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MATHURA  
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# THE FIRST STATUTES OF GLA UNIVERSITY, MATHURA (U.P.)



**Approved by Executive Council of GLA University in its 5<sup>th</sup> Meeting held on 22-11-2021**

*According to the Uttar Pradesh Private University Act, 2019 (UP Act No. 12 of 2019) Clause - 34(1)*

*Dated 6<sup>th</sup> August 2019*

*(Amended Act of the Private University vide Notification No. 795/79/V-1-21-1-K-27-21 dated 24.08.2021)*







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## TABLE OF CONTENTS

### CHAPTER-I

#### PRELIMINARIES

1. Short Title, Scope and Commencement	1
2. Definitions	1
3. Seal, Flag, Anthem, etc. of the University	1
4. Academic Calendar of the University	1

### CHAPTER-II

#### OFFICERS OF THE UNIVERSITY

5. Appointment, Powers and Functions of Chancellor	2
6. Appointment, Powers and Functions of Pro-Chancellor	2
7. Appointment, Powers and Functions of Vice-Chancellor	3
8. (a) Appointment, Powers and Functions of Pro-Vice-Chancellor	3
(b) Appointment, Powers and Functions of Chief Executive Officer	3
(c) Appointment, Powers and Functions of Chief Finance Officer	4
9. Appointment, Powers and Functions of Registrar	4
10. Appointment, Powers and Functions of Deans of the University	4
11. Appointment, Powers and Functions of Dean of Students' Welfare	4
12. Appointment, Powers and Functions of Directors	4
13. Appointment, Powers and Functions of Controller of Examinations	4
14. Appointment, Powers and Functions of Chief Proctor	4
15. Appointment, Powers and Functions of Finance Officer	4
16. Appointment, Powers and Functions of Head of Department	5
17. Appointment, Powers and Functions of Chief Warden and Wardens	5

### CHAPTER-III

#### BODIES OF THE UNIVERSITY

18. The Sponsoring Body	6
19. The Governing Body	6
20. The Executive Council	7
21. The Academic Council	9
22. The Finance Committee	10
23. The Planning Board	11
24. Board of Studies, Admissions Committee, Fee Committee, Examinations Committee and other Authorities of the University	11

## **CHAPTER-IV**

### **TEACHERS AND EMPLOYEES OF THE UNIVERSITY**

25	Minimum Qualifications of Faculty Members	12
26	Appointment of Faculty Members of the University and other Academic, Administrative staff and their emoluments	12
27	The Conditions of Service of Employees	12
28	Disciplinary Action against Faculty Members of The University	13
29	Disciplinary Action against Non-Teaching Employees	14

## **CHAPTER-V**

### **MISCELLANEOUS PROVISIONS**

30	Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions	15
31	Institution of Fellowships, Scholarships, Studentships, Medals and Prizes	15
32	Maintenance of Discipline among the Students	15
33	Establishment and Abolition of Departments, Centres and Courses	15
34	Delegation of Powers vested in the Authorities or Officers of the University	16
35	Conferment of Honorary Degrees and other Distinctions	16

# CHAPTER-I

## PRELIMINARIES

### Short Title, Scope and Commencement

1. (1) These Statutes may be called First Statutes of the GLA University, Mathura.
- (2) These Statutes shall come into force with effect from the date of publication by the University either by displaying it on its website. and / or through newspapers.

### Definitions

2. In these Statutes, unless the context otherwise requires:
  - (1) "Act" means the Uttar Pradesh Private Universities Act, 2019 (UP. Act No 12 of 2019);
  - (2) "University" means the GLA University, Mathura.
  - (3) "Executive Council" and "Academic Council" mean the Executive Council and the Academic Council of the University, respectively;
  - (4) "Board" means the Faculty Board or the Board of Studies or the Planning Board, or any Other Board of the University;
  - (5) "Chancellor", "Pro-Chancellor". "Vice-Chancellor and "Pro-Vice-Chancellor" means the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor respectively of the University;
  - (6) "Controller of Examinations" means the person who has been put in-charge to conduct the examination(s) of the university;
  - (7) "Officer" means any officer of the University as may be prescribed by the Act or the Statutes.
  - (8) "Employee" means any person duly appointed through appointment letter by the University, that includes a teacher or any other member of the staff of the University;

### Seal, Flag, Anthem, etc. of the University

3. (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 approved by the Executive Council.
- (2) The Executive Council of the University may decide to make and use such Flag, Anthem and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time and which are not of such nature that are restricted by the State or the Central Government.

### Academic Calendar of the University

4. (1) Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines issued by the State Government and other Regulatory Bodies from time to time.
- (2) The University shall publish its Academic Calendar on its website.
- (3) In case of international students, the University may follow a different admission process and Academic Calendar as may be prescribed in the Ordinances.

# CHAPTER–II

## OFFICERS OF THE UNIVERSITY

### Appointment, Powers and Functions of Chancellor

1.
  - (1) A person of eminence shall be appointed as the Chancellor by the Governing Body in the manner decided by the sponsoring body for a period of five years.
  - (2) The Governing Body shall have the power to reappoint the Chancellor for the second or successive terms.
  - (3) Subject to the provisions of the Act, the Sponsoring Body shall determine the salary of the Chancellor.
  - (4) The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his/her powers and functions under the Act.
  - (5) The Chancellor shall have power to himself/herself issue cheques and authorize payments or he may delegate this power to any other officer/officers or member of the Finance Committee.
  - (6) The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his/her powers to any Authority/Officer(s) at his/her discretion and has right to modify or recall his/her order of delegation of such power.
  - (7) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out the provisions of the Act and Statutes, when such Officer / Authority of the University is not available.
  - (8) Decisions taken by the Chancellor shall be placed before the Governing Body for information and ratification.
  - (9) The Chancellor shall be authorised to issue directions to any officer / authority of the University from time to time as necessary in the interest of the University.
  - (10) If any vacancy arises in the office of the Vice-Chancellor and it is not being possible to appoint a regular Vice-Chancellor by following the procedure prescribed for appointing of such Vice-Chancellor, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six months, which can further be extended by not beyond three months.
  - (11) The Chancellor may, in accordance with the provisions of Clause(d) of Sub-Section 5 of Section 15 of the Act, create such other post of officers to perform such functions as it deems necessary.
  - (12) The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from office. The Pro-Chancellor shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its decision.

### Appointment, Powers and Functions of Pro-Chancellor

2.
  - (1) The Pro-Chancellor shall be appointed in accordance with Section 16 of the Act for a period of five years and upon the expiry of the term he/she shall be eligible for re-appointment.
  - (2) Subject to the provisions of the Act, the sponsoring body shall determine the salary of the Pro-Chancellor.
  - (3) Pro-Chancellor shall exercise such powers as may be delegated to him/her in writing by the Chancellor.

## **Appointment, Powers and Functions of Vice-Chancellor**

3.
  - (1) Appointment of the Vice-Chancellor will be made in accordance with the Clause 17 of the Act.
  - (2) The Chancellor will constitute a Search Committee to recommend of panel of three names for the post of Vice-Chancellor to be submitted to the Governing Body.
  - (3) The Search Committee shall comprise of following members:
    - (a) One member nominated by the Sponsoring Body.
    - (b) One serving or retired Professor from outside the University nominated by the Governing Body.
    - (c) One member nominated by the Chancellor.
  - (4) The Governing Body shall, after receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chancellor for appointment of the Vice-Chancellor.
  - (5) In case, none of the recommended names is found suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
  - (6) The Vice-Chancellor shall have the following additional powers and functions:
    - (a) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or any Body of the University, except the Sponsoring Body and Governing Body.
    - (b) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, Statutes, Ordinances, Rules and Regulations of the University are duly observed.
    - (c) The Vice-Chancellor shall have power to grant leave to any officer, faculty member, employee or student of the University, other than the Chancellor and Pro-Chancellor and make necessary arrangements for the discharge of the functions of such person during the period of his/her absence. Provided that the Vice-Chancellor may delegate such powers to any other Officer or Officers of the University;
    - (d) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various Bodies/ Committees of the University other than the Sponsoring Body, Governing Body, Finance Committee and Planning Board.
    - (e) The Vice-Chancellor may, by writing addressed to the Chancellor, resign his/her office and his/her resignation shall be effective from the date of acceptance by the Governing Body.
4.
  - (1) The Vice-Chancellor shall appoint the Pro-Vice-Chancellor from among the Professors of the University for a period of three years, which can be extended for one/ more term.
  - (2) In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall discharge the day-to-day duties of the office of the Vice-Chancellor unless otherwise directed by the Vice-Chancellor or the Chancellor.
5.
  - (1) Chief Executive Officer (CEO) will be appointed by the Chancellor of the University.
  - (2) CEO will exercise such other powers and discharge such other functions as prescribed in the Ordinances of the University and as may be delegated to him/her in writing by the Chancellor.

## **Appointment, Powers and Functions of Pro-Vice-Chancellor**

## **Appointment, Powers and Functions of Chief Executive Officer**

**Appointment, Powers and Functions of Chief Finance Officer**

**Appointment, Powers and Functions of Registrar**

**Appointment, Powers and Functions of Deans of University**

**Appointment, Powers and Functions of Dean of Students' Welfares**

**Appointment, Powers and Functions of Directors**

**Appointment, Powers and Functions of Controller of Examinations**

**Appointment, Powers and Functions of Chief Proctor**

**Appointment, Powers and Functions of Finance Officer**

6. (1) Chief Finance Officer (CFO) will be appointed by the Chancellor of the University.  
(2) CFO will exercise such other powers and discharge such other functions, as may be delegated to him/her in writing by the Chancellor.
7. (1) The Registrar shall be appointed by the Executive Council of the University.  
(2) The qualification, term of office, conditions of service and procedure of appointment of the Registrar shall be determined by the Governing Body.  
(3) The Power and Functions of the Registrar shall be as may be determined by the Governing Body.
8. (1) The Deans of the University shall be appointed by the Vice-Chancellor from amongst the Professors of the University for a period of three years which can be extended for one/ more term.  
(2) The Vice-Chancellor shall have power to remove the Dean if he/she is found guilty of any misconduct or if he/she fails to perform the duties of his/her office.  
(3) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations.
9. (1) The Dean of Students' Welfares shall be appointed by the Vice-Chancellor for a period of three years which can be extended for one/ more term.  
(2) The Dean of Students' Welfare shall exercise such other powers and discharge such other functions as may be laid down by the ordinances and regulations.
10. (1) The Director shall be appointed by the Vice-Chancellor from amongst the Professors of the concerned Institute for a period of three years which can be extended for one/ more term.  
(2) The Director shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations.
11. (1) Controller of Examinations (CoE) will be appointed by the Vice-Chancellor in consultation with the Chancellor and to be ratified in the next Executive Council Meeting.  
(2) The qualification, term of office, conditions of service and procedure of appointment of the COE shall be determined by the Executive Council.  
(3) COE will exercise such other powers and discharge such other function as may be laid down by ordinances and regulations.  
(4) In the absence of a permanent COE in the University, a Professor of the University may be appointed as COE with a duration of three years which may be renewed for another term.
12. (1) The Chief Proctor shall be appointed by the Vice-Chancellor for a period of three years which can be extended for one/ more term.  
(2) The Chief Proctor shall assist the Vice-Chancellor to maintain discipline among students of the University.  
(3) The Vice-Chancellor may nominate as many Deputy Proctors and Assistant Proctors as he/she deems proper to assist the Chief Proctor.  
(4) The Chief Proctor shall exercise such other powers and discharge such other function as may be laid down by Ordinances and/or Regulations.
13. (1) The Finance Officer shall be appointed by the Executive Council of the University on the recommendation of the Governing body.  
(2) The qualification, term of office, conditions of service and procedure of appointment of the Finance Officer shall be determined by the Governing Body.



## **Appointment, Powers and Functions of Head of Department**

## **Appointment, Powers and Functions of Chief Warden and Wardens**

- (3) The power and functions of the Finance Officer shall be as may be determined by the Governing Body.
- 14.
  - (1) Head of Department shall be appointed by the Vice-Chancellor from amongst the Professors of the concerned Department for a period of two years which can be extended for one more year.
  - (2) The Vice-Chancellor shall have power to remove the Head, if he/she is found guilty of any misconduct or if he/she fails to perform the duties of his/her office.
  - (3) The Head of Department: shall preside over the meetings of the Board of Studies.
  - (4) The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and/or Regulations.
- 15.
  - (1) The Chief Warden and Wardens shall be appointed by the Vice-Chancellor for a period of two/three years which can be extended for one/ more term.
  - (2) The Chief Warden and Wardens shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and/or Regulations.

# CHAPTER – III

## BODIES OF THE UNIVERSITY

### The Sponsoring Body

1. (1) The Sponsoring Body shall have powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University.
- (2) The Sponsoring Body of the University shall have power to determine the limits of the financial powers of any officer, authority, teacher, or employee of the university from time to time.
- (3) The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.
- (4) The members of the Sponsoring Body will be as per the Memorandum of Association of the Society.

### The Governing Body

2. (1) The Governing Body shall consist of following members:
  - (a) The Chancellor – Chairperson – Ex-officio
  - (b) The Pro-Chancellor – Ex-officio
  - (c) The Vice-Chancellor – Ex-officio
  - (d) One member to be nominated by the Sponsoring Body.
  - (e) One eminent educationist to be nominated by the Sponsoring Body.
  - (f) One member from industry/corporate to be nominated by the Sponsoring Body.
  - (g) One legal expert to be nominated by the Sponsoring Body.
  - (h) One financial expert to be nominated by the Sponsoring Body.
  - (i) Registrar as Ex-officio Secretary who shall have right to speak at the meeting but not the right to vote.
  - (j) The Sponsoring body shall have the power to nominate up to six additional persons as members to the governing body.

Provided that the number of members of the Governing body shall not be less than nine and more than fifteen.
- (2) The term of nominated members shall be three years.

Term of office of Ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- (4) The Sponsoring Body shall have power to remove any nominated member of the Governing Body for reasons to be recorded in writing.
- (5) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final.
- (6) Meetings of the Governing Body shall be convened by the Chairperson either on his/her own initiative or on a requisition signed by not less than four members of the Governing Body.
- (7) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- (8) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his/her absence, the Chancellor may nominate Pro-Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.
- (9) A written notice or telephonic call of every meeting shall be sent by the Secretary to every member at least two weeks before the date of the meeting.



- (10) Provided that the Chairperson may call a special meeting of the Governing Body at short notice to consider any urgent matter.
  - (11) The notice may be delivered either by hand or e-mail or sent by post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.
  - (12) Agenda duly approved by the Chairperson, shall be circulated by the Secretary to the members at least 10 days before the meeting except in case of emergent meeting.
  - (13) Notices of motions for inclusion of any item on the agenda must reach the Secretary at least ten days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
  - (14) The ruling of the Chairperson in regard to all the questions of procedure shall be final.
  - (15) The minutes of the proceedings of the Governing Body shall be drawn up by the Secretary with the approval of the Chairperson and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
  - (16) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he/she shall cease to be a member of the Governing Body unless the Chairperson desires otherwise.
  - (17) The Governing Body may, in accordance with the provisions of Clause (d) to Sub-Section (3) of Section 24 of the Act, create such other posts of officers, faculty members and employees of the University to perform such functions as it deems necessary.
  - (18) The quorum of the meeting of the Governing Body shall be minimum 50 per cent of the total members.
- 3.
- (1) The Executive Council shall meet as often as may be necessary but not less than twice during an academic year.
  - (2) The constitution of the Executive Council shall be such as prescribed in the Act which is follows:
    - a) Vice-Chancellor – Chairperson
    - b) Three members to be nominated by the Governing Body
    - c) Two eminent educationists to be nominated the President
    - d) One officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh
    - e) One educationist not below the rank of Associate Professor from a panel of three names to be approved by the State Government, for which the University shall submit a list of three names of eminent educationists
    - f) One Professor and One Associate Professor of the University on rotation basis for a period of one year to be nominated by the Vice-Chancellor in consultation with the Chancellor

- g) The Registrar- Ex-Officio Member Secretary
  - h) The finance Officer shall have the right to speak in and otherwise to take part in the proceedings of the Executive Council but shall not be entitled to vote
- (3) Meetings of the Executive Council shall be convened by the Vice-Chancellor suo-moto or on a requisition signed by not less than four members of the Executive Council.
  - (4) A written notice or telephonic call of every meeting shall be sent by the Secretary to every member of the Executive Council at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting; Provided that the Chairperson may call a special meeting of the Executive Council at short notice to consider urgent/ special matters.
  - (5) The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.
  - (6) Agenda shall be circulated by the Secretary to the members at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least 10 days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
  - (7) The ruling of the Chairperson in regard to all questions of procedure shall be final.
  - (8) The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Executive Council.
  - (9) The minutes of the Executive Council shall be placed before the Governing Body.
  - (10) If a member of the Executive Council fails to attend three consecutive meetings without due notice, he/she shall cease to be a member of the Executive Council, unless the Chairperson desires otherwise.
  - (11) Excluding Professor and Associate Professor, the term of the non Ex-officio member of the Executive Council shall be three years.
  - (12) The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor or Pro Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported and ratified to the Executive Council in its next meeting.

## The Academic Council

4. (1) The Academic Council shall consist of the following members, namely-
  - (i) The Vice-Chancellor-Ex-Officio Chairperson
  - (ii) The Pro-Vice-Chancellor-Ex-Officio
  - (iii) All Deans -Ex-Officio
  - (iv) All Heads of Departments-Ex-Officio
  - (v) All Professors - Ex-officio
  - (vii) Two Associate Professors and two Assistant Professors of the University to be nominated by the Chairperson, the Academic Council.
  - (viii) Five distinguished academicians from outside the University to be nominated by the Chancellor
  - (ix) The Registrar – Secretary - Ex-Officio
- (2) The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years.
- (3) The procedure for the meetings of the Academic Council shall be as follows:
  - (a) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairperson either suo-moto or on a requisition signed by not less than 20% members of the Academic Council.
  - (b) A written notice or telephonic call of every meeting shall be sent by the Secretary to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Academic Council at short notice to consider urgent matters.
  - (c) Agenda shall be circulated by Secretary to the members at least one week before the meeting in consultation with the Chairperson of the Academic Council.
  - (d) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- (4) In emergent cases, the Chairperson of the Academic Council may exercise the powers of the Academic Council. In case, the Chairperson exercises any of the powers of the Academic Council, the members shall be informed through email, ex-post facto, and such decision of the Chairperson shall be placed at the next meeting of the Academic Council for its ratification.
- (5) The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.
- (6) The recommendations of the Academic Council shall be placed before the Executive Council for its decision.

## The Finance Committee

- (7) Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions-
      - (a) To approve admission intake for various Programs of Studies in the University proposed by Admission Committee.
      - (b) To consider the proposals submitted by the Board of Studies of various Departments of the University.
      - (c) To recommend to the Executive Council the recognition of degrees, diplomas and certificate of other Universities and institutions and to determine their equivalent degree, diplomas and certificate of the University.
    - (8) The quorum of the meeting of the Academic Council shall be minimum 50 per cent of the total members.
  5.
    - (1) The Finance Committee shall consist of the following:
      - (a) The Chairperson shall be nominated by the Sponsoring body.
      - (b) The Vice-Chancellor-Ex-Officio
      - (c) Chief Finance Officer – Ex-Officio
      - (d) One Member nominated by the Governing Body.
      - (e) One Member nominated by the Executive Council
      - (f) The Pro-Vice-Chancellor-Ex-Officio
      - (g) One Financial Expert nominated by the Sponsoring Body
      - (h) The Finance Officer-Ex-Officio Secretary.
      - (i) Any special invitees whom the Finance Committee deems fit.
    - (2)
      - (a) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
      - (b) The term of office of a nominated member shall be three years.
    - (3) Four members of the Finance Committee including the Chairperson shall form a quorum for a meeting of the Finance Committee.
    - (4) In the event of absence of the Chairperson, a member chosen from among the present members shall preside over the meeting.
    - (5) The procedure for the meetings of the Finance Committee shall be as follows:
      - (a) The Finance Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairperson either on his/her own initiative or on a requisition signed by not less than three members of the Finance Committee.
      - (b) A written notice of every meeting shall be sent by the Finance Officer to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Finance Committee at short notice to consider urgent matters.
      - (c) Agenda shall be circulated by the Secretary, in consultation with the Chairperson of the Finance Committee, to the members at least one week before the meeting.
      - (d) All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.

## The Planning Board

## Board of Studies, Admissions Committee, Fee Committee, Examinations Committee and other Authorities of the University

- (6) In emergent cases, the Chairperson of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairperson exercises any of the powers of the Finance Committee, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
  - (7) The Finance Committee shall have the following powers and functions:
    - (a) To examine and recommend the annual budget of the University.
    - (b) To examine and recommend the budget for any purchase or construction exceeding the amount specified by the Sponsoring Body.
    - (c) To give its views on any financial matter solicited from it by any officer or authority of the University.
  - (8) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.
6.
  - (1) The Planning Board shall consist of the following:
    - (a) The Chairperson shall be a nominee of the Sponsoring Body
    - (b) Vice Chancellor - Ex-Officio
    - (c) Pro Vice Chancellor - Ex-officio
    - (d) One Architect/Engineer to be nominated by the Chancellor
    - (e) Such other persons from whom planning board needs any assistance from.
    - (f) The Finance Officer - Ex-Officio
    - (g) The Registrar - Ex-Officio- Secretary
  - (2)
    - (a) The term of office of an Ex-Officio member shall continue so long as he/she holds the office by virtue of which he/she is a member.
    - (b) The term of nominated members shall be three Years.
  - (3) The Planning Board shall advise the Executive Council to ensure that the 'necessary infrastructure and academic support systems are available to the University as per the norms of the Regulatory Bodies; Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems together with its advice tendered to the Executive Council through finance committee.
  - (4) The Planning Board shall meet as and when needed and be free to adopt its own procedure for such meetings.
  - (5) The quorum of the meeting of the Planning Board shall be minimum 50 per cent of the total members.
7. The constitution, powers and functions of the Board of Studies, the Admissions Committee, Fee Committee, the Examinations Committee and of such other authorities of the University which may be declared by the Statutes to be the authorities of the University, shall be as may be laid down in the Ordinances of the University.



# CHAPTER – IV

## TEACHERS AND EMPLOYEES OF THE UNIVERSITY

### Minimum Qualifications of Faculty Members

### Appointment of Faculty Members of the University and other Academic & Administrative staff and their emoluments

### The Conditions of Service of Employees

1. The minimum eligibility for appointment and career advancement of faculty members and other non-academic teaching staff in the University shall be such as may be prescribed by the Executive Council in conformity with the guidelines of the relevant Regulatory Bodies.
2. (1) All regular appointments of faculty members and Librarian/ Deputy Librarian/ Asst. Librarian (herein after referred as faculty member) shall be made on the recommendation of a duly constituted Selection Committee. The Selection Committee for faculty members will comprise of the following:
  1. The Vice-Chancellor - Chairperson
  2. Pro-Vice-Chancellor
  3. One nominee of the Chancellor
  4. 2/3 subject experts to be nominated by the Vice-Chancellor in consultation with the Chancellor
  5. Head of the concerned Department (Only for the selection of Associate/ Assistant Professor)
  6. Dean/ Director
  7. Registrar- Ex-Officio Non-member Secretary
- (2) Appointment of other academic and Administrative staff and Ad-hoc appointment of faculty members shall be made on the recommendation of a duly constituted Selection Committee as prescribed in the Ordinances.
- (3) Recommendations of Selection Committees will be placed before the Executive Council for its decision. Provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision.
- (4) Teaching positions shall be advertised in at least two leading National Dailies and the University Website as per the norms prescribed by the UGC/ Regulatory Body for wide circulation at least one month before the last date for application.
- (5) The salary and allowances shall be paid to the teachers and employees online into their bank accounts.
3. (1) Every faculty member, salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University and a copy thereof shall be furnished to the officer, faculty members or employee concerned.
- (2) Subject to the conditions laid down in the Ordinances, the terms and conditions of service shall be made in the form of service rules and approved by the Executive council. It would cover all the conditions as would be applicable to an employee and would generally include, but not be restricted to following -
  - (a) Recruitment norms
  - (b) Personnel policies
  - (c) Pay & Allowances
  - (d) Travel Rules.
  - (e) Leave Rules

## Disciplinary Action against Faculty Members of The University

- (f) Policy covering health and wellbeing/ medical/ Insurance
- (g) Policy on Loans and Advances
- (h) Dependent's Policy
- (i) Appraisal and Career progression
- (j) Ethics policy and code of conduct
- (k) Policy on Sponsored Projects and Consultancy
- (l) Policy to deal with sexual harassment at work places
- (m) Discipline Policy
- (n) Gratuity, Employee Provident Fund
- (o) Honorarium Rates and Rules

4. (1) A faculty member of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the faculty members at the time of appointment.
- (2) A breach of any of the provisions of the Code of Professional Ethics of the University shall be deemed to be misconduct.
- (3) A faculty member of the University may be removed or his/her services terminated on one or more of the following grounds:
  - (a) wilful neglect of duty;
  - (b) misconduct;
  - (c) breach of any of the terms of contract of service;
  - (d) dishonestly connected with University Examination;
  - (e) Scandalous conduct or conviction for an offence involving moral turpitude;
  - (f) physical or mental unfitness;
  - (g) incompetence;
  - (h) abolition of the post;
- (4) No order of dismissal, removal or termination of the services of a faculty member of the University on any ground mentioned in clause 3(2)(l) (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the faculty member and communicated to him/her with a statement of the grounds on which it is proposed to take action and he/she has been given adequate opportunity of hearing.
  - (a) of submitting a written statement of his/her defense;
  - (b) of being heard in person, if he/she so chooses; and
  - (c) of calling and examining such witnesses in his/her defence as he/she may wish.

Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.
- (5) The Executive Council may, at any time ordinarily within two months from the date of the inquiry Officer's report, pass a resolution dismissing or removing the concerned faculty member from service or terminating his/her services mentioning the ground of such dismissal, removal or termination.
- (6) The resolution shall forthwith be communicated to the faculty member concerned.

## Disciplinary Action against Non-Teaching Employees

- (7) The Executive Council may, instead of dismissing, removing or terminating the services of the faculty member, pass a resolution inflicting a lesser punishment by reducing the pay of the faculty member for a specified period not exceeding three years and/or by stopping increments of his/her salary for a specified period or may deprive the faculty member of his/her pay during the period of his/her suspension, if any.
  - (8) A faculty member of the University shall be deemed to have been placed under suspension:
    - (a) With effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
    - (b) In any other case, for the duration of his/her detention if he/she is detained in custody, whether the detention is for any criminal charge or otherwise.
5.
  - (1) Where there is an allegation of misconduct against an employee, the Vice-Chancellor shall constitute an inquiry committee for the purpose. The Vice-Chancellor may, if he/she thinks fit, by order in writing, place the employee under suspension.
  - (2) Based on the report of inquiry committee, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of services of the employee concerned.
  - (3) No employee shall be removed until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.
  - (4) The removal of an employee shall take effect from the date on which the order of removal is made.
  - (5) Notwithstanding anything contained in the terms of his/her contract of service or of his/her appointment, an employee of the University, other than a faculty member, may be removed by the authority which is competent to appoint the employee if:
    - (i) he/she is of unsound mind;
    - (ii) he/she is an undercharged insolvent;
    - (iii) he/she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
    - (iv) he/she is otherwise guilty of misconductProvided that no employee of the University shall be removed unless resolution to that effect is passed by the Executive Council.



# CHAPTER – V

## MISCELLANEOUS PROVISIONS

### Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions

1. (1) The Executive Council may, on the recommendation of the Academic Council by a special resolution passed by a majority of not less than two-third of the members present and voting, recommend withdrawal of any Degree or academic distinction conferred on, or any Certificate or Diploma granted to any person by the University for good and sufficient cause.  
Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him/her to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his/her objections, if any, and any evidence he/she produces in support of them, have been considered by the Academic Council.
- (2) The decision stating the reasons thereof shall be communicated to the person concerned.
- (3) Any person aggrieved by the decision taken by the Executive Council may appeal to the Chairperson, Governing Body within 30 days from the date of such decision. The Chairperson will take the final decision and will report to the Governing Body.

### Institution of Fellowships, Scholarships, Studentships, Medals and Prizes

2. The Rules as provided for the institution of fellowships, scholarships, studentships, medals and prizes in the Ordinances of the University shall be applicable.

### Maintenance of Discipline among the Students

3. (1) All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-Chancellor.
- (2) Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor may in the exercise of his/her powers aforesaid, order that any student be expelled from the University, or be fined a sum that may be specified in the Ordinances, or be debarred from taking an examination or examinations for one or more years or that the results of the examination or examinations in which he/she has appeared be cancelled.
- (3) The Vice-Chancellor may delegate all or such of his/her powers, as he/she deems proper, to the Chief-Proctor, and to such other persons as he/she may specify on his/her behalf.

### Establishment and Abolition of Departments, Centres and Courses

4. (1) The Executive Council, based on the advice of the Academic Council, may establish Departments and/or Centres, start new courses in the University.
- (2) The University shall offer such programs in the Departments, Centres, as the Executive Council may approve on the recommendation of the Academic Council, through Ordinances.
- (3) The Executive Council may reconstitute a Department, Centre on recommendation of the Academic Council.
- (4) The Executive Council, based on the advice of the Academic Council, may phase out any Department or Centre based on the following:
  - (a) When the courses offered by the Department become obsolete.
  - (b) When the subscription to such courses becomes untenable to continue.
  - (c) When alternate and better programs are available.

### Delegation of Powers vested in the Authorities or Officers of the University

### Conferment of Honorary Degrees and other Distinctions

- (d) Before approving such discontinuation, the Executive Council shall ensure that the existing students in the Programs are allowed to complete their courses in which they have registered.
5. Subject to the provisions of the Act, any officer or authority of the University may delegate his/her or its powers to any other officer or authority or person under his/her or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the Officer or Authority delegating such powers.
6. Subject to the provision, of Sub-Section (e) of Section 11 of the Act, the Executive Council shall send recommendations to the State Government for approval for granting of honorary degrees and other distinctions.

## VISION

We envision ourselves as a Pace-setting University of Academic Excellence focused on Education, Research and Development in established and emerging professions.

## MISSION

- To impart quality professional education, to conduct commendable research and to provide credible consultancy and extension services as per current and emerging socio-economic needs.
- To continuously enhance and enrich the teaching/learning process and set such standards, education and otherwise, that other institutes would want to emulate.
- To be totally student-centric, thus promoting the overall growth and development of intellect and personality of our prime stakeholders, namely students, so that our alumni are worthy citizens and highly sought-after professionals worldwide.
- To empower the members of faculty and staff so that the university's ambience is one of harmony, mutual respect, cooperative endeavor and receptivity towards positive ideas.
- To probatively seek regular feedback from all the stakeholders and take appropriate measures based on them thus leading to excellent learning process.

## QUALITY POLICY

To provide an empowering learning experience in established and emerging professions and capacity-building for leadership, entrepreneurship and innovation.



## सरस्वती वन्दना

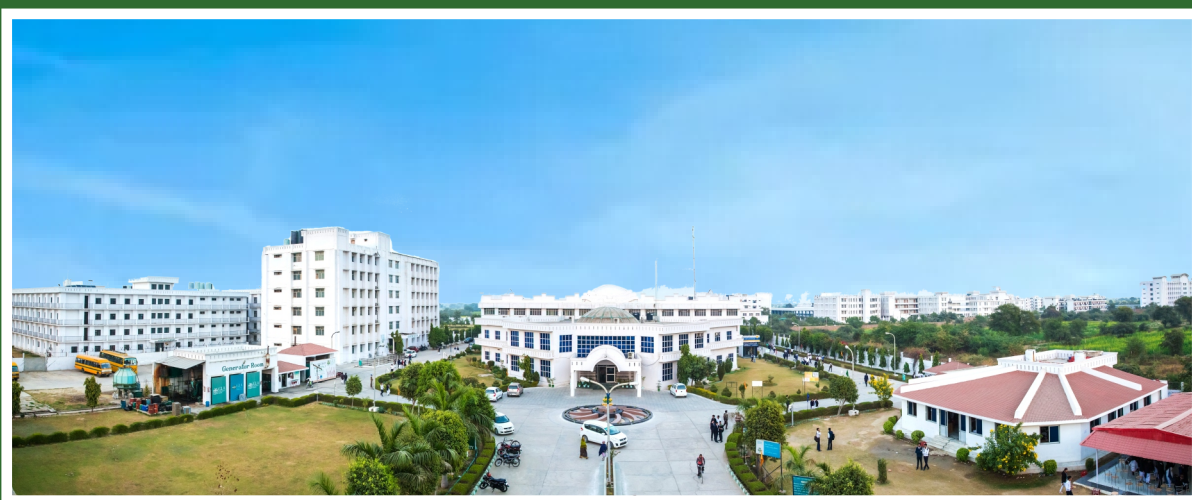


या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रावृताया  
वीणावरदण्डमण्डितकरा या श्वेतपद्मासना ।  
या ब्रह्माच्युत शंकरप्रभृतिभिर्देवैः सदा वन्दिता  
सा मां पातु सरस्वती भगवती निःशेषजाड्यापहा ॥१॥  
शुक्लां ब्रह्मविचार सार परमामाद्यां  
जगद्व्यापिनीं वीणापुस्तकधारिणीमभयदां ।  
जाड्यान्धकारापहाम्हस्ते स्फटिकमालिकां विदधतीं  
पद्मासने संस्थिताम्बन्दे तां परमेश्वरीं  
भगवतीं बुद्धिप्रदां शारदाम् ॥२॥









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UNIVERSITY  
MATHURA  
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