrar - Member;
 - (g) the Chief Finance Officer - Member Secretary.
- (2) The powers and functions of the Finance Committee shall be -
 - (a) to make the budget estimates and financial planning for every financial year, taking into account the grants received or receivable, income from fees and other charges

received or receivable by the University from students and others, and estimated expenditure under different heads of accounts, and place the same to the Governing Board well ahead of the beginning of a financial year for consideration and approval;

- (b) to recommend the statement of audited accounts along with the audit report for a financial year and place the same to the Governing Board for consideration and approval, within six months from the beginning of the next financial year.
- (3) The Finance Committee shall have power and perform functions as provided under the Act, and any other matter relating to the finance of the University, as may be referred to it by the Governing Board.
- (4) The term of the nominated members shall be three years and such members will be eligible for re-nomination.
- (5) At least two meetings of the Finance Committee shall be held in a financial year and such meetings shall be convened by the Secretary under the guidance of the Chairman in regard to the agenda, date, time and venue of a meeting. A notice of at least seven days for the members shall be required and quorum for a meeting of the Finance Committee shall be five.

7: The Boards of Studies (BoS)

- (1) There shall be a Board of Studies corresponding to a course of studies in a department under a Faculty Council.
- (2) The Board of Studies shall consist of the following:-
 - (a) the Head of the Department concerned –Chairman;
 - (b) the teachers for the course/s of studies –Members;
 - (c) two experts in the subject nominated by the Academic Council –Members;
 - (d) one expert from the industry, nominated by the Vice-Chancellor –Member;
 - (e) one of the Associate or Assistant Professors of the Department, nominated by the Vice-Chancellor - Member Secretary;
- (3) The term of the nominated members of the Boards of Studies shall be of three years, and such members will be eligible for re-nomination.
- (4) The powers and functions of the Boards of Studies shall be:-

- (a) to prepare, update and recommend courses of studies, curricula and procedure of examinations and recommend date of examination for the respective course/s of study;
 - (b) to recommended to the Academic Council on examination reform;
 - (c) to prepare panel of proposed examiners consisting of both internal and external paper setters and examiners for the University examinations and recommend the same to the Vice-Chancellor;
 - (d) to recommend the names of at least three members who shall constitute the Board of Moderators, including at least one external expert (at the level of Professor, former Professors may also be appointed as external examiner/ moderator);
 - (e) to advise the Academic Council on any matter referred to them.
- (5) (a) The Boards of studies shall ordinarily meet at least twice a year and at such other times as may be fixed by the Vice-Chancellor.
- (b) The Vice-Chancellor may convene joint meetings of two or more Boards of Studies for the purpose of considering any matter of common interest to such Boards of Studies and shall preside over such a meeting. In the absence of the Vice-Chancellor, one of the Deans nominated by him shall preside over.
- (c) Notice of meetings including joint meetings, shall be sent to each member by the concerned Secretary, at least three days before the date of the meeting, stating the date, time, place and the business to be transacted at the meeting.
- (d) A Board of Studies may dispose of its business by meetings or correspondence or both.
- (6) The quorum for a meeting of a Board of Studies shall be at least fifty percent of the total number of its members, rounded off to the next integer.

8: The Research Board:–

- (1) There shall be a Research Board consisting of the following:-
- (a) the Vice-Chancellor-Chairman;
 - (b) Deans of the Faculty Councils –Members;
 - (c) Professors and Associate Professors of the University –Members;
 - (d) three experts nominated by the Governing Board for a period of three years – Members;
 - (e) one of the Professor-Members nominated by the Vice-Chancellor - Member Secretary;

- (2) The nominated members will be eligible for re-nomination.
- (3) The powers and functions of the Research Board shall be:-
- (a) to recommend to the Academic Council the minimum qualifications for a Research Supervisor;
 - (b) to recommend to the Academic Council the names of University Professors and other teachers, for guiding research;
 - (c) to recommend the names of experts from outside the University to the Academic Council for guiding research;
 - (d) to consider the recommendations of the Departmental Academic Committees for registration of candidates for Ph.D. degree;
 - (e) to consider the cases of registration for doctoral degree where there is a change of subject or of research topic;
 - (f) to review, if necessary, the evaluated progress report of a Research Supervisor regarding the work of a candidate for Ph.D. degree;
 - (g) to examine the cases of difference of opinions, if any, between examiners of a Ph. D thesis and forward the recommendation thereto to the Academic Council.
- (4) (a) One-third of the total number of the members rounded off to the next integer, shall form the quorum for a meeting of the Research Board.
- (b) The Research Board shall meet within two weeks after: submission of (i) any application for registration, (ii) for Ph. D seminar, (iii) any thesis for which list of experts to be framed and other need as to be specified in the respective PhD regulations to be notified separately
- (5) Any proposal for funding of a project work to any organization/ authority shall have to be forwarded through the Research Board.

9: Internal Quality Assurance Cell (IQAC):-

- (1) The IQAC shall be responsible for quality assurance, sustenance and improvement in:
- (a) curriculum design and teaching-learning practices;
 - (b) all-round development of students;
 - (c) outcome based education and evaluation;
 - (d) quality of research;

- (e) strategic planning in making world class higher education institutions;
 - (f) ranking and certification methodologies;
 - (g) leadership and good governance;
- (2) The IQAC shall consist of the following:-
- (a) the Vice Chancellor- Chairman;
 - (b) the Registrar – Member,
 - (c) one teacher from each Department nominated by the Departmental Academic Committee- Member;
 - (d) one nominee of the Governing Board- Member;
 - (e) one/two nominees from local society, Students and Alumni – Member;
 - (f) one/two nominees from Employers /Industrialists/stakeholders- Member;
 - (g) one of the senior teachers - as the Coordinator/Director.
- (3) The IQAC shall meet at least twice a year and will consider the progress of the different activities on quality improvement and shall provide suggestions on introduction/improvement of such activities.
- (4) The IQAC shall have the following functions:
- (a) development and application of quality benchmarks/ parameters f o r the various academic and administrative activities of the University;
 - (b) arrangement of feedback responses from students, parent and other stake holders on quality related institutional processes;
 - (c) dissemination of information on the various quality parameters of higher education;
 - (d) organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;
 - (e) documentation of the various programmes/activities of the University, leading to quality improvement;
 - (f) acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
 - (g) preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;

- (5) The IQAC will publish a newsletter at least twice a year; this newsletter shall include activities during the last six months like - course up gradation, achievements by students, faculty and staff, new equipment and infrastructure, academic and outreach activities, internal clubs and societies and any such information pertinent to the University and the different stakeholders.
- (6) The IQAC shall perform Academic Audit once a year.
- (7) The IQAC shall prepare necessary proforma for conducting this audit and forward the same to the Academic Council.
- (8) The IQAC shall provide the schedule of the Academic Audit every year and circulate the details after obtaining the approval of the Vice-Chancellor.
- (9) All the documents related to this cell shall be kept in the IQAC office under the custody of the Coordinator/Director of IQAC and shall be available for viewing to the stakeholders subject to the permission of the Vice-Chancellor.
- (10) The IQAC shall also perform Administrative Audit once in a year.
- (11) Five members shall form the quorum in a meeting of the IQAC.

10. The Library Committee:-

- (1) There shall be a Library Committee consisting of the following:-
 - (a) the Vice-Chancellor – Chairman;
 - (b) the Deans of Faculties – Members;
 - (c) the Heads of the Departments concerned – Members;
 - (d) the Registrar – Member;
 - (e) the Chief Finance Officer – Member;
 - (f) the University Librarian - Member Secretary.
- (2) The powers and functions of the Library Committee shall be as follows:-
 - (a) to frame general rules for management of the Library;
 - (b) to prepare the annual budget estimates of the Library for submission to the Governing Board;
 - (c) to allocate funds from the sanctioned annual budget of the University to the Departments for purchase of books, journals, periodicals and other accessories required for the Library;

- (d) to arrange for annual stock taking of the Library;
 - (e) to consider and recommend the annual report prepared by the Librarian, summarizing the activities of the Library for perusal and necessary action by the Academic Council;
 - (f) to perform such other duties as may be assigned to it by the Academic Council or by the Vice Chancellor.
- (3) The Library Committee shall meet at least twice in an academic session.
- (4) One-third of the total number of the members rounded off to the next integer, shall form the quorum for a meeting of the Library Committee.

11: The Examination Board:–

- (1) There shall be an Examination Board consisting of the following:-
- (a) the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty Council –Chairman;
 - (b) the Deans of the Faculty Councils –Members;
 - (c) the Head of the departments – Members;
 - (d) Controller of Examinations - Member Secretary;
- (2) The Examination Board shall have the powers and function to -
- (a) award general grace marks, if necessary, recording the basis and extent thereof, on the recommendation of the Grievance Redressal Committee for one or more papers of a University examination;
 - (b) advise the Governing Board or the Academic Council on any matter relating to any University examination on its own or on reference to it by any authority of the University.
- (3) (a) The Examination Board shall meet at least twice in a year or whenever required as may be decided by the Controller of Examination.
- (b) Two-third of the total number of the members rounded off to the next integer, shall form the quorum for a meeting of the Examination Board.

12: The Publication Board:–

- (1) The Publication Board shall consist of the following:-
 - (a) the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty Council –Chairman;
 - (b) the Deans of Faculties –Members;
 - (c) one nominee of the Governing Board –Member;
 - (d) the Controller of Examinations –Member;
 - (e) the Law Officer–Member;
 - (f) the University Librarian - Member Secretary;
- (2) The functions of the Publication Board shall be to undertake, with the approval of the Governing Board, the publication of:—
 - (a) the University Journal;
 - (b) books, magazines, periodicals, case studies, newspapers and newsletters; and
 - (c) any other work, literary, scientific or technical, considered appropriate by it.
- (3)
 - (a) The Publication Board shall meet at least once a year or whenever convened by the Chairman, with a notice of at least three days.
 - (b) One-third of the total number of members, rounded off to the next integer, shall form the quorum of a meeting.

13: The Purchase Committee:–

- (1) There shall be a Purchase Committee for the purpose of scrutiny of tenders/quotations for supply of any goods/equipment/instrument/furniture/electrical goods/software etc.
- (2) The Purchase Committee shall consist of the following :-
 - (a) the Registrar or his nominee not below the rank of Officer- Chairman;
 - (b) the Deans of Faculties –Members;
 - (c) the Law Officer –Member;
 - (d) the Librarian –Member;
 - (e) the System Officer– Member;
 - (f) the Heads of the departments– Members;
 - (g) the Estate Officer – Member;

- (h) the Chief Finance Officer – Member Secretary.
- (3) Two third of the total members shall form the quorum for a meeting of the purchase committee.
- (4) The committee shall meet as and when necessary.

14: The Students' Board:–

- (1) The Students' Board shall be a students' body of the University.
- (2) The students' Board shall consist of the following:—
 - (a) the Chancellor - Chief Patron;
 - (b) the Vice-Chancellor - Patron;
 - (c) the Dean of Students – Chairman;
 - (d) two teachers of the University nominated by the Chancellor - Members;
 - (e) (i) one student representative from each class, course-wise and academic session-wise, of the teaching Departments of the University, nominated by the Head of the Department concerned, on the basis of one's academic records, regularity in class attendance, attitude and potential for giving selfless service to others including one's colleagues, and one's capacity to work with a spirit of co-operation and in unison with other members of the University and a strong will to maintain and sustain a corporate life of the University-Executive Members;
 - (ii) one research student, if any, from each Department, nominated by the concerned Dean of the Faculty in consultation with the Head of the Department to which the research students belongs, on the basis of the criteria as mentioned in 14.2.d.(i) - Executive Member;
 - (f) one of the Executive Members other than a research student representative, nominated by the Vice-Chancellor –Convener.
- (3) The functions of the Students' Board shall be to undertake, with the approval of the Governing Board, the following:-
 - (a) Providing suggestion on the followings for consideration by the appropriate authority: -
 - (i) students' welfare issues like maintenance and improvement of academic standard in every teaching department;

- (ii) development and improvement of communication skills;
 - (iii) tutorial and compensatory classes;
 - (iv) arranging seminars, conferences, sports and games and cultural functions including annual sports and annual cultural events;
 - (v) improving placement potentials and activities;
 - (vi) arranging health check-up programs at least once a year;
 - (vii) maintaining and improving a healthy and congenial living condition and a proper learning atmosphere in the hostels and continuously monitoring the same;
 - (viii) taking care of the canteen facilities in the University especially regarding standard of food being served and cleanliness of the kitchen including the utensils and supply of safe drinking water;
 - (ix) neatness and cleanliness of the University campus as a whole, especially of the classrooms, stair-cases and passages, laboratories, libraries, wash rooms, common rooms, indoor games spaces, and
 - (x) maintaining the discipline in the University campus including the hostels; etc.
- (b) Giving recommendations or suggestions for enhancing the standard of education being imparted and the research facilities; and for enhancing the University's image to the members of the University community as well as to the outside world; and to make the students in general conscious in this regards.
- (4) (a) The Student's Board meetings will be held once every three months, with a notice of at least seven days and stating the agenda of the meeting by the Convener, under the guidance and direction of the Chairman, on any working day after the University classes are over; provided that additional meetings may be held if so felt by the Chairman and the Convener, provided that Board activities shall not affect in any way the academic programs of the University.
- (b) Fifty percent of the total number of members of the Students' Board excluding the Chairman, rounded off to the next integer, shall form the quorum of a meeting.
- (5) The Convener will hold office in the Students' Board for one academic session only and shall not be eligible to be re-nominated for such offices; however, they shall be eligible for re-nomination as Executive Members.

- (6) If a student is a defaulter in respect of payment of tuition and other fees; or has percentage of attendance in classes including laboratory and tutorial ones, of less than eighty percent in the previous academic session; or has supplementary examination or back papers pending, or has been found in-disciplined by the appropriate disciplinary authority, he will not be eligible for nomination to be an Executive Member.
- (7) The students' Board or any of its Executive Members shall not collect any fund or any other facility either from the students of the University or from any outside source.
- (8) The Students' Board shall prepare an Annual Report of its activities which shall be discussed at one of its meetings and adopted;
- (9) In case of a dispute arising between the Chairman and Executive Members, or any difficulty arising in regard to the functioning of the Students' Board, which the Executive Members are not in a position to resolve, the matter shall be referred to the Vice-Chancellor whose decision in the matter shall be final and binding to all concerned, provided that if the Vice-Chancellor so desires, he may refer the matter to the Chancellor, who may, after considering the gravity of the situation, dissolve the Board and order for the constitution of a fresh Students' Board as per-provisions made under this Statutes for the rest of the tenure.

15: Anti-Ragging Board:–

- (1) There shall be a Committee to be known as the Anti-ragging Board who shall function in consonance with the provisions of the West Bengal Prohibition of Ragging in Educational Institutions Act, 2000.
- (2) The Anti-Ragging Board shall be headed by the Vice Chancellor of the University and shall be accompanied by at least two Deans of Faculty Councils, The Law Officer and one Student Representative to be nominated by the Registrar along with the members as required by the regulatory bodies.
- (3) The Anti-Ragging Board shall submit annual report to the Governing Board with a copy to the State Government.
- (4) The Anti-Ragging Board will form an Anti-Ragging Squad which shall visit the hostels and different parts of the campus regularly. The squad shall provide a report to the Anti-Ragging Board after every visit.

16: Board on Sexual Harassments to Female Employees:–

- (1) There shall be a Board to be known as the Board on Sexual Harassments to Female employees who shall act in consonance with the provisions of the Sexual Harassments of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.
- (2) The Board on Sexual Harassments to Female employees shall be headed by the senior most female Professor / Associate Professor / Assistant Professor of the University and accompanied with two Deans from different Faculty Councils, The Law Officer and one female student of the University and all of them shall be nominated by the Registrar.
- (3) The Board on Sexual Harassments to Female employees shall submit annual report to the Governing Board with a copy to the State Government.

17: Committee on National Cadet Corps (NCC) and National Services Schemes (NSS):–

- (1) There shall be Committee in the University by the name of the Committee on National Cadet Corps (NCC) and National Services Schemes (NSS) which shall be Chaired by the Vice- Chancellor or by the Pro-Vice Chancellor of the University together with the Sports Officer and Dean of Students Welfare as members of such Committee.
- (2) The University shall compulsorily constitute the National Cadet Corps from amongst its students with the assistance of Home Department of the State Government.
- (3) The University shall also provide contributions to the National Services Schemes voluntarily or as and when requisitioned in the interest of Public Service.
- (4) The functions of the Committee on National Cadet Corps (NCC) and National Services Schemes (NSS) shall be such as may be directed by the Governing Board.

18: General provisions relating to the authorities:–

- (1) (a) Any authority of the University may appoint as many standing or special committees as it may deem fit, and may include in such committees additional persons also as invitees.
(b) A committee appointed under clause 18.1. (a) may deal, with any matter not referred to it, subject to subsequent confirmation by the authority appointing it.

- (2) Where no provision is made for a Chairman to preside over a meeting of any authority of the University or any committee of such authority or when the Chairman so provided for is absent the members present shall elect one from amongst its members themselves in order of preference of Dean, Professor, Head of Department or Associate Professor, to preside over at such a meeting.
- (3) A member of an authority who remains absent from its three consecutive meetings without prior information shall lose membership of such authority.

CHAPTER III
OFFICERS OF THE UNIVERSITY

19: The Visitor:–

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

20: The Chancellor:–

- (1) The Chancellor shall be appointed by the sponsoring trust by a resolution circulated to all trustees in a meeting held for this purpose.
- (2) In addition to the powers and functions provided under the Act, the Chancellor shall have the following powers and functions, namely;-
 - (a) to authorize and control all expenditure and payments made from out of the University funds;
 - (b) to act as Chairman of all Selection Committees constituted for appointment against any post of Officers of the University;
 - (c) to cause an inspection to be made by such University Officer or person as he may direct, of the University, any of its Schools, Departments, any examination matter, teaching and any other work conducted or done by the University and cause an enquiry to be made in a like manner in respect of any matter connected with the University;
 - (d) to exercise any power, if he is of the opinion that immediate action is necessary in any matter, conferred by or under the Act or the Statues, on any authority of the University and report to the Governing Board at its next meeting the action taken by him in such matters;
 - (e) to exercise such other powers as may be prescribed by the Act, the Statutes, the Ordinances, the Regulations or the Rules, and to such other matter if it is opinion of the Chancellor that such matter is required for the development of the University.

- (3) The Chancellor may appoint at his discretion, a Pro-Chancellor who shall hold office in the absence of the Chancellor. In case of an emergency, the Pro-Chancellor shall perform his duties till the Chancellor resumes his office.
- (4) Provided further that, in the event of any disputes arising out of an interpretation of the Brainware University Act, 2015, the power to resolve such a dispute shall remain with the Chancellor. The Chancellor's decision on such disputes shall be final and binding.

21: The Vice Chancellor:–

- (1) The emoluments and other terms and conditions of service of the Vice- Chancellor shall be according to the University Grants Commission norms as interpreted and applied by the Governing Board.
- (2) In addition to the powers and functions prescribed under the Act, the Vice-Chancellor shall have the following powers and shall perform the following functions, namely:-
 - (a) to be present at and address any meeting of any authority or body of the University without, being entitled to vote thereat unless he is a member of such authority or body;
 - (b) to constitute such standing and ad-hoc committees as he may consider necessary to assist him in the performance of his duty as the principal executive and academic officer of the University;
 - (c) to grant or refuse permission to the University employees and teachers to accept examinership of any other University or institution of higher learning, and consultation practice, whether remunerative or non-remunerative;
 - (d) to suspend or to take disciplinary action against any teacher or against any employee holding a post in the University after providing an opportunity of hearing to such teacher or employee and to report the matter to the Chancellor at the earliest possible opportunity;
 - (e) to advise the Governing Board on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same;

- (f) to see that the academic standards in the Postgraduate and Undergraduate Departments of the University are maintained and improved in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations;
 - (g) to coordinate with Deans/ Teachers concerned for collaboration with any University/ Research Institute/ Centers of the country and abroad from time to time with prior approval of the Governing Board and in accordance with the government directives;
 - (h) to ensure high standard of education imparted at the University and to obtain accreditation/ approval/ high ranking etc.;
 - (i) any other duties or functions as assigned to by the Chancellor.
- (3) The tenure of the office of the Vice Chancellor shall be three years.
 - (4) If the office of the Vice Chancellor becomes vacant for any reason, and if the vacancy is temporary in nature, the Vice Chancellor may delegate the powers appropriately in his temporary absence to the Pro-Vice Chancellor or senior teacher, preferably from among the Professors possessing administrative ability. If the vacancy is permanent in nature, the Chancellor shall appoint a new Vice Chancellor. Pending such appointment, the Pro-Vice Chancellor or senior teacher, preferably from among the Professors possessing administrative ability will act as the Vice Chancellor.
 - (5) In order to carry out the duties and responsibilities, the Vice Chancellor, or his nominee, shall have the right to inspect or visit any Department/School of the University and other institutions maintained or managed by the University and advise and take appropriate action in consultation with the relevant authorities.
 - (6) All teachers of the University are under the general supervision of the Vice Chancellor. The Vice Chancellor may ask a teacher to take part in interdisciplinary teaching or ask him to carry out any administrative job.
 - (7) The Vice Chancellor, in consultation with the Deans, shall arrange for such inter-faculty teaching as may be approved by the Faculty Councils.
 - (8) He may resign his office by writing under his hand addressed to the Chancellor.
 - (9) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Vice-Chancellor an

opportunity of a hearing, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

22: The Pro-Vice-Chancellor:–

- (1) The Chancellor shall, in consultation with the Vice-Chancellor, appoint a person having adequate administrative or related experience as Pro-Vice-Chancellor.
- (2) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be determined by the Governing Board from time to time.
- (3) The Pro-Vice-Chancellor shall have, under the general control and guidance of the Chancellor or the Vice-Chancellor, the following functions and duties to perform:-
 - (a) to look after the academic matters, general administration, admission, training and placement of students of the University;
 - (b) to maintain overall discipline in the Campus;
 - (c) to maintain discipline and order during examination days, and
 - (d) to perform any other function or to discharge any other duties entrusted or delegated to him by the Chancellor or the Vice-Chancellor.
- (4) The actions taken by the Pro-Vice Chancellor in furtherance of his functions shall be subject to the approval of the Vice Chancellor.
- (5) In absence of the Vice Chancellor, the actions taken by the Pro-Vice Chancellor shall be subject to the approval of the Chancellor.

23: The Deans of the Faculty Councils:–

- (1) There shall be a Dean for each of the Faculty Council specified in this Statute, to be appointed by the Chancellor on the recommendation of the Governing Board as provided under the Act for a term of not more than three years from amongst the senior-most Professors of the University.
- (2) The Dean of a Faculty Council shall have the following powers and shall perform the following functions, namely:-
 - (a) to advise the Vice-Chancellor on any matter pertaining to the faculty and as referred to him;

- (b) to take active interest in inter-departmental or inter-faculty research activities or programmes relating to his Faculty;
 - (c) to be responsible for drawing up the courses of study, procedure of examinations and framing the syllabi of different subjects prescribed for various Departments in the Faculty;
 - (d) to be responsible for the maintenance of high standard of teaching and research in the Faculty and to co-operate with the Dean of other Faculties in the matter of inter-Faculty teaching arrangements, syllabi of subjects and courses of study and;
 - (e) to be responsible for the faithful observance of the Act, the Statutes, Ordinances, Regulations and Rules, and Resolutions of the Governing Board and the Academic Council relating to academic matters applicable to the Faculty.
- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Dean is not in the interests of the University, the Chancellor may, with the approval of the Governing Board, by an order in writing stating the reasons therein, and upon giving the Dean an opportunity of a hearing, ask the Dean to relinquish his office from such date as may be specified in the order, before the end of the term of the Dean.

24: The Registrar:—

- (1) (a) The Registrar shall be appointed by the Chancellor on the recommendation of the sponsoring Trust. The sponsoring Trust may constitute a committee in this regard with the Chancellor as its Chairman, and the committee shall send its recommendation to the Trust.
 - (b) The Registrar shall act under the general control, guidance and direction of the Chancellor and the Vice-Chancellor.
- (2) In addition to the powers and functions conferred under the Act, the Registrar shall have the powers and shall perform the following functions namely -
- (a) to make, with the approval of the Chancellor and/or the Vice-Chancellor, official correspondence on behalf of the University subject to the provision of the Act and the Statutes;
 - (b) to issue notices, under the instructions of the Chancellor and/or the Vice-Chancellor and in exercise of the provisions made in the Statutes and the Ordinances,

concerning all meetings of the Governing Board, the Academic Council and any other committees or bodies constituted under the provisions of the Act and the Statutes, unless provided otherwise;

- (c) to maintain general discipline of the University office;
- (d) to represent the University in suits and proceedings in a court of law by or against the University, sign powers of attorney and verify pleadings in consultation with the Governing Board or depute his representative for the purpose;
- (e) to prepare and submit any information of the University required by the State Government; University Grants Commission and other statutory bodies in consultation with the Vice-Chancellor and with the approval of the Chancellor;
- (f) to get prepared and maintain a record of all Degrees, Diplomas and Certificates conferred by the University;
- (g) to act as the liaison officer with the Higher Education Department and Council of the Government of West Bengal, Ministry of HRD of the Government of India, University Grants Commission, All councils of India, different departments of the State and the Union Government and other regulatory bodies as necessary;
- (h) to deal with all matters relating to appointment, dismissal and conditions of service of all employees of the University, subject to the exercise of such powers by the Vice Chancellor in respect of teachers and officers as stipulated in the Statutes and Ordinances;
- (i) to deal with promotion of all categories of employees of the University in accordance with the provisions prescribed in the Acts, Statutes and Ordinances for the purpose and present all such cases to the Vice Chancellor for concurrence;
- (j) to take necessary steps in respect of recognition and equivalence of qualifications, i.e. diplomas, degrees and certificates;
- (k) to act as the Information Officer of the University for Right to Information Act and,
- (l) to perform such other duties as may, from time to time, be assigned to him by the Statutes, the Ordinances or as may be required by the authorities of the University constituted under the provisions of the Act and the Statutes, or the Chancellor and/or the Vice-Chancellor.

- (3) Subject to the provisions in the Acts, Statutes and Ordinances, he may be required to sign all statements and all legal documents and instruments, Memorandum of Understanding, on behalf of the University in respect of: borrowing money and investing funds; immovable property, stocks, funds, shares and other securities being the property of the University to be sold, assigned, transferred or otherwise disposed of or converted after having approval / decision of competent authority. All such actions are to be reported in the Governing Board of the University.
- (4) He shall form an Estate subcommittee under him, with the permission of the Chancellor, which shall work directly under his supervision.
- (a) The Estate subcommittee shall be responsible for:
- (i) the administration and management of the office buildings of the University as well as residential accommodation (if any) for the University employees and hostels;
 - (ii) maintenance of clean and green environment;
 - (iii) maintenance of all office furniture;
 - (iv) maintenance of all electrical, electronic and mechanical equipment pertaining to the office and maintaining the inventory of the same;
 - (v) maintaining all records related to buildings and lands;
 - (vi) supervising and implementation of all Annual Maintenance Contracts (AMCs);
 - (vii) submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works by the approved agency;
 - (viii) supervision, monitoring, allotment and maintenance of University office vehicles;
 - (ix) procurement of the materials in connection with the maintenance works and managing the proper usage of the materials procured.
- (5) The term of office of the Registrar shall be for a period of three years and he shall be eligible for re-appointment.

25: The Chief Finance Officer:–

- (1) (a) Appointment to the post of Chief Finance Officer shall be made by the Chancellor on the recommendation of the Governing Board. The Governing Board may constitute a committee in this regard with the Chancellor as the Chairman and Vice-Chancellor as one of the members, and the committee shall send its recommendation to the Board.
- (b) The Chief Finance Officer shall act under the general control, guidance and direction of the Chancellor or the Vice-Chancellor.
- (2) The Chief Finance Officer shall have the following powers and functions:-
 - (a) to maintain proper accounts of the receipts and expenditure of the University;
 - (b) to arrange for annual audit of the University accounts in due time by a registered Chartered Accountant or statutory Auditor and make available to the Auditors all necessary information and records;
 - (c) to prepare Statement of Annual Accounts of the University for placing in due time before the Governing Board for consideration and approval and submitting to the sponsoring Trust and the State Government;
 - (d) to review the accounts of the University and prepare the replies to the audit objections, if any, and place the same to the Governing Board;
 - (e) to give his opinion or advice on such financial matters as may be referred to him by the Governing Board, the Chancellor or the Vice-Chancellor;
 - (f) to keep a constant watch on the state of the cash and bank balance and on the state of investments and report the same to the Chancellor from time to time;
 - (g) to prepare the annual budget and estimates and financial planning in due time for the financial years under the direction of the Chancellor;
 - (h) to ensure that the registers of buildings, land, furniture and equipments, instruments and books and journals are maintained up-to-date and that stock-checking is regularly conducted, of equipment and other consumable materials in all offices, Departments, Schools, Institutes and Centers;
 - (i) to act as Drawing & Disbursement Officer of the University, and
 - (j) to call for any information from any office, Department, School, Institute or Center that he may consider necessary for the performance of his duties as the Chief Finance Officer with the permission of the Chancellor or Vice-Chancellor.

- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Chief Finance Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Chief Finance Officer an opportunity of a hearing, ask the Chief Finance Officer to relinquish his office from such date as may be specified in the order.
- (4) The term of office of the Chief Finance Officer shall be for a period of three years and he shall be eligible for re-appointment.

26: The Controller of Examinations:-

- (1) The Controller of Examinations of the University shall be the executive officer for all works related to the University examinations.
 - (a) The Controller of Examinations shall be appointed by the Chancellor on the recommendation of the Governing Board. The Governing Board may constitute a committee in this regard with the Chancellor as the Chairman and the Vice-Chancellor as one of the members, and the committee shall send its recommendation to the Board.
 - (b) The Controller of Examinations shall act under the general control, guidance and direction of the Chancellor and/or the Vice-Chancellor.
- (2) The Controller of Examinations shall have the following powers and functions:-
 - (a) to make appropriate and adequate arrangements with respect to the examination centres, the confidential work relating to setting, moderating and printing of question papers and the supply of question papers to such centers in time;
 - (b) to make necessary arrangements for assessment and re-evaluation, if any, of answer books in such manner as may be specified by the Examination Board;
 - (c) to take necessary steps for engaging agencies including data processing agency for conducting examinations, and related works;
 - (d) to conduct correspondence on behalf of the University and of such other authorities, bodies or committees related to examinations and other associated matters as directed by the Vice Chancellor except as otherwise provided by the Statutes or the Ordinances;
 - (e) to supervise the work of the examination and examination officials and staff and issue necessary notices and orders for smooth conduction of examinations;

- (f) to assist the Vice-Chancellor in the declaration of examination results and publication thereof with the approval of the Vice-Chancellor;
 - (g) to countersign and verify the examiners' bills, centre expenses at the examination centers and all other bills related with the examination work under his control; and
 - (h) to perform such other functions as may be required by the Examination Board, the Registrar and the Vice-Chancellor.
- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Controller of Examinations is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Controller of Examinations an opportunity of a hearing, ask the Controller of Examinations to relinquish his office from such date as may be specified in the order.
- (4) The term of office of the Controller of Examinations shall be for a period of three years and he shall be eligible for re-appointment.

27: The Law Officer:–

- (1) (a) The Law Officer shall be appointed by the Chancellor on the recommendation of the Governing Board. The Governing Board may constitute a committee in this regard with the Chancellor as the Chairman and Vice-Chancellor as one of the members, and the committee shall send its recommendation to the Board.
- (b) The Law Officer shall act under the general control, guidance and direction of the Chancellor or the Vice-Chancellor.
- (2) The Law Officer shall have the following powers and functions:-
- (a) to assist the Vice-Chancellor and /or Registrar on all legal matters and litigations pertaining to the University;
 - (b) to assist the Vice-Chancellor and / or Registrar on preparation of Memorandum of Understanding and documents leading to linkages and collaborations of the University with other organizations;
 - (c) to assist the Vice-Chancellor and/or Registrar in preparation of General Contracts and Agreements that bind the University with other organizations and individuals;
 - (d) to assist the Vice-Chancellor and/or The Chief Finance Officer to account for the declaration of income, assets and liabilities of the University;

- (e) to prepare and obtain approval of contents of all documents related to under clauses 2.(a) 2.(b), 2.(c) and 2.(d);
 - (f) to deal with all legal matters arising in respect of the University's administration;
 - (g) to assist the Registrar on reply of all RTI related queries and advise accordingly.
- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Law Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Law Officer an opportunity of a hearing, ask the Law Officer to relinquish his office from such date as may be specified in the order.
- (4) The term of office of the Law Officer shall be for a period of three years and he shall be eligible for re-appointment.

28: The University Librarian:–

- (1) The University Librarian shall be appointed by the Chancellor on the recommendation of the Governing Board.
- (2) The terms and conditions of service of the University librarian shall be such as may be determined and decided by the Chancellor from time to time.
- (3) The University Librarian shall be in charge of the University's Library and shall perform all duties in respect of maintaining and managing the Library as may be directed by the Chancellor or the Vice Chancellor.
- (4) The qualification for appointment of University librarian shall be at par with the regulations and standard provided by the Regulatory Bodies.
- (5) He shall be responsible for the development, modernization, upkeep and management of the University library.
- (6) With the permission of the Vice Chancellor, he will prepare the Library regulations for library usage and implementation of the same on approval from the Academic Council and the Governing Board.
- (7) He shall be responsible for developing the procedure to ensure the effective use of library facilities and materials and making of a digitized library.
- (8) The University Librarian shall have the following powers and functions:

- (a) to be responsible for procurement of books, journals, e-journals, different reading materials, e-resources and library equipment on the recommendation of the Departmental Academic Committee or Board of Studies or other competent authorities;
- (b) to be responsible for the safe custody and maintenance of all types of books, journals, other documents, equipment and furniture in the Library;
- (c) to assume responsibility for compliance with copyright law, licenses, and Library and University policies for specified products and services, explain related issues to library users; and
- (d) to define, specify, design, install, and /or maintain automated systems and other technologies, in coordination with the Systems Officer, Deans, HoDs and Faculty members (as the case may be), to support library services and staff, using bibliographic, library operation, and information technology principles for effective implementation.

29: Medical Officer:–

- (1) There shall be a whole-time/part time Medical Officer in the University to be appointed by the Chancellor on such terms and conditions as may be decided by the Chancellor. The Medical Officer of the University may be appointed on Part-time basis from amongst a qualified medical practitioner subject to condition that the Medical Officer shall visit the University regularly or make him available in such convenient place as may be determined by the University, which could be easily accessible to the students of the University by ordinary means of transport.
- (2) The qualification for appointment of Medical Officer shall be at par with the qualifications for appointment of a doctor in Government Hospital.

30: The Sports Officer:–

- (1) There shall be a whole-time/Part time Sport Officer in the University who shall be appointed by the Chancellor on such terms and conditions as may be determined by the Chancellor.

- (2) The qualification and experience of the Sport Officer shall be such as may be prescribed by the regulatory authorities.
- (3) The Sport Officer shall discharge the duties as may be assigned to him by the Chancellor or the Vice Chancellor from time to time.

31: The Systems Officer:–

- (1) He shall be appointed by the Registrar on the recommendation of a Selection committee decided by the Vice Chancellor.
- (2) The Systems Officer have the following powers and functions:-
 - (a) to install and configure computer hardware, software, systems, networks, printers, scanners and all IT related equipment;
 - (b) to plan and undertake scheduled maintenance and upgrades of the IT infrastructure;
 - (c) to prepare the detailed configuration and terms and conditions for purchasing IT equipment and accessories;
 - (d) to coordinate and support all system requirements of the University Library in consultation with the Librarian;
 - (e) to maintain stock of specialized components, fixtures and fittings, equipment, consumables and other supplies;
 - (f) to maintain and update the University website(s) as recommended by different authorities with the permission of the Vice Chancellor and /or the Registrar and;
 - (g) to provide necessary help and service to all departments, particularly the examination board, for uninterrupted service.

32: University Engineer:–

- (1) There shall be a University Engineer who shall be appointed by the University on such terms and conditions as may be determined by the Chancellor from time to time.
- (2) The qualifications for appointment of an Engineer shall be such as may be prescribed by the Regulatory Bodies.
- (3) In case of no full-time Engineer is available, an Engineering Firm may be engaged by the Chancellor in order to maintain the University's Engineering works, including Civil, electrical and other necessary works.

- (4) The University Engineer shall have such other duties as may be assigned to him by the Chancellor or the Vice Chancellor, from time to time.

CHAPTER - IV

TEACHERS OF THE UNIVERSITY

33: Teachers of the University:–

- (1) The appointment of teachers of the University shall be made in accordance with the norms prescribed by the relevant regulatory bodies wherever required and on such terms and conditions as are prescribed in the Statutes, Ordinances, Rules and Regulations of the University.
- (2) Every teacher shall abide by the terms and conditions as per the Ordinances of the University. Every day, a teacher needs to demonstrate that he is dedicated towards the career growth of the students.
- (3) Every teacher shall be appointed on a written contract, and the copy of the contract shall be deposited with the Registrar.
- (4) A teacher shall have the following functions and duties, namely;-
 - (a) shall make teaching purposeful and a mission of his career as a teacher. Main tasks of the teachers will be to improve his teaching ability continuously;
 - (b) must transfer knowledge in an interesting manner and continuously relating the topic taught with the actual use or utility of knowledge of the topic;
 - (c) shall participate in at least one faculty development programme per academic session;
 - (d) shall nurture the spirit of a corporate life and to work in unison with other teachers and members of the non-teaching staff of his department as well as other members of the University as a whole;
 - (e) shall give equal treatment to all the students irrespective of religion, race, caste, gender, place of birth, place of residence, language or any of them;
 - (f) shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace ;

- (g) shall recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
 - (h) shall constantly monitor and improve the performance of the students in the class room and examinations with a view to promote their self-confidence and to keep records thereon. Teacher should keep in touch with the alumni members and should be up-to date about job requirements of existing students;
 - (i) shall encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
 - (j) shall prevent the use of any uncivil language or act by the students and be affectionate to the students and not to behave in a vindictive manner towards any of them for any reason;
 - (k) shall make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
 - (l) shall aid students to develop an understanding our national heritage and national goals;
 - (m) shall refrain from inciting students against other students, colleagues and administration;
 - (n) shall deliver extension lectures at various academic centers as and when occasion arises within the knowledge of the University;
 - (o) shall regularly carry on studies and have active and sustained involvement in research. Getting sponsored projects or research or consultancy jobs for the University will be treated as positive contribution to the University;
 - (p) shall participate regularly in Seminars, Symposia and Conferences organized by the University, other learned institutions and present papers on such occasions, in India and/or abroad within the knowledge of the University;
 - (q) shall discharge the duties of the Head of the Department or of any such position, whenever the University so directs;
 - (r) shall accept and carefully discharge all examination duties and keep records and to treat examination duty as part of his duties in the University and;
 - (s) shall file self-appraisal reports at regular intervals.
- (5) Selection Procedure for whole-time teachers shall follow the following norms:-

- (a) The Registrar will publish advertisement in newspapers and University website inviting applications for the posts of whole-time teachers indicating the prescribed qualifications, experience etc. following existing norms of the UGC.
 - (b) If necessary, a screening committee constituted by the Vice Chancellor shall examine and shortlist the applications received for different posts. The final list of candidates to be called (with the detailed observation on all applicants) shall be submitted to the Vice Chancellor for approval.
 - (c) A selection committee for interviewing candidates for appointment as whole-time teachers shall be constituted as follows:
 - (i) Vice Chancellor –Chairperson
 - (ii) One Nominee of the Chancellor (expert not below the rank of a University Professor)
 - (iii) Two nominees of the Vice Chancellor (subject experts not below the rank of a University Professor)
 - (d) The recommendation of the selection committee should be forwarded to the Governing Board for consideration in the next meeting of the Governing Board.
- (6) Probation:
- Teachers appointed shall be on probation ordinarily for a period of twelve months, which may be extended:
- Provided that the Governing Board, for reasons to be recorded, may waive the condition of probation.
- The Governing Board shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the probationary period of twelve months from the date of his appointment but not earlier than six months from that date.
- (7) Age of retirement:
- Every teacher confirmed in the service of the University shall continue in such service as per UGC norms:
- Provided further that if the date of superannuation of a teacher falls at any time during the academic Semester, the Vice Chancellor may extend the period of service of the teacher for any period up to the end of that semester, with a view not to disturb the teaching work of the department.

(8) Code of Conduct:

Every teacher, including all categories mentioned above shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- (a) Failure to perform his assigned duties such as taking theoretical, tutorial and practical classes including inter-disciplinary classes, assessment, guidance etc. assigned to him by the authorities of the university.
- (b) Not participating or not completing within the provided time-frame the following: examination duties including- invigilation, paper setting, examining answer scripts, submission of marks and, any other official work allotted to him.
- (c) Gross partiality in assessment and evaluation of students, deliberately over marking/under-marking or attempts at victimization of students on any grounds.
- (d) Inciting students against other students, colleagues or administration and authority. This does not, however interfere with the right of a teacher to express his difference on principles on academic matters in seminars or other places where students are present.
- (e) Indulging in communal activities, or raising question of caste, creed, religion, race or sex in his relationship with his colleagues and students and trying to use the above considerations for improvement of his prospects.
- (f) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or authorities of the University.
- (g) Indulging infidelity, unfaithfulness, dishonesty, gross moral misconduct, action subversive of discipline, riotous or disorderly behaviors, negligence to duty, insubordination, strike, picketing, gherao, inciting others to strike etc. Involvement in criminal cases shall be sufficient cause of action for committing misconduct.
- (h) All cases of misconduct shall be dealt with in accordance with the provision under the Statute of the University.
- (i) Unless otherwise stated specifically in terms of appointment, every teacher is a whole time employee of the University and may be called upon to perform such

duties as may be assigned to him by the Competent Authority even beyond scheduled working hours and on closed holidays and Sundays.

- (j) No teacher shall indulge in any act of sexual harassment of any person at his work place. Every teacher who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any person at such work place.

CHAPTER-V

MAINTENANCE OF UNIVERSITY'S PROPERTIES

34: Maintenance of properties:–

- (1) The immovable properties of the University described under the Schedule to the Act shall not be disposed off in any manner without the prior written approval of the State Government.
- (2) The immovable properties described under the Schedule to the Act shall only be applied for development of the University.
- (3) The University may purchase or construct immovable properties from time to time in furtherance of the objectives of the University from other sources, with due adherence of extant laws relating to the land and buildings, with the approval of the Governing Board.
- (4) All properties purchased or developed in the name of the Universities shall be informed to the State Government on every occasion.
- (5) The University shall maintain proper records and accounts including inventories for all movable properties of the University which shall be reflected in the annual accounts of the University ever.

CHAPTER - VI

PROVIDENT FUND

35: Provident Fund:–

- (1) The University shall compulsorily make provisions for its employees a Provident Fund Schemes under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the same will be detailed in the University Ordinances.

- (2) The University shall also make provisions for Group Insurance and other service related benefit schemes for the benefits of its employees and the same will be detailed in the University Ordinances.

CHAPTER -VII

COURSES OF STUDY AND FEES STRUCTURE

36: Courses of study:–

- (1) The University shall undertake courses of study leading to the award of Certificates, Diplomas and Degrees including Research degrees in the disciplines specified in the Act.
- (2) The number of seats in different courses of study undertaken by the University or alteration thereof shall be such as may be recommended by the Academic Council as per the norms, if any, prescribed by the relevant regulatory body and adopted by the Board.
- (3) The University will run the following courses namely;-

(a) Faculty of Engineering -

- Bachelor of Technology in.....(4-years course)
- Masters of Technology in.....(2-years course)
- Integrated M. Tech programme in.....(5-years course)
- Bachelor of Architecture.....(5-years course)
- Ph. D in Engineering
- Integrated Ph.D. in Engineering (M. Tech + Ph.D. in Engineering)

(b) Faculty of Science-

- Bachelor of Computer Application(BCA).....(3-years course)
- Masters of Computer Applications (MCA).....(3-years course)
- Integrated MCA.....(5-years course)
- Bachelor of Science in.....(3-years course)
- Master of Science in.....(2-years course)
- Integrated degree programme in Master of Science in.....(4-years course)
- Ph.D. in Science
- Integrated Ph.D. in Science (M.Sc. + Ph.D. in Science)

(c) Faculty of Arts & Humanities-

- Bachelor of Arts in.....(3-years course)
- Masters of Arts in.....(2-years course)
- Ph.D. in Arts & Humanities
- Integrated Ph.D. in Arts (M.A. + Ph.D. in Arts & Humanities)

(c) Faculty of Management and Commerce

- Bachelor of Business Administration (BBA).....(3-years course)
- Masters of Business Administration (MBA).....(2-years course)
- Integrated MBA(4-years course)
- Bachelor of Commerce.....(3 years course)
- Master of Commerce.....(2 years course)
- Ph.D. in Management
- Integrated Ph.D. in Management (MBA + Ph.D. in Management)

(d) Faculty of Medical and Paramedical Sciences-

- Bachelor in Pharmacy
- Bachelor in Nursing

- (4) Courses may be added or removed from time to time as per the decisions of the Governing Board.

37: Admissions:–

- (1) Admission of students to the University shall be on the basis of merit in the qualifying entrance examinations conducted by the University followed with a personal interview. Reservation of seats in admission shall be provided as per policy of the State Government from time to time.
- (2) Change of branch of study will be allowed after one year of study subject to compliance of norms laid down by University Grants Commission.
- (3) Lateral entry or parallel transfer from other lawfully established universities are allowed subject to compliance of University Grants Commission rules and subject to qualifying in the admission test of the University.
- (4) Students unless they attend 75% of the classes (i.e. 75% of the academic contact hours) will be treated as non-collegiate private candidates. They will not be able to represent the University in any form or kind. However, the students will be allowed to sit for University examination and it will be mentioned in their mark sheet that the students appeared in the examination as non-collegiate private students for that particular semester.

- (5) If the students represent the University in academic, sports and games or cultural activities with prior written permission from the concerned Head of the Department or fall sick with serious illness like jaundice, pox, certain accidental injuries, etc., the students will be allowed to sit for the University examination with minimum 65% of the contact hours.

CHAPTER -VIII

CONFERMENT OF DEGREES, DIPLOMA, TITLE AND HONORIS CAUSA

38: Grant of Degrees:–

- (1) The University shall be competent to undertake study and research and award degrees, diplomas and certificates therefore in any of the disciplines mentioned in the Act.
- (2) The formats of various Degrees and Certificate are annexed in Schedule-A in the Statutes.

39: Conferment of Honorary Degrees:–

- (1) The University may confer Honorary Degree on any person who by virtue of his eminence and attainments or contributions to the cause of learning or his established position in the disciplines of law, built environment, health care, design and arts, science and technology, management and commerce, applied science and agriculture, insurance, hospitality, education, humanities or social sciences, is a fit and proper person to receive such degree.
- (2) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Governing Board and shall be submitted to the Chancellor for confirmation.

40: Convocation:–

- (1) Convocation shall ordinarily be held once in a year on a date and at such time and place as may be fixed by the Governing Board.
- (2) Not less than fourteen days' notice shall be given for the holding of convocation; but in the case of a Convocation held for the purpose of conferring any honorary degree,

shorter notice as the Vice Chancellor may consider fit and proper, may be given.

- (3) Degrees of the University shall be conferred and such medals and Postgraduate Diplomas and certificates as may be specified in this behalf by the Governing Board shall be awarded at Convocation of the University.
- (4) All Degrees and Honorary Degrees (*Honoris Causa*) shall be conferred and the Medals, Diplomas and Certificates be awarded at a Convocation to the recipients present thereat or in absentia.
- (5) For the purpose of the conferment of Honorary Degrees, the recipients of such Degrees shall be presented by the Vice Chancellor to the Chancellor or, in the absence of the Chancellor, by the senior most Dean of the faculty Council to the Vice Chancellor.
- (6) Candidates for the Doctors' Degrees shall be presented Faculty Council wise.
- (7) Candidates for the Masters' Degrees and Post-graduate Diplomas and Certificates shall be presented Faculty council wise by the Deans of the appropriate Faculty Councils for Post-graduate Studies.
- (8) The Chancellor or in his absence, the Vice Chancellor shall preside at a Convocation.

41: Withdrawal of Degrees etc.:-

Any Degree, Diploma, Certificate or any Honorary Degree conferred by the University to a person, may be withdrawn by the Governing Board on a resolution passed by the Academic Council by a majority of not less than two-thirds of its voting members and which has obtained the approval of the Chancellor. Before such a resolution is adopted, the recipient of the degree shall be given with an opportunity of being heard.

CHAPTER- IX MISCELLANEOUS

42: Procedure of Arbitration:-

- (1) An employee in dispute with the University arising out of the contract of employment may make a request, in writing, to the Registrar, and if he is not satisfied with the decision or recommendation of the Registrar, the Registrar may refer such disputes to an

Arbitrator or Arbitrators whose decision shall be final and binding upon the University and the person concerned.

- (2) Every proceeding before the Arbitrator shall be deemed to have been the proceedings drawn under the Arbitration and Conciliation Act, 1996.
- (3) A student in dispute arising out of disciplinary action taken against him by the University may make a prayer, in writing, to the Registrar, and if he is not satisfied with the decision or recommendation of the Registrar, the Registrar may refer, within a period of sixty days from the date of the disciplinary action, such a dispute to the Chancellor of the University. Decision of the Chancellor shall be final and binding; provided that the student concerned shall be given an opportunity of hearing before the matter is taken up by the Chancellor.

43: Scholarships, Fellowship, Medals and Prizes:–

Subject to the approval of the Chancellor, the Vice-Chancellor may in recognition of merit of students award such Fellowships, Scholarships, stipends or institute medals and prizes as detailed in the Ordinances of the University.

44: Teacher-Student Ratio:–

Regarding Teacher-student ratio, the University's aim will be to follow UGC norms, but if the University does not get competent teachers, the University will not fill up posts suitability of the candidate for appointment of teaching posts will normally be tested through demo classes after interview.

45: Cooperation with other Universities or Institutions:–

- (1) The University may establish cooperation with other University or Institutions to foster growth, development of academic standards, introducing new courses or obtain funds.
- (2) The chancellor may appoint adjunct faculty from other Universities/institutions/ Industries as deemed fit.
- (3) The Chancellor/ Registrar will represent the University in signing MOU's and tie-ups with foreign Universities.

- (4) All decisions pertaining to this will be vested with the Governing Board with the approval of Chancellor.

46: Accounting policy and financial procedure:–

- (1) The Accounting Policy and Financial Procedures of the University shall be maintained in accordance with the standard accounting procedures of Institute of Chartered Accountants, India.
- (2) Unless otherwise provided, the financial statements of the University shall be prepared as per Indian Accounting Standards laid down by Institute of Chartered Accountants, India. Accounts will be audited and certified by Chartered Accountant every year.
- (3) The Governing Board shall appoint a statutory auditor, a qualified chartered accountant in the manner prescribed under Section 33 of the Act to undertake the statutory audit of the accounts of the university.
- (4) The Chancellor shall appoint Internal Auditors to conduct periodical and concurrent audit to report the findings to the Governing Board.

47: Rules, Regulations, Guidelines and Manuals:–

- (1) The Governing Board may draft the rules and guidelines and prepare manuals for the University as required by law.
- (2) The Governing Board shall have the right to alter, amend, and frame new rules and guidelines which are not inconsistent with the provisions of the Act and the Statutes for the purpose of conducting the activities of the University for which it is established.
- (3) The Governing Board shall have the power to adopt any amendments proposed by itself or the Academic Council.
- (4) The Governing Board will take steps for publishing Ordinances as and when necessary.
- (5) The Governing Board shall make, amend, alter, and modify the first statutes as required for the administration of the University.

48: Delegation of Powers:–

Subject to the provisions of the Act and the Statutes, any officer or authority of the

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

49: Residuary Powers:–

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

50: Disqualification of Members:–

- (1) If the individual member is convicted in a court of law for acts of moral turpitude.
- (2) If a member of any Board/Council/Committee becomes a person of an unsound mind or insolvent temporarily or permanently, for any reason whatsoever, such member shall be disqualified from membership on the Board/Council/Committee.
- (3) The Chairperson of a Board/Council/Committee may by notification disqualify a member of such Board/Council/Committee if he finds that the member has behaved in manner which is/will prove to be detrimental to the interests of the University.

SCHEDULE-A
FORMATS OF VARIOUS DEGREES AND CERTIFICATES

51: Formats of various Degrees and Certificates:-

a. Following shall be the standard formats of various Degrees of the University:-

- (i) This is to Certify that the degree of Doctor of Science in this University was conferred Honoris Causa on... ..at the Convocation of the University held on theday of..... , 20

Vice-Chancellor

Chancellor

- (ii) This is to Certify that the degree of Doctor of Literature in this University was conferred Honoris Causa on... ..at the Convocation of the University held on theday of....., 20.....

Vice-Chancellor

Chancellor

- (iii) Certified that was admitted to the Degree of Doctor of Philosophy (Science) in.....(Subject) of the University on.....(date of award) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges there to appertaining.

Vice-Chancellor

Chancellor

- (iv) Certified thatwas admitted to the Degree of Doctor of Philosophy(Arts& Humanities) in..... (Subject) of the University on.....(date of award) and that the degree was conferred on him at the Convocation held on(Month).....(Year) with all the Rights and Privileges there to appertaining.

Vice-Chancellor

Chancellor

- (v) Certified that..... admitted to the Degree of Doctor of Philosophy in.....(Commerce) of the University on..... (date of award) and that the degree was conferred on him at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (vi) Certified that..... .. admitted to the Degree of Doctor of Philosophy in Business Administration of the University on..... (date of award) and that the degree was conferred on him at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (vii) Certified that..... .. admitted to the Degree of Doctor of Philosophy in Computer Applications of the University on.....(date of award) and that the degree was conferred on him at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (viii) This is to certify that the University is pleased to honour as a distinguished teacher for the year for outstanding contribution to teaching and research for over..... decades and for encouraging and nurturing students who have distinguished themselves by their scholastic achievements.

Vice-Chancellor

Chancellor

- (ix) Certified that..... .. admitted to the Degree of Master of Philosophy in Science in (subject) of the University on

.....(date of award) and that the degree was conferred on him at the Convocation held on.....(Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (x) Certified that admitted to the Degree of Master of Philosophy in Arts& Humanities in (subject) of the University on(date of award) and that the degree was conferred on him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (xi) Certified that admitted to the Degree of Master of Philosophy in Commerce in (subject) of the University on.....(date of award) and that the degree was conferred on him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (xii) Certified that admitted to the Degree of Master of Philosophy in Business administration in (subject) of the University on.....(date of award) and that the degree was conferred on him at the Convocation held on..... (Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

- (xiii) Certified that..... .. admitted to the Degree of Master of Philosophy in Science in (subject) of the University on(date of award) and that the degree was conferred on him at the Convocation held

on.....(Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(xiv) This is to certify that..... .. obtained the Degree of Master of Business Administration from this University in the year under the Semester Examination System being placed in the Class.

Vice-Chancellor Chancellor

(xv) This is to certify that..... .. obtained the Degree of Master of Science from this University in the year under the Semester Examination System in (subject) being placed in the Class.

Vice-Chancellor Chancellor

(xvi) This is to certify that..... .. obtained the Degree of Master of Arts from this University in the year under the Semester Examination System in (subject) being placed in the Class.

Vice-Chancellor Chancellor

(xvii) This is to certify that..... .. obtained the Degree of Master of Commerce from this University in the year under the Semester Examination System being placed in the Class.

Vice-Chancellor Chancellor

(xviii) This is to certify that..... .. obtained the Degree of Master of Computer Applications from this University in the year under the Semester Examination System being placed in the Class.

Vice-Chancellor Chancellor

(xix) This is to certify that..... .. obtained the Degree of Bachelor of Business Administration from this University in the year under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xx) This is to certify that..... .. obtained the Degree of Bachelor of Science from this University in the year under the Semester Examination System in (subject) being placed in the Class.

Vice-Chancellor

Chancellor

(xxi) This is to certify that..... .. obtained the Degree of Bachelor of Arts from this University in the year under the Semester Examination System in (subject) being placed in the Class.

Vice-Chancellor

Chancellor

(xxii) This is to certify that..... .. obtained the Degree of Bachelor of Commerce from this University in the year under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxiii) This is to certify that..... .. obtained the Degree of Bachelor of Computer Applications from this University in the year under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

- b. The format of all other certificates and diplomas shall be similar to the format given in clause (1).

- c. The University may provide any other form of certificate in addition to the certificate referred to in clause (1).

By Order

The Chancellor,
Brainware University