

**BABA MASTNATH
UNIVERSITY
ASTHAL BOHAR, ROHTAK**



FIRST STATUTE

BABA MAST NATH UNIVERSITY, ASTHAL BOHAR, ROHTAK

The First Statute

1. Short Title, Scope and Commencement

- (1) The “Statutes” means the Statutes of Baba Mast Nath University.
- (2) These Statutes shall come into force with effect from the date of notification in the State Gazette.

2. Definitions

- (1) The definitions given in Section 2 of the Haryana Pvt. Universities Act, 2006 (32 Of 2006) shall remain the same and used in the Statutes of Baba Mast Nath

University

- (2) “sponsoring body” in relation to Baba Mast Nath University means Shri Baba Mast Nath Ayurvedic & Sanskrit Shikshan Sansthan, a society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860)
- (3) “University” means the Baba Mast Nath University incorporated under the Haryana Private Universities Act, 2006(32 of 2006), as amended from time to time.

3. Seal of the University

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University after approval of the Sponsoring Body. The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as : as Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

4. Objectives of the University

- (1) The objectives of the University, as given in Section 3 of the Haryana Private Universities Act, 2006(32 of 2006) shall be as under :
 - i) to provide instructions, teaching and training in higher education and make provisions for research, advancement and dissemination of knowledge;
 - ii) to create higher levels of intellectual abilities;

- iii) to establish state of the art facilities for education and training;
- iv) to carry out teaching and research and offer continuing education programmes;
- v) to create centres of excellence for research and development and for sharing knowledge and its application;
- vi) to establish a campus.
- vii) to institute degrees, diplomas, certificates and other academic distinctions on the basis of examination, or any such other method;
- viii) to maintain the academic standard of degrees, diplomas, certificates and other academic distinctions as per bye-laws and to ensure that the same are not lower than those laid down by the regulating body;
- ix) to pursue any other objective as may be approved by the Government.

5. Appointment, Terms & Conditions And Powers of the Chancellor

- (1) The Chancellor (who must be a member of the Sponsoring Body) shall be appointed by the Sponsoring Body, with the approval of the Visitor. The Secretary of the Sponsoring body shall forward the name, along with bio-data of the proposed Chancellor to the Visitor for approval, as per Sub-Section 2(d) of Section 47 of the Act.
- (2) The term of office of Chancellor shall be 3 years in the first instance. However, the same shall be renewable from time to time at the discretion of the sponsoring body.

- (3) The Chancellor shall be the head of the University and shall exercise powers as specified in Section 16 of the Act.
- (4) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (5) The Chancellor shall be entitled to receive pay, honorarium, expenses and allowance as may be decided by the Governing Body from time to time.
- (6) The Chancellor shall exercise overall control over the affairs of the University.
- (7) The decision of the Chancellor shall be final and binding for/on the :
 - a. appointment of Vice- Chancellor and other officers, as required by Act, Statutes, Ordinances, Regulations and Rules, with the approval of the Sponsoring Body.
 - b. Appointment of any officer (s) of the University if in his opinion, appointment(s) is / are in the interest of the University or as recommended by the Governing Body.
 - c. Representations by persons, aggrieved by the decision of the University

 - d. Constitution of Committee (s) to review the recommendations of any officer(s) of the University and/or to review the operation of the University from time to time.
- (8) No assets of the University and/or its funds of any nature whatever can be pledged in any manner to any body including Financial Institutions/Banks etc, without the approval of the Sponsoring Body on the recommendation of the Chancellor.
- (9) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned.

- (10) In the absence of the Chancellor or otherwise, he may at his discretion delegate all or some of his powers, to a sub committee of members of Governing Body constituted by him.
- (11) Without prejudice to the generality of powers conferred on the Chancellor under Section 16 of the Act, the Chancellor shall have the right to :
- (i) cause inspection to be made, by such person or persons as he may direct, of the University, its buildings, laboratories, equipment and of any college or institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University; and
 - ii) cause an inquiry to be made in like manner in respect of any matter connected with the administration of finances of the University.
- (12) The Chancellor shall, in every case, give adequate notice to the University of his intention to cause an inspection or enquiry to be made and on receipt of such notice, the University shall have the right to make such representation to the Chancellor as it may consider necessary.
- (13) After considering the representation, if any, made by the University, the Chancellor may cause to be made such inspection or inquiry as is referred to in clause (11).
- (14) Where any inspection or inquiry has been caused to be made by the Chancellor, the University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

- (15) The Chancellor may, if the inspection or inquiry is made in respect of the University or any college or institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry, and the Vice-Chancellor shall communicate to the Board of Management the views of the Chancellor and the action to be taken thereon as advised by the Chancellor.
- (16) The Board of Management shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it proposes to take or has been taken on the result of such inspection or inquiry.
- (17) Where the Board of Management does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may after considering any explanation furnished or representation made by the Board of Management, issue such directions as he may think fit and the Board of Management shall comply with such directions.
- (18) Without prejudice to the foregoing provisions, the Chancellor, may, by order in writing, annul any proceedings of the University, which in his opinion, are not in conformity with this Act, the Statutes, the Ordinances, the Regulations and the Rules.
- Provided that before making any such order, he shall call upon the University to

show cause why such an order should not be made, and, if any cause is shown within a reasonable time, he shall consider the same.

- (19) The Chancellor may, at any time, require or direct the University to act in conformity with the provisions of the Act , the Statutes, the Ordinances, the Regulations and the Rules made thereunder.
- (20) Any employee of the University who is aggrieved by the decision of the Board of Management or the Vice-Chancellor in respect of any disciplinary action taken against him, may address a memorial to the Chancellor and the decision of the Chancellor shall be final.

6. Appointment, Terms & Conditions And Powers of the Vice-Chancellor

- (1) The Vice-Chancellor will be the principal academic and executive officer of the University.
- (2) The Vice-Chancellor shall be appointed by the Chancellor by following the procedure as laid down in Section 17 (1) of the Act.
- (3) The Vice-Chancellor shall hold office for a term of three years according to the provisions laid in Section 17 of the Act.

Provided that, on the expiry of term, the Vice-Chancellor shall be eligible for re-appointment for subsequent terms.

Provided further that a Vice-Chancellor shall continue to hold the office even after the expiry of term till the new Vice-Chancellor joins. However, this period shall not exceed one year:

Provided further that, in case of an emergency like illness, long absence,

resignation or due to any other reason the Chancellor shall assign the duties of the Vice-Chancellor to a Senior Professor of the University. However, this period of interim arrangement shall not exceed one year.

- (4) The Vice-Chancellor shall receive minimum pay and allowances as per UGC norms or higher as decided by the Chancellor from time to time.
- (5) The Vice-Chancellor shall be ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee and shall in the absence of the Chancellor and Pro Chancellor shall preside over the meetings of the Governing Body. He shall in the absence of the Visitor, Chancellor and the Pro Chancellor preside over the Convocation of the University held for conferring degrees / diplomas and other academic distinctions. The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is member of such authority or body.
- (6) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Governing Body, the Board of Management, the Academic Council, the Finance Committee and any other authority or body of the University.
- (7) The Vice-Chancellor shall give effect to the decisions of the authorities of the University.
- (8) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University shall be final.

- (9) The Vice-Chancellor shall discharge the responsibilities and functions as per the Act, Statutes, Ordinances, Regulations and Rules and as assigned by the Chancellor/ Governing Body from time to time in addition to the following duties:-
- a) to advise the Governing Body 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.
 - b) to apply for membership of other institutions like Association of Indian Universities, Commonwealth Universities, Association of International Universities, India International Centre etc.
 - c) to coordinate with Deans / Chairpersons concerned for collaboration with any University / Research Institute / Centre of the Country and abroad from time to time with prior approval of the Governing Body and in accordance with the Government directives.
 - d) to coordinate with the Deans concerned with regard to teaching and research in the University Teaching Departments / Faculties/ Institutes etc and introduction of new courses.
 - e) to provide academic leadership and motivation for excellence.
 - f) To get all necessary approvals and to ensure statutory compliance with the academic norms and standards of the Government / UGC / NAAC or any other body pertaining to the courses of study offered or to be offered by the University.
 - g) To ensure High Standards of education imparted at the University and to obtain accreditation / approval / high ranking etc.

7. Appointment, Functions and Powers of Registrar

- (1) The appointment of the Registrar shall be made by the Chancellor, on the recommendation of the selection committee. He shall hold the office at the pleasure of the Chancellor. The Qualifications of the Registrar shall be as per UGC norms and as approved by the Governing Body/Board of the Management.
- (2) The Registrar shall be whole time salaried officer of the University. He shall be the Chief Administrative Officer of the University and shall discharge his duties under the overall superintendence, guidance & control of the Vice- Chancellor.
- (3) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may, on the direction of the Chancellor, appoint for the purpose.
- (4) The Registrar shall receive pay and other allowances as per UGC norms or higher as approved by the Governing Body from time to time.
- (5) The age of retirement of the Registrar shall be sixty eight years.
- (6) The Registrar shall :-
 - (a) Be the custodian of the records, the common seal and other properties of the University;
 - (b) sign all contracts/agreements on behalf of the University with prior approval of the Vice-Chancellor and authenticate all documents and records.

- (c) Issue notices and convene meetings of the Governing body, the Board of Management, the Academic Council and of the committees appointed by such authorities;
 - (d) Keep the minutes of the meeting of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by such authorities;
 - (e) Conduct the official proceedings and correspondence of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by those authorities;
 - (f) Supply to all concerned/members, a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and minutes of such meetings later;
 - (g) Represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
 - (h) Perform such other functions as may be specified in the Statutes, Ordinance & Regulations and as may be required from time to time by the Chancellor/Vice Chancellor/Governing Body/Board of Management.
- (7) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Registrar is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Registrar to relinquish his office from such

date as may be specified in the order :

Provided that before taking an action, the Registrar shall be given an opportunity of being heard.

8. Appointment, Functions and Powers of Controller of Examinations

- (1) The appointment of the Controller of Examinations shall be made by the Chancellor, on the recommendation of the selection committee. He shall hold the office at the pleasure of the Chancellor. The Qualifications of the Controller of Examinations shall be as per UGC norms and as approved by the Governing Body/Board of the Management.
- (2) The Controller of Examinations shall be whole time salaried officer of the University. He shall discharge his duties under the overall superintendence, guidance & control of the Vice Chancellor.
- (3) When the Office of the Controller of Examinations falls vacant or when the Controller of Examinations is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may, on the direction of the Chancellor, appoint for the purpose.
- (4) The Controller of Examinations shall receive pay and other allowances as per UGC norms or higher as approved by the Governing Body from time to time.
- (5) The age of retirement of the Controller of Examinations shall be sixty eight years.

- (6) Without prejudice to the powers of the Controller of Examinations prescribed in Section 18A of the Act, the Controller of Examinations shall;
- (a) formulate a policy and process documents for conduct of examinations at the University and get it approved from the Academic Council.
 - (b) Control the conduct of examinations and all other necessary arrangements and execute all processes connected with examination and declaration of results after approval from the competent authority.
 - (c) Perform such other functions as may be specified in the Statutes , Ordinances and Regulations and as may be required from time to time by the Chancellor / Vice-Chancellor / Governing Body / Board of Management
- (7) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if 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, require the Controller of Examinations to relinquish his office from such date as may be specified in the order :
- Provided that before taking an action, the Controller of Examinations shall be given an opportunity of being heard.

9. Appointment, Terms and Conditions and Powers of the Chief Finance & Accounts Officer

- (1) The appointment of the Chief Finance & Accounts Officer shall be made by the Chancellor, on the recommendation of the selection committee. He shall hold the

office at the pleasure of the Chancellor. The Qualifications of the Chief Finance & Accounts Officer shall be as per UGC norms and as approved by the Governing Body/Board of the Management.

- (2) The Chief Finance & Accounts Officer shall be whole time salaried officer of the University. He shall discharge his duties under the overall superintendence, guidance & control of the Vice Chancellor.
- (3) When the Office of the Chief Finance & Accounts Officer falls vacant or when the Chief Finance & Accounts officer is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may, on the direction of the Chancellor, appoint for the purpose.
- (4) The Chief Finance & Accounts Officer shall receive pay and other allowances as per UGC norms or higher as approved by the Governing Body from time to time.
- (5) The age of retirement of the Chief Finance & Accounts Officer shall be sixty eight years.
- (6) The Chief Finance & Accounts Officer shall :-
 - (a) Exercise general supervision of the accounts and funds of the University and advise on financial policies.
 - (b) Perform other such financial functions as may be assigned to him by the Chancellor and or the Finance Committee.

Provided that the Chief Finance & Accounts Officer shall not incur any

expenditure or make any investment exceeding one lakh of rupees without the previous approval of the Vice-Chancellor / Chancellor and / or the Finance Committee.

- (7) Subject to the control and the approval of the Finance Committee, the Chief Finance & Accounts Officer shall –
- (a) Issue notices and convene meetings of the Finance Committee and of the committees appointed by it.
 - (b) Keep the minutes of the meeting of the Finance Committee and of the committees appointed by it;
 - (c) Conduct the official proceedings and correspondence of the Finance Committee and of the committees appointed by it;
 - (d) Supply to all concerned/members, a copy of the agenda of the Finance Committee and of the committees appointed by it;
 - (e) Manage properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University.
 - (f) Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.

(g) Be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Vice-Chancellor/Chancellor/Governing Body after they have been considered by the Finance Committee.

(h) Keep a constant watch on the cash, bank balance and investments.

- i. Watch the progress of collection of revenue and advise on the methods of collection employed.
- ii. Ensure that the registers of properties of the University are maintained properly and the stock checking of equipment and other materials in the offices of the University and institutions maintained by the University is conducted regularly.
- iii. Bring to the notice of the Vice-Chancellor/Chancellor any unauthorized expenditure or other financial irregularities and suggest appropriate action;
- iv. Call from any office of the University and institutions maintained by the University, any information or reports that he may consider necessary for the performance of his functions.
- v. Perform such other functions as may be specified in the Statutes , Ordinances and Regulations and as may be required from time to time by

the Chancellor / Vice-Chancellor / Governing Body / Board of Management

- (8) He will ensure that adequate controls commensurate with the size of financial operations are in place.
- (9) He shall ensure all statutory and timely compliances of Govt./Taxation Departments/etc.
- (10) He shall be responsible for timely compliance of Audit requirements.
- (11) He shall be responsible for liaison with Financial Institutions/Bank and other financial matters.

- (12) Maintain all accounts & records as per regulating standards.
- (13) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that if the continuance of the Chief Accounts & Accounts Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Chief Finance & Accounts Officer to relinquish his office from such date as may be specified in the order ;

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

10. Constitution, Powers and Functions of the Governing Body

- (1) The Governing Body of the University, constituted as per Section 22 of the Act shall

consist of the following members, namely :-

- a) The Chancellor as Chairperson
- b) The Vice-Chancellor
- c) The Secretary to the Government, Haryana Education Department, or in his absence, Director General, Higher Education, Haryana
- d) Five persons nominated by the Sponsoring body out of whom two shall be eminent educationists.
- e) One expert of the management or technology from outside the university, nominated by the Chancellor; and
- f) One expert of finance, nominated by the Chancellor
- g) The Chancellor shall be the Chairman of the Governing Body. The Registrar shall act as ex-officio Secretary of the Governing Body, without having right to vote.

(2) The Governing Body shall be the supreme authority of the university. All the movable and immovable property of the university shall vest in the Governing Body. It shall have the following powers, namely:-

- (a) to provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by this Act, Statutes, Ordinances, Regulations or Rules;
- (b) to review the decisions of other authorities of the university in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules;
- (c) to approve the budget and annual report of the university;

- (d) to lay down the extensive policies to be followed by the university;
- (e) to recommend to the sponsoring body for the dissolution of the university if a situation arises when there is no smooth functioning of the university in spite of best efforts; and
- (f) such other powers as may be specified by the Statutes:

Provided that the Secretary to Government, Haryana, Education Department or in his absence, Director General, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.

- (3) The Governing Body shall meet at least three times in a calendar year.
- (4) The quorum for meetings of the Governing Body shall be four.

Term of office of the Governing Body

- i) The term of office of the members of the Governing Body shall be three years. The nominated members shall be eligible for re-nomination.
- ii) A member of the Governing Body shall cease to be a member if he fails to attend three consecutive meetings of the Governing Body without proper leave of the Chancellor.
- iii) Any member who ceases to hold the qualification by virtue of which he was nominated as member to the Governing Body, shall cease to be a member thereof.

Resignation by a member of the Governing Body

- (5) A resignation from the membership of the Governing Body shall be tendered to the Registrar and shall not take effect until it has been accepted by the Chancellor.

11. Constitution, Functions and Powers of the Board of Management

1. Member of Board of Management

- (1) The Board of Management shall be constituted as per Section 23 of the Act and shall consist of the following members, namely:-
- (a) the Vice-Chancellor;
 - (b) The Secretary to Government, Haryana, Education Department, or in his absence, Director General, Higher Education, Haryana;
 - (c) two members of the Governing Body, nominated by the sponsoring body;
 - (d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (e) three persons from amongst the teachers, nominated by the sponsoring body; and
 - (f) two teachers, nominated by the Vice-Chancellor.
- (2) Any member who ceases to hold the qualification by virtue of which he was nominated as member to the Board of Management, shall cease to be a member thereof.
- (3) The Vice-Chancellor shall be the Chairperson and the Registrar shall be the ex-officio Secretary of the Board of Management.
- (4) The Board of Management shall meet once in every two months.
- (5) The quorum for the meetings of the Board of Management shall be five:

Provided that the Secretary to Government, Haryana, Education Department, or in his absence, Director General, Higher Education, Haryana, shall be present in

each meeting in which decisions on issues involving Government policies/instructions are to be taken.

(6) **Term of office of the members of the Board of Management**

All members of the Board of Management other than the Chairperson shall hold office for a term of three years and shall be eligible for reappointment.

(7) **Powers & Functions of the Board of Management**

The Board of Management shall be the principal academic and executive body of the University and shall work under the over all directions of the Governing Body. The Board of Management shall also have the following powers :-

- a) To approve financial accounts together with audit report.
- b) To adopt and follow the approved Budget for Expenditure.
- c) To approve Ordinances of the University
- d) To create teaching, supporting, administrative, and other necessary posts and to specify the manner of appointment thereto;
- e) To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
- f) To define the functions and conditions of service of Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
- g) To prescribe qualifications for teachers and other academic staff, but not less

than the norms prescribed (if at all) by UGC and other statutory bodies;

- h) To approve and specify the manner of appointment to temporary vacancies of any academic staff.
- i) To make provision for the appointment of visiting Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments;
- j) To manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit, provided that no action under this clause shall be taken without consulting the Finance Committee.
- k) To recommend to the Governing Body to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the power of varying such investment from time to time, provided that no action under this clause shall be taken without consulting the Finance Committee;
- l) To regulate enforcement of discipline amongst the employees in accordance with the Statutes and Ordinances;
- m) To recommend transfer or acceptance of transfer of any immovable or movable property on behalf of the University to the Governing Body;
- n) To fix the remuneration payable to course writers, counselors, examiners and invigilators, and travelling and other allowances payable, after consulting the Finance Committee;

- o) To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
- p) To delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, the Chief Finance Officer or any other officer of the University, or to a committee appointed by it;
- q) To institute fellowships, scholarships, studentships etc;
- r) To work towards achieving international quality standards in teaching and research, through partnership collaborations/exchange programme with renowned international universities.
- s) To oversee and approve management of general fund as per Section 12 & 13 of the Act in consultation with the Finance Committee.
- t) To exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/Governing Body.

12. Constitution Powers and Functions of the Academic Council

- (1) The Academic Council shall consist of the following members; namely:
 - a) Vice Chancellor (Chairman)
 - b) All the Deans/Heads of the Departments
 - c) Five Professors appointed by the University, nominated by the Chancellor.
 - d) The Proctor
 - e) The Chief Warden of University Hostels.

- f) The Librarian
 - g) The Controller of Examinations
 - h) Three Professors of the State/Central Universities/IITs nominated by the Chancellor
 - i) Three representatives from amongst the Scientists/Educationalists/Technologist/Industrialists nominated by the Chancellor.
 - j) The Registrar(Member Secretary)
- (2) Any member who ceases to hold the qualification by virtue of which he was nominated as member of the Academic Council shall cease to be member thereof.
- (3) The Chancellor/Vice Chancellor can co-opt members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (4) The term of the nominated members of the Academic Council will be three years.
- (5) Two-fifth of the members of the Academic Council including the Chairperson shall form the quorum at a meeting.
- (6) Subject to the provisions of Section 24 of the Act, the Academic Council shall have the following powers and functions:-
- a) To promote teaching, research and related activities in the University.
 - b) To make recommendations to the Governing Body, through the Board of Management, on the proposals received from the different faculties of the University for the Conferment of honorary degrees or diploma or certificates

any other such distinction or honour of the University.

- c) To exercise general supervision and be responsible for the academic policies and programmes of the University and to give directions regarding methods of instruction, teaching and evaluation of research for improvements in academic standards.
- d) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or Board of Studies or the Board of Management or the Governing Body or Chancellor or the Vice- Chancellor and to take appropriate action thereon.
- e) To make proposals to the Chancellor for allocating the Departments to the Faculties.
- f) To make proposals to the Board of Management for the institution of fellowships, scholarships, studentships, exhibition, medals and prizes and to make and/or approve the rules for their award.
- g) To recognize persons of eminence in their subject to be associated as research guides/co-guides in the subjects or interdisciplinary subjects as prescribed in the ordinance and/or recommended by the Research Degree Councils of the subjects.
- h) To formulate, modify or revise schemes for the organization and assignment of the subject(s) to the Faculties/Departments and to report to the Governing Body as to the expediency of abolition reconstitution or division of any Faculties/Departments of the University.
- i) To recognize the Certificates, Diplomas and Degree of other Universities and

Institutions and to approve their equivalence, as and when forwarded by the equivalence committee.

- j) To make special arrangements, if any, for the teaching of women students by prescribing special courses of study for them.
- k) To consider academic proposals submitted by the Faculties/Departments of the University.
- l) To approve the syllabi of different courses/subjects submitted by the Faculties/Board of Studies and the Departments and to arrange for the conduct of the examinations according to the Ordinances made for the purpose.
- m) To award stipends, scholarships, medals and prizes, and to make awards in accordance with the Ordinances and such other conditions as may be attached to the awards/prizes from time to time.
- n) To appoint committee(s) for admission in different Faculties/Departments of the University as per Admission Policy.
- o) To approve the Academic Calendar.
- p) To delegate such of its powers to the standing committee of Academic Council/Deans/Chairpersons, as it may deem fit.
- q) To formulate policies for students admissions, examinations and Ordinances prepared by the Vice-Chancellor of the University for approval of the Governing Body/Board of Management.
- r) To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body or Board of Management or the Vice Chancellor as the case may be.

- s) To exercise such other powers and perform such other duties as may be prescribed from time to time or are in the interest of the aims of the University.

13. Constitution of Standing Committees / Adhoc Committees

- (1) Subject to the general control of the Authority concerned, the Governing Body/Board of Management/Academic Council may, by resolution, constitute such Standing Committees or appoint such Adhoc Committees for such purposes and with such powers as the Governing Body/Board of Management/ Academic Council may think fit for exercising any power or discharging any function of the University or for enquiring into, reporting or advising upon any matter relating to functioning of the University.
- (2) The Governing Body/Board of Management/Academic Council may appoint such persons to the Standing Committees or Adhoc Committees as it considers suitable and may invite, if it considers necessary, one or more members of any of its Standing or Adhoc committees to attend any of its meetings as special Invitees during consideration of related issues.

14. Delegation of Powers

- (1) The officers, teachers and other employees of the University may exercise, subject to the control of the Vice-Chancellor and the superior officers concerned, such administrative and/or financial powers, as the Board of Management may

delegate through Ordinances or Regulations or by resolutions adopted by it.

- (2) The Vice-Chancellor or the Registrar, with the approval of the Chancellor, may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been vested in them by the Ordinances or Regulations.

15. Constitution, Powers and Functions of the Finance Committee.

- (1) The Finance Committee shall be constituted by the Chancellor and consist of the following persons namely :-

- | | |
|---|------------------|
| a) The Vice-Chancellor | Chairperson |
| b) Three members nominated by the Chancellor (from Governing Body) | Member |
| c) One Expert of Financial and Planning nominated by the Chancellor | Member |
| d) Chief Finance and Accounts Officer | Member Secretary |

- (2) Any member who ceases to hold the qualification by virtue of which he was nominated as member to the Finance Committee, shall cease to be a member thereof.
- (3) The tenure of the members of the finance committee other than ex-officio members shall be of three years.
- (4) The Finance Committee shall meet at least twice in each financial year.
- (5) Four members of the finance committee, including Chairman shall constitute the quorum

at the meetings.

(6) Functions and Powers of the Finance Committee shall be:-

- a) To prepare the annual estimates of income and expenditure of the University and to put up to the Board of Management and the Governing Body for its consideration and approval.
- b) To consider the annual accounts of the University and to put up to the Board of Management and the Governing Body for its consideration and approval.
- c) To make its recommendations to the Board of Management and the Governing Body to accept bequests and donations of the property to the University on such terms as it may deem proper.
- d) To recommend mechanisms and ways and means to augment the financial resources for the University.
- e) To ensure that there are no defaults in statutory payment and payments to banks secured/unsecured credits, loans & Interest.
- f) To consider any other matter referred to it by the Chancellor or the Vice-Chancellor.
- g) To advise the University on any matter affecting finances.
- h) To observe that the regulations relating to the maintenance of accounts of the income and expenditure of the University are followed.
- i) To prepare the annual budget and put it up to the Board of Management and the Governing Body for consideration.
- j) To select and appoint Auditors of the University and fix their remuneration.
- k) To recommend to the Governing Body through Board of Management the making of capital expenditure long term and short term investments.

- l) To take all necessary action for establishing the general fund and manage it as per Section 12 & 13 of the Act with the prior approval of the Board of Management.
- m) To recommend to the Board of Management and Governing Body all steps to ensure continued availability of short term/long term funds and their application and optimum utilization.
- n) To provide guidance/consultation to Board of Management on financial and other matters as required from time to time.

16. Disqualification for Membership, Validity of Proceedings And Filling up of Vacancies of Authorities or Bodies

The following shall apply to all the Authorities and Bodies of the University constituted as per the Act/Statutes or Ordinances of the University:-

- (1) The person shall be disqualified for being a member of any of the authorities or bodies of the university, if he-
 - a) Is of unsound mind;
 - b) Is an undischarged insolvent and stands so declared by competent court;
 - c) Has been convicted of any offence involving moral turpitude;
 - d) Is conducting or engaging himself in private coaching classes; or
 - e) Has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
- (2) No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
- (3) Any vacancy which may occur in the membership of the authorities or bodies of the university

due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member:

Provided that the person appointed or nominated as a member of an authority or body of the university on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

17. Other Officers of the University

The following shall be the other Officers of the University as per the provisions in Section 20 (1) of the Act:

1. Pro-Chancellor

- (1) In accordance with the provision in Section 20 of the Act, the Pro Chancellor, if any, shall be an Officer of the University and shall be appointed by the Chancellor for a period of three years with the approval of the Sponsoring Body. The Chancellor shall finalize the name of the Pro Chancellor and process for the approval of the Sponsoring Body. After the approval of the Sponsoring Body, the Pro Chancellor shall be appointed by the Chancellor.
- (2) The Pro Chancellor shall hold office for three years and shall be eligible for

reappointment, with the approval of the Sponsoring Body as per the procedure laid down in Clause (1) above.

Provided that the Pro Chancellor shall, notwithstanding the expiry of the term, continue to hold the office until either he is reappointed or his successor enters upon his office within one year.

- (3) In case of emergency like illness, absence or death of the Chancellor, the Pro Chancellor, after the approval of the Sponsoring Body, shall perform the duties of the Chancellor till the Chancellor resumes his office or the new Chancellor is appointed, within the period not exceeding one year.
- (4) The Pro Chancellor shall work under the directions of the Chancellor and shall ensure that the Act, the Rules, the Statues, the Ordinances and the Regulations are faithfully observed.
- (5) The Pro Chancellor shall discharge academic/administrative responsibility delegated to him by the Chancellor/Sponsoring Body.
- (6) The Pro Chancellor shall be the Vice Chairman of the Governing Body and in the absence of the Chancellor shall preside over the meeting of the Governing Body. He shall, in the absence of the Visitor and the Chancellor, preside over the Convocation of the University.
- (7) The Pro Chancellor shall be entitled to receive the pay, honorarium, expenses and allowances as may be decided by the Chancellor/Sponsoring Body.
- (8) The Pro Chancellor may, by writing under his hand and addressed to the Chancellor, resign his office.

2. Pro-Vice Chancellor

- (1) The Pro-Vice-Chancellor, shall be appointed by the Chancellor, on the recommendation of a committee consisting of the Vice-Chancellor and two members of the Governing Body of the University, for a term of three years.
- (2) The Pro-Vice-Chancellor shall be eligible for reappointment for subsequent terms by following the procedure laid down in the clause (1) above.
- (3) In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor to dispose of only routine matters of the University, unless directed by the Chancellor.
- (4) The Pro-Vice-Chancellor shall be eligible to receive pay and other allowances as decided by the Chancellor/Sponsoring Body from time to time.
- (5) The Pro-Vice-Chancellor shall discharge the responsibilities and duties as assigned by the Chancellor/ Vice-Chancellor from time to time.
- (6) The Pro-Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

3. Dean Academic Affairs

- (1) The Dean Academic Affairs shall be appointed, by a Committee of Vice-Chancellor and two members of the Governing Body of the University, for a term of three years from amongst the Professors on such terms as approved by the Board of Management. However the Chancellor/Vice-Chancellor may, on the report of the appointed committee remove him at any time in case it is satisfied that his further continuance will be detrimental to the cause for which he has been appointed or to the interests of the University.

- (2) The Dean Academic Affairs may be reappointed for another term following the same procedure as in clause (1).
- (3) The Dean Academic Affairs shall be eligible to receive allowances as decided by the Chancellor/Vice Chancellor.
- (4) Duties and functions of the Dean Academic Affairs shall be:
- i) to co-ordinate and supervise admission of students made in the various University Departments;
 - ii) to arrange the accommodation of all University classes ;
 - iii) to see that discipline and routine of work in all University Classes, is maintained in accordance with the wishes and decision of the Academic Council;
 - iv) to exercise control, in respect of matter specified in (iii) above, over the functioning of the University teaching departments, through the Heads of the Departments;
 - v) to co-ordinate wherever necessary, the work of the teaching staff of the University teaching departments in consultation with the Heads of Departments ;
 - vi) to make arrangements for extension lectures and to recommend to the Vice-Chancellor names of teachers for attending conferences/seminars etc;
 - vii) to carry out any other function and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

4. Dean Students Welfare

- (1) The Dean Students Welfare shall be appointed, by the Vice-Chancellor from amongst the Professors on such terms as approved by the Board of Management.
- (2)The Dean Students Welfare shall be eligible to receive allowances as decided by the

Chancellor/Vice Chancellor.

(3) Duties and functions of the Dean Students welfare shall be to :

- a) Make arrangement to ensure suitable housing facilities for students;
- b) Communicate with the guardians of the students concerning the welfare of students;
- c) Obtain travel facilities for the students from competent authorities;
- d) Assist the students in obtaining Scholarships, Studentships etc., by giving them information relating thereto;
- e) Organize events relating to extra-curricular/co-curricular activities.
- f) Perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.
- g) Arrange to get periodic feedback from students in various areas of University functioning and liaise with Registrar/Vice Chancellor for such action, as necessary.
- h) Constitute small and appropriate committees consisting of teachers and/or students to perform specific activities related to his charter of duties.
- i) Redress grievances of students with the co-operation of other officials as per the statutes/ordinances of the University.
- j) Be overall in-charge of discipline.

(5) The Dean Students Welfare shall perform the duties and functions as assigned by the Chancellor/Vice-Chancellor or any other authority from time to time.

5. Dean of Foreign Students

(1) The Dean of Foreign Students shall be appointed, by the of Vice-Chancellor from

amongst the Professors on such terms as approved by the Board of Management.

(2) The Dean of Foreign Students shall be eligible to receive allowances as decided by the Chancellor/Vice Chancellor.

(3) Duties and functions of the Dean of Foreign Students shall be:

- i) to lay down guidelines for admission of Foreign students to all the institutions of the Baba Mast Nath University;
- ii) to co-ordinate and review admission of Foreign Students in institutions of the Baba Mast Nath University and maintain record/particulars of each student;
- iii) to advise and assist Foreign Students in finding suitable hostel or residential, including paying guest, accommodation at Haryana.
- iv) to maintain liaison with Dean of Academic Affairs, Dean of Students Welfare as well as Principals/Directors in regard to the Welfare of foreign Students;
- v) to maintain close liaison with the Indian Council of Cultural Relations (I.C.C.R.) in regard to their programmes for the foreign students; and

(4) The Dean of Foreign Students shall also perform such duties and functions as assigned by the Chancellor/Vice-Chancellor or any other authority from time to time.

6. Dean of Alumni Relations

(1) The Dean of Alumni Relations shall be appointed, by the Vice-Chancellor from amongst the Professors on such terms as approved by the Board of Management.

(2) The Dean of Alumni Relations shall be eligible to receive allowances as decided by the

Chancellor/Vice Chancellor.

(3) The Baba Mast Nath University Alumni Association shall-

- a) provide a forum for the Alumni of the University for exchange of ideas and views on educational, cultural, social and academic problems of the day;
- b) set up branches of the Association at suitable places in India and abroad;
- c) promote contacts between various members of the Association by arranging meetings, etc., and also to enroll members; and
- d) prescribe and collect membership fees and receive subscriptions, etc., and manage the funds so collected.

(4) The Dean of Alumni relations shall also perform such other duties as assigned to him by the Chancellor/Vice-Chancellor.

7. Librarian

- (1) The Librarian shall be a full time salaried officer of the University and his appointment will be made following the procedure as laid down in the Statute for Appointment of Teachers of the University.
- (2) The Qualifications of the Librarian shall be as per UGC norms and as approved by the Board of Management.
- (3) The Pay Scale of the Librarian will be as per UGC norms.
- (4) The functions and duties of the Librarian shall be as under.
 - a) he shall have general overall supervision of the University Library, and Library personnel and departments' libraries or collections;

- b) he shall prepare the Library budget for the University Library including Department collection;
 - c) he shall have the responsibility of receiving and accessioning all library materials;
 - d) he shall have the responsibility of initiating the purchase requisitions for all library materials;
 - e) he shall have the responsibility of renewing in time subscriptions to journals;
 - f) he shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news interest to students and staff;
 - g) he shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students and staff;
 - h) he shall arrange library hours which will permit maximum library use by both students and faculty; and
 - i) he shall arrange for departments and selected Research Sub-stations, small collections of volumes and journals that are in almost constant use by the Staff and Postgraduate students as references.
 - j) He shall perform such other duties as assigned to him by the Chancellor/Vice-Chancellor and as may be prescribed by the Statutes/Ordinances/Regulations of the University.
- (5) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the

continuance of the librarian is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Librarian to relinquish his office from such date as may be specified in the order :

Provided that before taking an action, the Librarian shall be given an opportunity of being heard.

8. Estate Officer-cum-Chief Engineer

- (1) The Estate Officer-cum-Chief Engineer shall be a full time salaried officer of the University and his appointment will be made as per the procedure laid down for appointment of the Registrar..
- (2) The Qualifications of the Estate Officer-cum-Chief Engineer shall be as approved by the Board of Management.
- (3) The Pay Scale of the Estate Officer-cum-Chief Engineer will be as approved by the Board of Management.
- (4) The functions and duties of the Estate Officer-cum-Chief Engineer shall be as under:
 - a) maintenance of the University buildings, fencing, land.
 - b) maintenance of fire protection services;
 - c) preparation of the construction and maintenance budget of the University;
 - d) maintenance of accounts relating to the construction works and maintenance work in his charge on prescribed forms;
 - e) maintenance of an up-to-date record of all the immovable

properties of the University including lands and buildings in cooperation with the Heads of Departments and other Officers.

- f) Procurement/disposal of immovable property of the University.
- g) construction and maintenance of utility services;
- h) maintenance of architectural services of the University;
- i) preparation of the annual construction and maintenance budget of the University and a periodical report showing the progress of works.
- j) to perform such other duties as assigned to him by the Chancellor/Vice-Chancellor

- (5) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Estate Officer-cum-Chief Engineer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Estate Officer-cum-Chief Engineer to relinquish his office from such date as may be specified in the order :

Provided that before taking an action, the Estate-officer-cum-chief Engineer shall be given an opportunity of being heard.

18. Mode of Appointment of Registrar, Controller of Examinations, Chief Finance & Accounts Officer and Estate Officer Cum-Chief Engineer

- (1) The posts of Registrar, Controller of Examinations, Chief Finance & Accounts Officer and Estate Officer-cum-Chief Engineer shall be filled up

after due advertisement through the Selection Committee. The Selection Committee will be recommendatory body and accordingly, will make recommendations to the Chancellor, for the appointment of the said officers of the University and shall consist of the following:-

- (a) The Vice-Chancellor as Chairperson.
 - (b) One Professor of the University nominated by the Vice-Chancellor.
 - (c) Two outside experts nominated by the Chancellor.
 - (d) The Registrar as Secretary, unless the selection Committee is considering the appointment of the Registrar, in that case it shall be a full time salaried member of the Academic or Administrative Staff of the University nominated by the Vice-Chancellor.
- (2) The meeting of the Selection Committee shall be convened by, or under the direction of the Vice-Chancellor.

19. FACULTIES OF UNIVERSITY

There shall be the following faculties:

- i) Faculty of Nursing (ANM, GNM, PB. B.Sc. & Ph.D.)
- ii) Faculty of Engineering, Technology & Architecture. (D.Tech. B.Tech., M.Tech. B. Arch., Ph.D.)
- iii) Faculty of Pharmacy (D.Pharm, B. Pharm, M. Pharm and Ph. D.)
- iv) Faculty of Management and Commerce (MBA, MCA, BBA, BCA, B.Com. M.Com. and Ph.D.)
- v) Faculty of Education (D.Ed., B.Ed., M.Ed. & Ph.D)
- vi) Faculty of Ayurveda (Upvaid, BAMS, MD & Ph.D.)

- vii) Faculty of Dentistry (BDS)
- viii) Faculty Humanities (BA, MA, B. Lib., Ph.D.)
- ix) Faculty of Sciences (B.Sc., M.Sc., Ph.D.)

Such other Faculties as the Governing Body on the recommendation of the Board of Management and the Academic Council may prescribe by Statutes.

20. CONSTITUTION, POWERS AND FUNCTIONS OF FACULTIES

- (1) Each Faculty shall consist of the following :-
 - (a) dean of the faculty;
 - (b) heads of departments in the faculty;
 - (c) All professors in the faculty;
 - (d) one associate professor and one Assistant Professor by rotation according to seniority, from each department.
 - (e) such other persons excluding members of Academic Council not exceeding five in number as may be nominated to the faculty by the Academic Council on account of their expert knowledge of the subjects comprising the faculty.
- (2) The Registrar or his representative not below the rank of Asstt. Registrar shall be the Secretary of the faculty.
- (3) Two-fifths of the members in each faculty shall form a quorum.
- (4) The Term of the members of the Faculty shall be three years.
- (5) Any member who ceases to hold the qualification by virtue of which he was

nominated as member of the Faculty shall cease to be a member thereof.

- (6) The Following will be the powers and functions of the Faculty :
- a) To consider the syllabi prepared by the Board of Studies, and forward the same to the Academic Council for approval.
 - b) To approve the time table of the studies
 - c) To co-ordinate the teaching and research work of the University in the subjects assigned to the Faculty.
 - d) To discuss and suggest to the Academic Council schemes for the advancement in the standards of teaching and examinations.
 - e) To deal with any other matter that may be referred to it by the Academic Council/Board of Management.
 - f) To recommend to the Academic Council other conditions to be complied with by the candidates for admissions to various courses.
 - g) To co-opt eminent academicians/Industrialists/scientists as members of the Faculty.
- (7) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or any matter referred by the Academic Council.
- (8) The Faculty shall have such other powers and shall perform such duties as may be assigned to it by the Statutes and the Ordinances from time to time.

21. DEAN OF FACULTY

There shall be a Dean for each Faculty. The Deans of the concerned Faculties shall be

appointed by the Chancellor on the recommendation of the Vice-Chancellor among the Professors/ Associate Professor of the faculty.

Provided that:

- a) The Dean shall be the chairperson of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- b) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments
- c) The Dean of the faculty shall exercise other such powers and perform other such functions and duties as may be assigned by the Chancellor/Vice-Chancellor.
- d) The Dean shall hold the office for a term of three years. However the Chancellor/Vice-Chancellor may, on the report of the appointed committee, remove him at any time in case he is satisfied that his further continuance will be detrimental to the cause for which he has been appointed or to the interests of the University.

22. ASSIGNMENT OF DEPARTMENTS OF STUDIES TO FACULTIES.

The following shall be the departments of studies assigned to various faculties:

- i) **Faculty of Nursing (ANM, GNM, PB. B.Sc. & Ph.D.)**
 - a) Nursing and mid wifery
 - b) Optometry

ii) Faculty of Engineering, Technology & Architecture. (D.Tech. B.Tech., M.Tech. B. Arch., Ph.D.)

- a) Civil Engineering
- b) Mechanical Engineering
- c) Electrical Engineering
- d) Electronic & Communication Engineering
- e) Software Engineering
- f) Computer Science & Engineering
- g) Petroleum Engineering
- h) Textile Technology
- i) Electronics and Electrical Engineering
- j) Automobile Engineering
- k) Chemical Engineering
- l) Aeronautics Engineering
- m) Architecture

iii) Faculty of Pharmacy (D.Pharm, B. Pharm, M. Pharm and Ph. D.)

- a) Pharmaceutical Sciences

iv) Faculty of Management and Commerce (MBA, MCA, BBA, BCA, B.Com. M.Com. and Ph.D.)

- a) Commerce
- b) Business Management
- c) International Business Management
- d) Portfolio Management
- e) Hospital Management
- f) Hotel & Tourism Management
- g) Insurance Management
- h) Retail Management

v) Faculty of Education (D.Ed., B.Ed., M.Ed. & Ph.D)

- a) Education

vi) Faculty of Ayurveda (Upvaid, BAMS, MD & Ph.D.)

- a) Ayurveda
- b) Unani System of Medicines
- c) Sidha

vii) Faculty of Dentistry (BDS)

- a) Oral Medicine and Radiology
- b) Oral Pathology
- c) Preventive Community Dentistry
- d) Oral Surgery
- e) Periodontics
- f) Pedodontics
- g) Orthodontics
- h) Conservative Dentistry
- i) Prosthodontics

viii) Faculty Humanities (BA, MA, B. Lib., Ph.D.)

- a) English and other Foreign Languages
- b) Hindi and Modern Indian Languages
- c) Music
- d) Sanskrit, Pali and Prakrit
- e) Fine Arts
- f) Journalism
- g) Economics
- h) Political Science & Public Administration

- i) History
- j) Geography
- k) Library Science

ix) Faculty of Sciences (B.Sc., M.Sc., Ph.D.)

- a) Chemistry
- b) Mathematics
- c) Physics
- d) Statistics
- e) Electronics
- f) Nanotechnology
- g) Bio-Physics
- h) Bio- Technology
- i) Bio- Informatics
- j) Botany
- k) Zoology
- l) Environmental Science

Such other department of studies, as the Governing Body on the recommendations of the Academic Council and Board of Management may assign to any faculty from time to time.

23. Board of Studies

(1) There shall be a Board of Studies for each department comprising of :

- i) The Head of the Department Chairperson
- ii) Two teachers of the concerned department to be nominated by the Vice-Chancellor.
- iii) One senior teacher as member to be nominated and co-opted by the Board of Studies from outside the University from academic/industries.

iv) The Vice-Chancellor may invite some outside experts on the recommendation of the Head/Chairman of the concerned department.

Any member who ceases to hold the qualification by virtue of which he was nominated as member of the Board of Studies, shall cease to be a member thereof.

The term of members under categories (ii), (iii) and (iv) will be three years.

The Board of Studies may co-opt an outside expert member from outside the Universities.

(2) The term of the co-opted members of the Board of Studies shall be three years.

(3) Detailed syllabi of different courses of each department shall be prepared by the Board of Studies and be submitted to the Faculty for its consideration and forwarding the same to the Academic Council for approval .

(4) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for approval, through the faculty.

24. APPOINTMENT OF TEACHERS OF THE UNIVERSITY

(1) For teaching positions in the University, namely the Professors, Associate Professors and Assistant Professors, the Vice-Chancellor may recommend to the Board of Management, the filling up of the vacancies available in different departments/Institutions of the University from time to time.

- (2) The Board of Management shall assess the recommendations of the Vice-Chancellor and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions such as Professors, Associate Professors, Assistant Professors, etc. shall be advertised in the daily newspapers of wide circulation. The qualifications must be in accordance with the regulations of UGC, AICTE, MCI, PCI, etc. and the State Government as amended from time to time.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications who are to be called for the interview. The committee may short list the applicants to be approved by the Vice Chancellor.
- (5) Summary of all the screened applications shall be made available to the selection committee at the time of the interview.
- (6) The selection committee for appointment of regular teachers shall consist of the following members:
 - i) Vice-Chancellor (Chairman)
 - ii) Dean of Faculty concerned.
 - iii) HOD of concerned Department
 - iv) Three eminent subject experts (not less than Professor/associate Professor or equivalent) nominated by the Vice Chancellor.
 - v) One member nominated by the Chancellor.
 - vi) Registrar shall act as the secretary.

Provided that in the case of selection of professors, members of the selection Committee shall not be below the rank of professor.

Five members shall form the quorum. If there is no consensus, the decision of majority of members present will prevail.

- 7) The selection will be made on the basis of the record and the interview by the selection committee on a date intimated to candidates, in advance. The committee can also consider candidates in absentia.
- 8) The selection Committee shall recommend to the Vice Chancellor the names ,arranged in order of merit, whom it considers suitable for the faculty positions and he will forward the same to the Chancellor.
- 9) After the approval of appointments by the Chancellor , the appointment letters will be issued by the Registrar, after obtaining approval of the draft from the Vice Chancellor.
- 10) In case of any dispute with regard to selection of candidates or dissenting note by any member of the selection committee, the matter will be referred to the Chancellor , whose decision shall be final.
- 11) in addition to the regular teachers , the Chancellor may appoint persons of eminence with outstanding academic and research achievements as Professors of eminence, Professor emeritus, distinguished Professors, Adjunct Professors, Advisors/Directors in the University. The honorarium, perks, terms and conditions for these positions shall be decided by the Chancellor.
- 12) In addition to full-time teachers, the Dean of faculty may decide to engage for a fixed period, part-time, contractual and/or assignment based persons,

either through direct recruitment or out-sourcing. All such appointments and the terms and conditions (such as honorarium, TA/DA, conveyance charges etc) or such engagements will be decided by the Vice-Chancellor of the University from time to time.

25. CATEGORIES, TERMS AND CONDITIONS OF SERVICE OF THE EMPLOYEES

I. Categories of the Non-Teaching Employees

- (1) The following types of non-teaching employees will be employed by the University
 - (a) Permanent/Probationary employee
 - (b) Contractual employee
 - (c) Casual employee
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years, which can be extended, if necessary.
- (3) Contractual employee means an employee who is appointed on contract for a specific period as decided by the Vice-Chancellor/Chancellor.
- (4) Casual employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms and service conditions of all the above three categories of employees and arbitration procedures shall be decided by the Board of Management as per regulations of the University from time to time.

II. Categories of the Teaching Employees

- (1) The following types of teaching employees will be employed by the University
 - a. Regular Teachers
 - b. Guest Faculty
- (2) The Guest Faculty may be engaged against vacant teaching posts on such terms and conditions and remuneration as may be prescribed by the Board of Management.

III. Terms and Conditions of the Employees

- (1) The Board of Management shall formulate policies, terms and conditions of appointment (and service) of faculty members and of other employees from time to time and with the approval of the Chancellor.
- (2) A Standing Committee may be constituted by the Board of Management comprising the members as considered appropriate to formulate and review these policies and terms and conditions from time to time.
- (3) The Standing Committee will periodically review the terms and conditions to ensure attracting and retaining the best talent at Baba Mast Nath University and submit its recommendations to the Board of Management and the Governing Body for approval.
- (4) All appointments at the University will be made as per terms and conditions approved for the respective positions, with the approval of the Chancellor/Vice-Chancellor. The appointment letter for all these approved appointments will be issued by the Registrar, after obtaining approval of the draft from the Vice-

Chancellor.

IV. Action against Non-Teaching Employees

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiring Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Registrar may decide the course of action. However, he should get prior approval of the Vice-Chancellor before termination of services.
- (3) An appeal against any action taken by the Registrar can be made to the Vice-Chancellor within 30 days from the date of receiving the communication of the action taken.

v. Action against Teachers

- (1) Where there is an allegation of misconduct against a teacher, the Chancellor/Vice-Chancellor shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiry Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Vice-Chancellor may decide the course of action depending on the severity of the misconduct; the action will be reported to the Board of Management. For termination of services prior approval

of Board of Management will be necessary

- (3) An appeal against any action taken by the Vice-Chancellor or Board of Management can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

26. EXAMINATIONS

- (1) There shall be an Examination Committee, which shall be responsible for all aspects of the examinations of the University and shall consist of the following members.

- | | |
|---|------------------|
| a) Dean Academic Affairs | Chairperson |
| b) Heads of all the university
teaching department | Member |
| c) Controller of Examinations | Member Secretary |

The Quorum of the Committee will be five.

- (2) The Board of Studies of the department shall recommend to the Vice-Chancellor, the names of examination paper setters, moderators and examiners of different subjects. The Vice-Chancellor shall have the right to approve, add or delete names in the proposed list and send the final list to the Controller of Examinations for implementation.

27. Convocation for conferment of Degrees / Honorary Degree.

- (1) The convocation of the University for conferring Degrees / Diplomas and other academic distinctions shall be held normally once in a year in such manner as may be laid down by the Board of Management.

(2) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing along with the Bio-data of the proposed recipient by the concerned Dean of faculty to the Chairman of the Academic Council.

- i) On receipt of the proposal, a special meeting of the Academic Council will be called to consider the proposal.
- ii) The decision of the Academic Council will be referred to the Board of Management and the Governing Body for recommending the same for the approval of the Visitor.
- iii) The conferment of Honorary degree or distinction shall be subject to the prior approval of the Visitor.

(3) Special convocation may also be arranged with the approval of the Chancellor to award Honorary degrees/ Academic distinction to distinguished persons. There will be no discussion in the meeting of the Academic Council/Board of Management on the person to whom the degree is proposed to be conferred.

28. Administration of Endowment for the Award of Fellowship, Scholarships, Medals and Prizes in the University.

(1) The Board of Management shall create endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.

(2) The Finance Committee shall administer all the endowments under supervision of the Board of Management/ Governing Body.

(3) The award shall be made out of the annual income accruing from the endowments. Any part of the income which is not so utilized shall be added to the endowment.

- (4) i) The Finance Committee shall prescribe the conditions of depositing the endowment in a Nationalised Bank / other Banks.
- ii) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body on the recommendation of Board of Management.
- (5) Approval of awardees for fellowships, scholarships, medals and prizes as per the specific regulations for specific endowment will be given by the Vice- Chancellor.

29. Admission of Students

(1) Admission of the students will be made as per provisions of the Section 35 of the Act as follows:-

- i) Admission in the University shall be made strictly on the basis of merit.

Provided that for the purpose of filling minority quota, the zone of consideration for determination of merit shall be limited only to the students belonging to that minority community.

- ii) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra – curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the Universities conducting similar courses or by any agency of the State.

Provided that admission in professional and technical courses shall be made only through an entrance test.

- iii) A minimum of 25% seats for admissions in the University shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for

students belonging to scheduled Castes of the State of Haryana.

30. Annual Report

- (1) The Annual Report of the University shall be prepared under the directions of the Board of Management.
- (2) The Report shall be placed for approval to the Governing Body along with recommendation of Board of Management.
- (3) A copy of the Annual Report shall be submitted to the Sponsoring Body.
- (4) A copy of the Annual Report shall also be presented to the Visitor and the State Govt.

31. Arbitration

In case of any dispute between University and officers, teachers and employees the same shall be adjudicated upon by the Committee constituted by the Board of Management in the regard. If still not resolved to the satisfaction of the parties the aggrieved party may invoke the arbitration clause and request the Chancellor in writing for appointment of an Arbitrator (appointed by the Chancellor) who shall appoint an Arbitrator within 30 days of the receipt of such request.

The provisions of the Arbitration and Conciliation Act, 1996 or any other statutory amendment made thereto would be applicable to the Arbitration proceedings.

(1) Definitions:

In this Statute , unless the context otherwise requires:-

- i) “Tribunal” means the Tribunal of Arbitration and
- ii) “Party” means the employee of the University, as the case may be whose dispute is referred to the Tribunal of Arbitration.

(2) Equal treatment of parties:

The parties shall be treated with equality and each party shall be given a full opportunity to present his case.

Provided that if a Party so desired, he can present his case through a representative nominated by him with the approval of the Tribunal.

(3) Determination of rules of procedure:

a) The parties are free to agree on the procedure to be followed by the Tribunal in conducting its proceedings.

b) Failing any agreement referred to in sub-clause (a) above, the Tribunal may conduct the proceedings in the manner it considers appropriate and such procedure shall be binding on the Parties.

c) The power of the Tribunal under sub clause (b) includes the power to determine the admissibility, relevance, materiality and weight of any evidence.

(4) Place of arbitration :

The place of arbitration shall be at Rohtak.

Provided that the Tribunal can meet at any other place where the University officers are located for purpose of consultation among its members, for hearing witnesses, Expert witnesses or the parties or for inspection of documents etc.

(5) Commencement of arbitral proceedings:

Unless otherwise agreed by the parties , the arbitral proceedings in respect of a particular dispute commence on the date on which a request for that dispute to be referred to arbitration is received by the respondent.

(6) Language:

- a) The parties may agree upon the language or languages to be used in the proceedings of the Tribunal .
- b) In the absence of such an agreement , the proceedings shall be conducted either in English or in Hindi.
- c) The Tribunal may direct that any documentary evidence shall be accompanied by a translation into the language or languages agreed upon by the parties or determined by the Tribunal.

(7) Statements of claim and defence:

- a) Within the period of time agreed upon by the parties or determined by the Tribunal the claimant shall state the facts supporting his claim. The points at issue and the relief or remedy sought and the respondent shall state his defence in respect of these particulars unless the parties have otherwise agreed as to the required elements of those statements.
- b) The parties may submit with their statements all documents they consider to be relevant or may add a reference to the documents of other evidence they will submit.
- c) Unless otherwise agreed by the parties, either party may amend or supplement his claim or defence during the course of the proceedings unless the Tribunal considers it inappropriate to allow the amendment or supplement having regard to the delay in making it.

(8) Hearing and written proceedings:

- a) Unless otherwise agreed by the parties, the Tribunal shall decide whether to hold oral

hearings for the presentation of evidence or for oral argument, or whether the proceedings shall be conducted on the basis of documents and other materials:

Provided that the Tribunal shall hold hearings at an appropriate stage of the proceedings on a request by a party unless the parties have agreed that no oral hearing shall be held.

- b) The parties shall be given sufficient advance notice of any hearings and of any meeting of the Tribunal for the purpose of inspection of documents and other relevant material.
- c) All statements, documents or other information supplied to or applications made to the Tribunal by one party shall be communicated to the other party and any expert report or documents on which the Tribunal may rely in making its decision shall be communicated to the parties.

(9) Default of a party:

Unless otherwise agreed by the parties where, without showing sufficient cause:

- a) the Claimant fails to communicate his statement of claim in accordance with Sub-clause (a) of Clause 6, the Tribunal shall terminate the proceedings;
- b) the respondent fails to communicate his statement of defence in accordance with sub clause (a) of clause 6, the Tribunal shall continue the proceedings without treating the failure in itself an admission of the allegations by the claimant;
- c) a party fails to appear at an oral hearing or to produce documentary evidence. The

Tribunal may continue the proceedings and make the award on the evidence before it.

32. Number of seats in different courses / subjects and provision regarding Fee to be charged from the students

(1) The number of seats in different courses / subjects shall be as per the Act and norms specified by the regulatory Bodies such as AICTE/MCI/NCTE/BCI/DCI/PCI etc. and as approved by the Academic Council.

The fee structure of the University will be finalized as per Section 36 of the Act and its subsequent amendments, as follows :

i) The University may from time to time prepare fee structure and shall send it for information to the Government, at least 30 days before the commencement of the academic session.

ii) The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit cum means and be as follows:-

a) 5% out of the 25% shall be granted full fee exemption.

b) 10% out of the 25% shall be granted 50% fee concession.

c) The balance 10% of the 25% shall be granted 25% fee concession.

iii) The University shall not charge any fee by whatever name called other than that prescribed as per clause (i) and (ii) above.

33. Students Welfare Committee

(1) The Students Welfare Committee will function as a forum for feedback on the students'

issues and their welfare.

- (2) The Vice-Chancellor shall appoint on the Students Welfare Committee such number of students as he deems fit , from each class in various department/ faculty, who should be full time students in the University and have secured a minimum of 75% attendance; the students should be academically outstanding also.
- (3) The Vice-Chancellor may also decide to involve other categories of students in the Committee. Women students should be given adequate representation in the Committee.
- (4) The committee meetings will be held atleast once in a semester with the Dean Student Welfare, Dean (Academics Affairs), Dean of concerned faculty in which other person may be invited as required.

34. Exemption from Fee and Award of Scholarships / Fellowships

The Board of Management may formulate a regulation on the exemption of fees and award of scholarships / fellowships ; the basis will be merit or merit-cum-means subject to approval for availability of such fund .

35. PROFESSOR EMERITUS

- (1) The Board of Management, may, on the recommendation of the Vice-Chancellor, confer the title of `Professor Emeritus' on any distinguished teacher of the University on, or after his retirement, in recognition of his scholarly and conspicuous service to the University, provided that no such title shall be

conferred unless the connection of the teacher with the University has extended over a period of not less than ten years. A Professor Emeritus shall be entitled to full courtesy on ceremonial occasions but he shall not as such be entitled to membership of an University body or authority.

36. Withdrawal of Degrees and Diplomas etc.

A degree, diploma, certificate or other academic distinction may be withdrawn by the University.

- a) If the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the ordinance;

Or

- b) If the candidate has misbehaved at a convocation of the University: Provided that the question whether a person has misbehaved in terms of this statute, shall be finally decided by the Vice-Chancellor.

Or

- C) When sufficient evidence is laid before the Academic Council showing that any person on whom a degree or diploma etc. conferred by the University has been convicted of what is in their opinion a serious offence, the Academic Council may recommend to Board of Management / Governing Body that such a degree or diploma be cancelled.

37. The University (Self Financed)

The University will be self financed and shall not be entitled to receive any regular grants or financial assistance from the Government or any Board / Corporation owned and controlled by the government for its functioning.

This will not however restrict the University from receiving financial support /

grant from the Government / other Government agencies, public and private industries / organizations as per regulations for activities instituted at its behest or for funding any special project undertaken as per direction of Board of Management, including new need based courses, consultancy, testing, extension work , in service programmes etc.

38. Special Mode of Appointment

(1) Notwithstanding anything contained in Statutes, the Board of Management, with the prior approval of the Chancellor, may invite a person of high academic distinction and professional attainment to accept a post of Professor in the University, on such terms and conditions as it deems fit and on the person agreeing to do so , appoint him to the post.

39. Resignation

Any resignation rendered by any employee shall be processed as per the terms and conditions of services and Regulations prescribed for the purpose from time to time.

40. Head of Department

(1) Each teaching department shall have a Head of Department, who shall be appointed by the Vice-Chancellor for a period of three years among the professors / Associate professors.

Provided that notwithstanding the fact that his term of three years has not expired, the Vice-Chancellor may, on the report from appointed committee, remove him in case he is satisfied that his further continuance will be detrimental to the cause for which he has been appointed or to the interests of the University.

(2) In case the Head of the Department is, by reasons of illness, absence or any other cause, unable to perform the duties of his office, the Vice-Chancellor may make alternate arrangements during his absence.

(3) The duties and functions of the Head of the Department shall be specified in the Ordinances.